CHARTERING AGENCY
City College of San Francisco was chartered by the Board of Education, State of California, on April 17, 1935.

ACCREDITING AGENCY
City College of San Francisco is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of School and Colleges, 3402 Mendocino Avenue, Santa Rosa, CA 95403, 707-569-9177, an institutional accrediting body recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education.

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OUR VISION

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

A Teaching and Learning Community

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

A Service Community

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

A Diverse and Caring Community

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

A Contributing Community

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

MISSION STATEMENT

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

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

To enhance student learning and maintain a commitment to excellence, the college provides an array of academic and student services that support the development of students’ intellectual, cultural, and civic achievements.
Welcome to City College of San Francisco

As you view the pictorial dividers in this catalog, I invite you to focus on the many faces of City College students. Here are some interesting statistics to go along with those faces. More than 110,000 students attended City College during academic year 2001/2002. This translates into one out of eight San Franciscans. An increasing number of CCSF credit students enroll part-time – nearly 80 percent taking fewer than 12 units. Noncredit enrollment consists primarily of continuing students (55%), first time students (25%), and students returning after one or more semesters of not enrolling (17%).

City College is proud of the rich diversity of its student population. Since 1998, students of both Hispanic/Latino and Asian/Pacific Islander ethnicity have shown an increase in combined credit and noncredit enrollment. Latino/Hispanic students show a rise from 18% of enrollment in Fall 1998 to 20% in Fall 2001. Asian/Pacific Islander students show an increase from 36% of enrollment in Fall 1998 to 38% in Fall 2002, credit and noncredit combined. African American and Filipino enrollment has remained stable across all semesters since Fall 1998 at 7% and 5% respectively. The age of CCSF students has risen since 1998. The average age of credit students increased from 30 in Fall 1998 to 31 in Fall 2001. The average age for noncredit students hovers around 44.

Credit students are split almost evenly between female and male, the noncredit student body is significantly more female than male. The vast majority of credit students enroll at the Ocean Avenue Campus, whereas John Adams Campus has the largest noncredit enrollment. Most importantly, students are positive about CCSF – up to 94% would recommend City College to a friend.

The above statistics regarding the CCSF student body were gathered in preparation for the College’s five-year strategic plan which has the following major goals:

1. Increase student success through the expansion and improvement in the areas of basic skills, remediation and academic support services;
2. Strengthen and improve academic programs, student learning outcomes and alternative systems of delivery;
3. Expand programs meeting educational and training needs related to workplace, economic and community development;
4. Expand the College’s outreach and recruitment including marketing and promotional efforts, thus increasing access to educational opportunities for all those in need;
5. Increase the quality and accessibility of student development services to positively impact on student outcomes;
6. Identify and promote strategies to ensure stabilized funding resources;
7. Upgrade and expand technology utilization in order to enhance learning, optimize resources, and improve communication and organizational effectiveness;
8. Promote a dynamic organizational climate, expanding staff and professional development, improving communication and promoting diversity throughout the organization.

With your needs in mind, the College conducted “Listening Sessions” last year on its nine campuses to obtain feedback from the community on College’s proposed priorities for the next five years.

The College’s new strategic plan was created to support your goals for educational success. My very best wishes for a productive academic year. Thank you very much for enrolling in City College of San Francisco.

Dr. Philip R. Day, Jr.

Photo of Dr. Day. by Joyce Benna
A STUDENT’S RIGHT TO PRIVACY

Occasionally, City College of San Francisco receives requests from various entities or private persons seeking directory information on our students. These entities can be public, private or governmental in origin, e.g., private scholarship search companies, public and private colleges and universities, U.S. Military (Department of Defense and others).

“Directory Information” is defined as information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student’s name, address, telephone listing, date and any place of birth, level of education, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

Directory information may be released at the discretion of the college; however, under Federal and State law, a student has the right to ask that City College of San Francisco withhold directory information about him/her. Once the request is made, directory information will be withheld from all entities. The college assumes no liability for honoring a student’s request that such information be withheld.

Students who believe that directory information (that includes courses of study such as Gay and Lesbian Studies, Ethnic Studies, etc.) may identify their race, ethnicity, sexual orientation or otherwise subject them to discriminatory treatment, should be aware they have the option of not having any confidential information released to any group, agency or organization.

A request by a student to withhold directory information must be directed to the Dean of Admissions and Records in writing. This formal request must be made within the first two (2) weeks of the beginning of the academic year. Students who enroll other than in the beginning of the academic year (fall semester) must submit their request within the first two (2) weeks of the onset of his/her enrollment. This request must be signed and dated by the student. Students may also come to the Office of Admissions and Records and complete a “Request to Withhold Directory Form.”

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

EDUCATION CODE SECTION 66500 COMPLIANCE

In compliance with Education Code Section 66500, information regarding the obligation of male students to comply with the federal Military Selective Service Act by registering with Selective Service will be attached to all financial aid applications. Additionally, Selective Service registration cards will be available in the office of Admissions and Records at the Ocean Avenue Campus.

STUDENT RIGHT-TO-KNOW

In accordance with federal law, City College of San Francisco is required to publish annually its “Student Right-To-Know” (SRTK) transfer preparation/graduation/completion and other transfers rates. These rates are determined by the California Community College Chancellor’s Office and are based on a limited cohort of students. The rates are derived by tracking a Fall cohort of students over three years and dividing the number of students who successfully become transfer prepared/graduate/complete or actually transfer by the number in the initial cohort.

This information is updated annually and is available online at http://www.ccsf.edu/Info/srtk.html
SELECTED INFORMATION AND ASSISTANCE — ALL TELEPHONE NUMBERS AREA CODE 415

Adding & Dropping Classes
Smith Hall, Room 118  239-3732
Admissions & Records (Credit)
Conlan Hall, Room 107  239-3285
Admissions & Records (Noncredit)
31 Gough St. Room 19  241-2286
African-American Scholastic Programs
Bungalow 500  452-5315
Associate Dean of Student Advocacy,
Rights & Responsibilities
Conlan Hall, Room 106  239-3145
Associated Students (Ocean Avenue)
Student Union, Room 209  239-3108
Awards/Certificates Evaluation
Conlan Hall, Room 2  239-3486
Bookstore (Textbooks)
Conlan Hall, Room 109  239-3470
Bookstore Annex (Supplies, Computers,
Clothing)
11 Phelan Ave  452-5210
CalWORKS
Bungalow 609  452-5700
Career Development & Placement Center
Science Hall, Room 127  239-3117
Child Care
Bungalow 320  561-1895
College Development
Science 193  239-3816
Computer Labs:
Academic and Write Place
Rosenberg Library, Room 207  452-5537
Business Department Computer Lab
Cloud Hall, Room 111  239-3769
Instructional No. 1
Batmale Hall, Room 301  239-3492
Instructional No. 2
Science Hall, Room 8  239-3197
Word Processing Room
Rosenberg Library, Room 521  452-5500
Continuing Education
Fort Mason Art Center  561-1860
Counseling (New & Continuing Students)
Conlan Hall, Room 205  239-3296
Also located: Arts Building, Room 201,
Bungalow 623E, Cloud Hall, Room 207,
North Gym, Room 104, South Gym, Room 116
Disabled Student Programs & Services
(DSPS)
Rosenberg Library, Room 323  452-5481
(VTDD 452-5451)
Early Childhood Mentor
Bungalow 213  452-5600
English Eligibility
Batmale Hall, Room 514  239-3574
Extended Opportunity Programs & Services
EOPS Center  239-3561
Family Resource Center
Student Union, Upper Level  239-3109
Financial Aid, Fee Waiver, Student Loans
Cloud Hall, Room 324  239-3575
Foreign Student Admissions
Conlan Hall, Room 107  239-3837
Foreign Student Counseling
Cloud Hall, Room 212  239-3942
Foreign Students Intensive English Program
Cloud Hall, Room 208  239-3895
Grades, Mid-Term & Final
Log on to WEBSTARS or call STARS at the proper
time. See Current Time Schedule  452-0600
Graduation Petition & Transfer Credit
Evaluation
Conlan Hall, Room 107  239-3840
HIV/STD Education Office
Cloud Hall Mezzanine - 4th Floor  452-5202
Honors Program
Batmale Hall 572  239-3376
Information Booth
Conlan Hall Lobby  239-3628
Language Center
Rosenberg Library, Room 205  452-5555
Latino Services Center
Cloud Hall 364  452-5335
Learning Assistance Center
Rosenberg Library, Room 207  452-5502
Louise & Claude Rosenberg, Jr., Library &
Learning Resource Center  452-5400
Lost and Found
Cloud Hall, Room 119  239-3200
Marketing/Public Information
Science Hall, Room 194  239-3680
Matriculation Services
Conlan Hall, Room 204  239-3751
Media Center
Rosenberg Library, Room 403  452-5423
Older Adults Department
Mission Campus  550-4415
Online & Telecourse Office
Bungalow 210  239-3885
Outreach & Recruitment Services
Bungalow 615  239-3556
Parking Information & Enforcement
Cloud Hall, Room 119  239-3200
Parking, Student Permits
Conlan Hall, Room 104  239-3345
Police/Public Safety
Cloud Hall, Room 119  239-3200
Prerequisite Information Desk
Conlan Hall, Room 204  239-3573
Re-Entry to Education Program
Smith Hall, Room 106  239-3297
Registration Center/Fee Payment
Smith Hall, Room 118  239-3858
Residency Requirements
Conlan Hall, Room 107  239-3287
Resident Fees, Foreign Student &
Non-Resident Tuition
Smith Hall, Room 118  239-3521
Room Usage, Facilities Rental
Science Hall, Room 142  239-3133
Scholarship Information
Batmale Hall, Room 366  239-3339
Student Account Services
Bungalow 619  239-3450
Student Accounting
Conlan Hall, Room 104  239-3760
Student Activities
Student Union, Room 205  239-3212
Student Health Services
Bungalow 201  239-3110
Study Abroad Program
Cloud Hall, Room 212  239-3778
Testing & Assessment
Conlan Hall, Room 203  239-3128
Transcripts
Conlan Hall, Room 107  239-3838
Transfer Center
Science Hall, Room 132  239-3748
Veteran’s/Educational Benefits Office
Conlan Hall, Room 2  239-3486
Women’s Resource Center
Smith Hall, Room 103  239-3112
Working Adults Degree Program
Mission Campus, 106 Bartlett  550-4502
Southeast Campus, 1800 Oakdale  550-4300
SCHOOL OFFICES
Applied Science & Technology
Evans Campus, 1400 Evans Ave  550-4440
Behavioral & Social Science
Ocean Avenue Campus, Arts 208  239-3174
Business
Downtown Campus, 800 Mission  267-6500
Health & Physical Education
John Adams Campus, 1860 Hayes  561-1900
International Education &
English as a Second Language
Chinatown Campus, 940 Filibert  561-1850
Liberal Arts
Ocean Avenue Campus, Arts 301  239-3127
Science & Mathematics
Ocean Ave. Campus, Science 150  239-3665
City College of San Francisco is one of the largest community colleges in the United States, teaching more than 110,000 students annually. It is the policy of City College to ensure equal educational opportunity for all students. To this end, CCSF offers a wide array of credit, noncredit, job training and personal enrichment classes. Accredited by the Western Association of Schools and Colleges, CCSF awards Associate of Science and Associate of Arts degrees to students who have satisfactorily completed all program requirements. CCSF has one of the highest transfer rates in the nation for community college students who transfer to four-year institutions seeking baccalaureate or higher degrees. CCSF also offers a variety of job-centered classes in a number of fields, with many of these programs leading to employer-recognized certificates of accomplishment. City College offers an extensive array of ESL (English as a Second Language) classes, citizenship, remedial programs for students returning to school after dropping out, and special attention to the needs of students with disabilities.

City College of San Francisco provides instruction at more than 100 sites throughout the City and County of San Francisco as well as online at www.ccsf.edu and telecourses through San Francisco Cable Television Channel 27.

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

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

Students can access the internet and take advantage of a number of services at computer labs located throughout City College.

Photo by Monica Davey.
ADMINISTRATIVE STAFF

Dr. Philip R. Day, Jr.
Chancellor

Peter Goldstein
Vice Chancellor, Administration and Finance

Dr. Don Griffin
Vice Chancellor, Student Development
Interim Vice Chancellor, Academic Affairs

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Associate Dean, Affirmative Action/ADA Coordinator

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James Keenan
Director, Buildings and Grounds

Dr. Ronald Lee
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Judy Teng
Dean, Contract Education/Community Services

Gary Tom
Dean, Alemany Campus & Fort Mason Center

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

Vacant
Dean, Student Affairs

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Director, Latino Services Network

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Dr. Henry L. Augustine
Director, African American Scholastic Programs

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Elizabeth Brent
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Nicholar Chang
Dean, Matriculation/Assessment Testing Services

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Dean, Mission Campus

Dr. Brian E. Ellison
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Charleton “Skip” Potch
Associate Dean, Student Activities

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Dean, Research, Planning and Grants

Dr. Robert Gabriner
Dean, School of Business & Downtown Campus

Linda Squires Grohe
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John Adams Campus

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Employee Relations Manager

Terrance Hall
Dean, Faculty Support/Scheduling

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Gary Tom
Dean, Alemany Campus & Fort Mason Center

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

Vacant
Dean, Student Affairs
City College of San Francisco (CCSF) offers classes at 12 campus locations and more than 150 other instructional sites throughout San Francisco.

The CCSF Campus locations are:
A. Ocean Avenue Campus, 50 Phelan Ave.
B. Alemany Campus, 750 Eddy St.
C. Chinatown/North Beach Campus, 940 Fillbert St.
D. Downtown Campus, 800 Mission St.
F. John Adams Campus, 1860 Hayes St.
G. Evans Campus, 1400 Evans Ave.
H. Mission Campus, 106 Bartlett St.
I. Southeast Campus, 1800 Oakdale Ave.
J. Adult Learning and Tutorial Center, 31 Gough St.
K. Castro/Valencia Campus, 1220 Noe St.
L. Airport Campus, Bldg. 928, San Francisco International Airport

Identified below are some of CCSF’s larger instructional sites:
1. San Francisco Senior Center, 890 Beach St.
2. Marina Middle School, 3500 Fillmore St.
5. On Lok, 1333 Bush St.
6. Jewish Community Center, 3200 California St.
7. Laurel Hill Nursery School, 401 Euclid Ave.
8. Park Presidio Church, 4301 Geary Blvd.
9. Delancey Street Foundation, 600 Embarbacer
10. Glide Memorial Church, 330 Ellis St.
12. Walden House, 815 Buena Vista West
13. Mission High School, 3750 18th St.
14. El Colegio de Mision, 3351 23rd St.
15. Mission Language Vocational School, 2929 19th St.
16. Sunset Community Education Center, 3151 Ortega St.
17. Stationary Engineers JATC 560 Barneveld Ave
18. YMCA (Stonestown), 333 Eucalyptus Dr.
19. Recreation Center for the Handicapped, 207 Skyline
21. Visitacion Valley Community Center, 66 Raymond St.
EQUAL OPPORTUNITY STATEMENT

The San Francisco Community College District is committed to providing a workplace and an educational environment free of discrimination, harassment, intimidation, threats, or coercion based on a legally protected status. Therefore, it is the policy of the San Francisco Community College District to provide all persons with equal employment and educational opportunities in all of its programs and activities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender or questioning person in any District program or activity. Further, the District does not tolerate retaliation against any employee or student for making a valid complaint or charges under the provisions of its nondiscrimination procedures, or for cooperating in an investigation. The San Francisco Community College District complies with all applicable laws, including Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, California Government Code Section 11135 et. seq. and all applicable regulations, and with all applicable requirements related to receipt of federal and/or state funds. The compliance officer/coordinator for purposes of this policy is the District Affirmative Action Officer, 31 Gough Street, San Francisco, CA 94103, (415) 241-2281. Information concerning the provisions of the applicable laws and complaint procedures is available from the District Affirmative Action Officer.

PAHAYAG TUNGKOL SA PANTAY NA OPORTUNIDAD

Ang San Francisco Community College District (San Francisco Distrito ng Kolehiyong Pang-madla) ay naka-pangako na magbigay ng lugar ng trabaho at kapaligiran edukasyonal nang walang disdiskriminasyon, harassment (paulit-ulit na paggugulo), panakakot, pagbabanta, o pagpipilit at magbigay ng katayuang ipagtanggol batay sa batas. Sa gayon, ito ang patakaran ng San Francisco Community College District na magbigay ng trabaho sa lahat ng tao nang makapareho at pagkakataong edukasyonal sa lahat ng programa at mga gawain nito nang hindi isaalang-alang ang lahi, kalayaan, angkang pinamumunuan, bansang pinanggalingan, pagkilala ng grupong panlahi, relihiyon, edad, kasarian, kalagayan ng pag-asawang, kalagayan kay kasamang pantahanan, oriyentasyon ng tawhin, pagkainutil o lagay na may AIDS/HIV, kondisyong medikal, pagkakakilanlan ng kasarian, o kalagayan bilang isang beterano sa panahon ng digmaan sa Vietnam. Ang mga kategoriyang ito, lalong lalo na ay kabilang na ang
kalagayan bilang isang lesbian (parehong babaing magkasintahan), gay (parehong lalaking magkasintahan), taong may dalawahang kasarian, taong nagsalin ng kasarian o taong hindi malinaw ang kasarian sa alinmang programa ng distritong pampaaralan o pagkikilos. Dagdag pa nito, hindangahintulan ng Distrito ang paghihiganti laban sa sinumaong empleyado o estudyante para sa paggawa ng makatwirang reklamo o sakdal sa ilalim ng mga kondisyon sa pamamaraan walang diskriminasyon, o para sa kooperatiba sa imbestigasyon.

Pinagsusunod ng San Francisco Community College District ang lahat ng naaangkop na batas, kabilang ang Titulong VI at VII ng Civil Rights Act (Batas ng mga Karapatan Sibil) sa taong 1964, ang Age Discrimination (Diskriminasyon dahil sa Edad) sa Employment Act (Batas sa Pang-empleyado), Seksiyon 504 ng Rehabilitation Act (Batas sa Pappapanibang-agayos) sa taong 1973 at ang Americans with Disabilities Act (Mga Amerikano sa Batas ng Kawalan-lakas) sa taong 1990, ang Titulong IX ng Education Amendments (Pagsususog sa Edukasyon) sa taong 1972, California Government Code Section 11135 et. seq. at ang lahat ng bagong regulasyon, at kasama ng lahat na naaangkop na panangailangang kaugnay sa pagtanggap ng pondong galing sa federal at/o state.

Ang opisyal/tagapag-unang na pagtupad sa mga layunin ng patakarang ito ay ang District Affirmative Action Officer (Opisyal ng Distrito sa Sang-ayong Pagkilos) na nasa 31 Gough Street, San Francisco, CA 94103, (415) 241-2281.

Ang impormasyon tungkol sa mga tadhana ng mga naaangkop na batas at pamamaraan ng pag-reklamo ay puwedeng maikusa sa District Affirmative Action Officer.

平等機會聲明

三藩市社區大學校區致力提供一個無歧視、尊重、包容、尊重或強迫性的工作地點和教育環境。因此，三藩市社區大學校區的政策，是在其所有的計劃和活動中，為所有人提供公平的就業和教育機會，不論種族、膚色、宗教、原籍、性別、年齡、性向、婚姻狀況、家庭伴侶狀況、性傾向、身障或有HIV/愛滋病、醫療狀況、性身份、或罹患戰後復元者等。這些種類特指包括在任何校區計劃或活動，身份為女同性戀、男同性戀、雙性戀、變性或對性傾向有問題的人士。

此外，校區嚴禁根據非親性程序提出有效投訴或指控，或參與調查之任何職員或學生，進行報復。

三藩市社區大學校區遵循所有適用的法律，包括一九六四民權法案第六及第七部分、就業年齡歧視法、一九七三年康復法案及一九九零年美國政府僱員專利法第五○四章、一九七七年教育修訂案第九部份、加州政府法令第11135部份以及所有適用的規則，以及所有收取聯邦或州資金所訂之適當規則。

執行此政策的主任／經綱，是校區平權法主任，聯絡地址：31 Gough Street, San Francisco, CA 94103。電話：(415) 241-2281。

有關適用法律和投訴程序，請向校區平權法主任索取。

ДЕКЛАРАЦИЯ О РАВНЫХ ВОЗМОЖНОСТЯХ

Окружной отдел образования Сан-Франциско считает недопустимыми в своей работе и преподавательской практике случаи дискриминации, сексуальных и других домогательств, сношений, угроз и принуждения, что соответствует требованиям закона.

Политика Отдела - предоставить равные возможности в труде и образовании всем, независимо от расы, цвета кожи, происхождения, национальности, принадлежности к этнической группе, религии, возраста, пола, семейного положения, домашнего партнерства, сексуальной ориентации, инвалидности, состояния здоровья (это касается также больных спилем или носителей вируса иммунодефицита), отождествления себя с определённым полом, статуса участника войны во Вьетнаме.

Эти категории включают также такой статус, как лесбиянка, гомосексуалист, бисексуал, лицо, изменяющее пол, или сомневающееся в своей сексовирорентации. Это признаётся в любой районной программе или мероприятии.

Далее, Отдел не допускает, чтобы кто-либо из сотрудников или студентов был наказан в ответ на справедливую жалобу или критику, или участие в расследовании.


С вопросами обращаться к ответственному за соблюдение политики позитивных действий Отдела по адресу 31 Gough Street, San Francisco, California 94103. Тел.: (415) 241-2281. Информацию о соблюдении этих правил и законов можно получить у ответственного работника отдела по позитивным действиям.
“Los mejores amigos son los buenos libros. The best friends are good books.”

Mexican Folk saying
OVERVIEW OF THE COLLEGE

City College Offers You These Opportunities:

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

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

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

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

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

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

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

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

City College at a Glance

- Over 100,000 students in a diverse campus community
- Nine 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 $11 per unit for California residents) Fees subject to change

Accredited Curricula
The entire program offered by City College of San Francisco is accredited by the Western Association of Schools and Colleges, a nationally recognized accrediting agency. 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, Dental Assisting, Health Information Technology, Hotel and Restaurant, Medical Assisting, Nursing (Registered), Radiologic Technology.

Admissions Policy
City College has an open admissions policy. You are eligible to attend if you meet at least one of the following requirements:

- You will be 18 years old as of the first day of instruction, or
- You are a high school graduate, or
- You are the equivalent of a high school graduate, i.e., you have passed the GED or a state high school proficiency examination. Please note that the above requirements are general; other factors may determine if you are eligible.

Prospective students should apply for admission early to complete the matriculation process and to have the best chance of enrolling in preferred classes.

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 all types of edu-
cational counseling, including academic, career, transfer, and personal, and assist you with personal problems or other matters affecting your studies or your college career.

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

CDPC services include individual career counseling, workshops, career success courses (LERN 40, 41, 42, 60 and 52A/B), job resource information and career mentoring. The Career Center also maintains a career resources library/lab which features computerized, written, and audio-visual career and employment information to assist you in making informed career decisions, as well as planning your job search strategies. CDPC lists all jobs, campus and off campus on www.MonsterTrak.com. Job and internships binders are also available at the Center located in S127. Please visit our website (http://www.ccsf.edu/Services/CDPC) to view our event calendar which includes annual Job Fair and Career Fair, and various employers’ recruitment throughout the school year. For all questions you should call 239-3117 or send e-mail to careerchat@ccsf.edu.

Other Educational Services
To help you accomplish your educational goals, the College provides additional services, including those offered by the College Library, the Alice Statler Library, the Language Laboratory, the Media Center, the Learning Assistance Center, the Reading Laboratory, the Writing Laboratory, the Write Place, the Instructional and Academic Computing Laboratories, the Mathematics Center, the Chemistry Study Hall, the Nursing Skills Laboratory, the Biology Auto-tutorial Laboratory, and a variety of other facilities throughout the City at satellite campuses. Occupational and general work experience are available to City College students.

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 Laboratory and the Writing Success Project. The Reading Laboratory provides students with individual assistance in vocabulary, spelling, and reading difficulties. The Academic Computer Laboratory offers access to the Internet and e-mail, and to educational CD ROM and software programs. The Write Place Computer Laboratory offers word processing facilities with assistance from English instructors and tutors. The Computer Learning Lab offers drop-in computer skills workshops for students. College Success Courses and Career Success Courses are offered through the Learning Assistance Department, Interdisciplinary Studies Department, and Career Development and Placement Center.

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

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

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

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

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

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

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

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

The section in this catalog entitled “Transfer Information” lists general transfer requirements for the University of California (all campuses), University of California, Berkeley (College of Letters and Science), 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 baccalaureate degree-granting institutions are available at the Transfer Center (Science Hall, Room 132) and online, www.assist.org.

## Associate Degree with Award of Achievement and Certificate Programs

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

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<td>Air Conditioning and Refrigeration</td>
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<td>Manufacturing and Metal Fabrication</td>
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<td>Health Information Coding Specialist</td>
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### Overview of the College

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<th>Certificate of Completion</th>
<th>Credit Program</th>
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<td>Medical Biller</td>
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<td>Medical Receptionist</td>
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<td>Program</td>
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<td>Building Operation-Maintenance and Repair</td>
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**DEGREE CURRICULA**

(60 or more semesters units)

Students may receive the Associate Degree with an Award of Achievement and normally qualify for employment after completing specialized courses and general education requirements in the above areas.

**CREDIT CERTIFICATE CURRICULA**

(Normally 12 to 30 semester units)

Students may receive a Certificate of Completion after completing specific course requirements in the above areas listed under the department where they are offered.

**NONCREDIT CERTIFICATE PROGRAMS**

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

**NONCREDIT APPRENTICESHIP PROGRAMS**

The City College of San Francisco in cooperation with the California Division of Apprenticeship Standards and local Joint Apprenticeship Committees offers “related training” apprenticeship programs in designated trades or occupations. Upon completion of an apprenticeship program, the State of California Department of Industrial Relations California Apprenticeship Council awards a Certificate of Completion of Apprenticeship in the trade. For more information, contact the Apprenticeship Program Office at 550-4382.

**OTHER NONCREDIT PROGRAMS**

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

**Disabled Student Programs**

**Older Adults**

**Parenting**
“The highest result of education is tolerance.”

Helen Keller
## ALL CREDIT CLASSES

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<th>Event</th>
<th>Fall 2003 Semester</th>
<th>Spring 2004 Semester</th>
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<td>Residency Determination Date</td>
<td>August 17, 2002</td>
<td>January 14, 2003</td>
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<tr>
<td>Instruction begins - Day/Evening Classes</td>
<td>August 18, 2003</td>
<td>January 15, 2004</td>
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<tr>
<td>First day of Saturday classes</td>
<td>August 23, 2003</td>
<td>January 17, 2004</td>
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<tr>
<td>First day of Sunday classes</td>
<td>August 24, 2003</td>
<td>January 18, 2004</td>
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<tr>
<td>Labor Day Weekend</td>
<td>August 30 - September 1</td>
<td>January 19, 2004</td>
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<tr>
<td>Martin Luther King, Jr.’s Birthday - No Monday evening classes</td>
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<tr>
<td>Last day to drop or reduce course work to obtain a 100% refund for enrollment fee and N/R foreign student tuition fee</td>
<td>September 2, 2003</td>
<td>January 28, 2004</td>
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<td>Last day to add credit classes and change sections</td>
<td>September 5, 2003</td>
<td>February 6, 2004</td>
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<tr>
<td>Last day to add credit classes and change sections via STARS/WEBSTARS only</td>
<td>September 6, 2003</td>
<td>February 7, 2004</td>
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<tr>
<td>Last day to drop credit classes with no notation on academic record</td>
<td>September 12, 2003</td>
<td>February 6, 2004</td>
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<tr>
<td>Last day to drop or reduce course work to qualify for a 50% pro rated nonresident and foreign student tuition refund fee</td>
<td>September 12, 2003</td>
<td>February 6, 2004</td>
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<td>Last day to remove an Incomplete received in the previous semester</td>
<td>September 12, 2003</td>
<td>February 12, 2004</td>
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<tr>
<td>Last day to petition for an Associate in Arts or Associate in Science</td>
<td>September 12, 2003</td>
<td>February 12, 2004</td>
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<td>Last day to petition for an Award of Achievement/Certificate of Completion</td>
<td>September 12, 2003</td>
<td>February 12, 2004</td>
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<tr>
<td>Lincoln’s Birthday</td>
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<td>February 13, 2004</td>
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<tr>
<td>Presidents’ Birthday weekend. No Saturday classes</td>
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<td>February 14, 2004</td>
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<tr>
<td>Presidents’ Birthday weekend. No Sunday classes</td>
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<td>February 15, 2004</td>
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<tr>
<td>Washington’s Birthday</td>
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<td>Last day to request a credit/no credit grading option</td>
<td>September 19, 2003</td>
<td>February 20, 2004</td>
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<td>Last day to request GPA verification for Cal Grants to meet 3/2 deadline</td>
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<td>Faculty Day</td>
<td>October 13, 2003</td>
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<td>End of the midterm period</td>
<td>October 17, 2003</td>
<td>March 19, 2004</td>
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<td>Veteran’s Day - No Monday evening classes</td>
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<td>Cesar Chavez Day</td>
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<td>March 31, 2004</td>
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<tr>
<td>Event</td>
<td>Fall 2003 Semester</td>
<td>Spring 2004 Semester</td>
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<tr>
<td>Spring Vacation</td>
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<td>April 5 - April 11</td>
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<tr>
<td>Last day to file for a Leave of Absence</td>
<td>November 14, 2003</td>
<td>April 16, 2004</td>
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<td>Last day for student/instructor initiated withdrawal from classes</td>
<td>November 14, 2003</td>
<td>April 16, 2004</td>
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<tr>
<td>Day classes only; no classes beginning after 3:59 pm. All classes</td>
<td>November 26, 2003</td>
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<td>must end 5:15 pm.</td>
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<td>Thanksgiving Holiday - No classes after 3:59 pm. on November 26</td>
<td>November 27 - November 30</td>
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<td>All classes must end by 5:15</td>
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<tr>
<td>First day of final examinations for day classes</td>
<td>December 12, 2003</td>
<td>May 19, 2004</td>
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<tr>
<td>Last session and final examinations for Saturday classes</td>
<td>December 13, 2003</td>
<td>May 22, 2004</td>
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<tr>
<td>Last session and final examinations for Sunday classes</td>
<td>December 14, 2003</td>
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<td>Last session and final examinations for Monday evening classes</td>
<td>December 15, 2003</td>
<td>May 24, 2004</td>
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<td>December 16, 2003</td>
<td>May 25, 2004</td>
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<tr>
<td>Last session and final examinations for Wednesday,</td>
<td>December 17, 2003</td>
<td>May 26, 2004</td>
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<td>Monday/Wednesday classes</td>
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<td>Last session and final examinations for Thursday,</td>
<td>December 18, 2003</td>
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<td>Tuesday/Thursday classes</td>
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<tr>
<td>Last day of final examinations for day classes</td>
<td>December 19, 2003</td>
<td>May 26, 2004</td>
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<tr>
<td>Mid Year Recess</td>
<td>December 20 - January 12, 2004</td>
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“Education is not merely a means for earning a living or an instrument for the acquisition of wealth. It is an initiation into a life of spirit, a training of the human soul in the pursuit of truth and the practice of virtue.”

Vijaya Lakshmi Pandit
ADMISSION TO THE COLLEGE

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.
- 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.
Prospective students should apply for admission as soon as possible to complete the matriculation process and maintain the best chance of enrolling into preferred classes.

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 offered at City College of San Francisco.

To be admitted as a Concurrently Enrolled High School Student, Section 76011 of the California Code of Regulations requires the recommendation of the high school principal as well as the consent of the parent or guardian before students are eligible to enroll.

The high school principal recommends for admissions to City College of San Francisco a student under 18 years of age who demonstrates adequate preparation in the discipline to be studied and who have enrolled in equivalent courses at their high school. Other regulations may apply, depending on the program the student wishes to pursue, and/or the course(s) the student wishes to enroll.

Concurrent enrollment is also offered by the following departments:
- Aircraft Maintenance Technology
- Automotive Technology
- Transitional Studies

Articulation agreements exist between City College and specific high schools for certain courses. Interested students must initiate the process at their respective schools.

For more information regarding admissions as a Special Part Time Student, please call (415) 239-3286.

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

High School Honors Courses, City College grants advanced standing and units to students who have completed high-school honors courses and present scores of 5, 4 or 3 certified by the College Entrance Examination Board. A grade of Credit will be entered for 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 one semester or more, may not register until they have been readmitted to the College. Such students must be readmitted before the beginning of the semester for which they plan to re-enroll.

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

Applications for readmission are available in the Office of Admissions and Records.

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

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

1. Submit evidence of a degree of academic achievement the equivalent of an American high school education. The student must submit an official transcript of his/her school record accompanied by a certified translation in English.
2. Demonstrate sufficient command of English to profit from instruction at the college. A minimum score of 475 on the written TOEFL Exam or a minimum score of 153 on the computer based Exam.
3. Submit current certification of sufficient financial resources to cover tuition fees and living expenses while attending CCSF.

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

Foreign students are required to complete 12 units of class work each semester to maintain their status. Application forms for foreign students who are interested in the credit program are available from the Foreign Student Admissions Office, City College of San Francisco, 50 Phelan Avenue, Conlan Hall, Room 107, San Francisco, CA 94112. Phone (415) 239-3837, Fax (415) 239-3936. You may request in writing for one to be mailed to you. Please include your return address.

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

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

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

**Matriculation Policy for Credit Classes**

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

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

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

The student agrees to:

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

**Matriculation Exemption Policy**

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

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

**Matriculation Steps for Enrollment in Credit Classes**

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

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

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

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

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

Students must bring a picture identification to the test (e.g. driver’s license, passport, or California I.D.). No appointment is necessary. Students should arrive at least ten minutes before the scheduled time in order to be seated. Once the test has started, no student will be admitted. For further information, call the Testing Office at 239-3128.

All students must take one of the following English placement tests:

- **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 take at least the Arithmetic portion of the following Mathematics Placement Tests:

- **Arithmetic** - All students take this test. Take these tests if you are interested in enrolling in Intermediate Algebra or higher.
- **Elementary Algebra**
- **College Level Math**

The English (not ESL) and Math 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 239-3129.
- **Paper-pencil version**: Students may attend the paper-pencil version of the tests on a drop-in basis. No reservation is required.

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

**STEP THREE—ORIENTATION.** The orientation session will focus on registration activities, test score interpretation, and information about programs and services that students need to know upon enrollment.
STEP FOUR—MEET WITH COUNSELOR. At the counseling appointment, a student will receive a program of courses and registration information.

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

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

ENGLISH
Students may be excused from taking the English Placement Test and may demonstrate their eligibility for English 1A or 1B by attaching proof of one of the following:
1. Completion of Subject A Course or passing the Subject A Exam at the University of California Eligibility: English 1A....
2. SAT verbal score of 510 or higher (before April 1995) OR 590 or higher (after April 1995) OR SAT II Writing Subject Test score of 660 or higher Eligibility: English 1A
3. Advanced Placement Test of Literature and Composition Score of 3 – Eligibility: English 1A Score of 4 – Eligibility: English 1B Score of 5 – Satisfies English 1A and 1B
4. Completion with a “C” or better English 1A (college-level composition) or the equivalent at another college Eligibility: English 1B

MATHEMATICS
Students may be excused from taking the Math (Arithmetic) Placement Test and be eligible for at least Math 90 (Advanced Algebra) and also meet the CCSF Math graduation requirement by attaching proof of one of the following:
1. SAT I Math score of 600 or higher.
2. SAT II Math score of 550 or higher.
3. ACT Math score of Level I or II or 28.
4. Advanced Placement Exam in Calculus AB or BC score of 3 or higher.
5. Advanced Placement Exam in Computer Science AB score of 3 or higher.
6. General Certificate “A” Level Math Exam score of A, B, or C.
7. Credit at another college (with a grade “C” or better) in any college-level math class that uses intermediate algebra or higher as a prerequisite.

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)
Enrollment fee per semester unit ........................................ $11.00
Non-Resident tuition per semester unit .......... $130.00 + $11.00
Non-Resident tuition per semester unit for International students and students with F-1 visas .......... $136.00 + $11.00

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

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

IMPORTANT: If the student fails to DROP on or before the last day to officially withdraw, drop or reduce course work units in order to obtain an enrollment fee refund, he/she will be liable for all applicable fees. If fees are not paid in full, a HOLD will be placed on the student’s academic record.

NOTE: Students must pay all applicable fees by the end of the midterm period. If fees are not paid in full on or before the end of the midterm period, the student may be withdrawn from all his/her classes. This withdrawal will result in a “W” symbol on the student’s permanent record, and the student will be held liable for payment of all fees. It is the student’s responsibility to drop or withdraw from class(es) by the established deadlines published in this catalog.

Nonresident and Foreign Student Tuition Installment Fee Payment Plan
City College of San Francisco allows nonresident and foreign students to arrange for the payment of enrollment, nonresident and foreign student tuition fees on an installment basis.
The installment plan requires three equal payments. The first payment to be paid at the time of registration, the second at the end of the midterm period, and the third at the seventy-five percent point of the school term.

For more information regarding the nonresident and foreign student installment fee payment plan, please contact the Office of Tuition and Fees at (415) 239-3521, Smith Hall, Room 118.

**Off-Campus Evening Enrollment/Registration Only**

Off-campus students who register for courses at off-campus sites during the first three weeks of instruction (change of program period) must pay the applicable fees by cashier’s check, money order or first-party personal checks. NO CASH WILL BE ACCEPTED AT OFF-CAMPUS SITES.

**STUDENTS SHOULD KEEP ALL FEE RECEIPTS ISSUED BY CITY COLLEGE OF SAN FRANCISCO AS DOCUMENTATION OF 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. Note: Students will be charged a $10 refund-processing fee per school term.

**Enrollment Fee Refund Procedures**

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

**Nonresident Tuition Fee Refund Policy**

Paid nonresident tuition will be refunded in accordance with the following refund schedule:

- 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 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 2002-2003 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, maintaining continuous residence in California. Act of intent must be accomplished for one year.

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

Students who have not reached the age of 18 years are regarded as minors; their residence is that of one or both parents. Therefore, a student who is a minor is regarded as a resident of California only if one or both parents couple their physical presence in California (one
Unit Limitations

Students enrolled in day courses may usually register for courses totaling not more than 17 semester units, including course work in physical education. Students desiring to carry more than 17 semester units, including course work in physical education, must have their counselors’ approval.

Adding Classes, Changing Sections, Dropping or Withdrawing from Classes

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

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

Class Attendance

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

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

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

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

Auditing

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

Leave of Absence

A student who wishes to drop/withdraw from all courses at the College should file a Leave of Absence (see Calendar of Instruction for last day to file). Students may contact the Office of Admissions & Records for information regarding this procedure.

If the deadline for a leave of absence has passed and a student wishes to request a leave of absence due to an extenuating circumstance having occurred, the student may submit a petition to the Associate Dean of Student Advocacy, Rights and Responsibilities. The student will be expected to provide verifiable documentation to support the extenuating circumstances.
A student who applies for a leave of absence, but who has outstanding debts owed to the College will be denied a leave of absence until all debts are cleared.

Students may take up to a maximum of two (2) consecutive leaves of absence. Students leaving the College for more than two (2) consecutive school terms (Fall & Spring) must re-apply by completing and submitting an Application for Admissions. Please note that the registration priority will reflect that of a re-admitted student which has a lower registration priority than that of a continuing student.

**Admissions Policy (Noncredit Classes)**

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

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

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

**Matriculation Services for Students Enrolling in Noncredit Classes**

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

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

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

**How to Enroll in Free Noncredit Courses**

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

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

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

New students are required to complete a Noncredit Application. Please complete the Noncredit Application in the time schedule and submit it to the Admissions and Enrollment Office at the campus you plan to attend.

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

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

**Eligibility for Noncredit High School Program**

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

**Eligibility for Differential Standards High School Program**

This program is part of the Disabled Students Programs and Services (DSPS). Differential standards are adjustments made for qualified disabled individuals in earning credits for a high school diploma and in taking both proficiency and GED tests. These adjustments are made so that students are not penalized solely because of their disability. Qualifying disabilities for differential standards include learning disability, acquired brain injury, visual impairment, orthopedic impairment, hearing impairment, speech and language limitations, and other health impairments such as seizure disorders and chronic respiratory illness. This program is located at the John Adams Campus. For further information call 561-1001.
"If you plan for a year, plant a seed. If for ten years, plant a tree. If for a hundred years, teach the people. When you sow seed once, you will reap a single harvest. When you teach the people, you will reap a hundred harvests."

Kuan Chung
History of City College

City College of San Francisco has served the educational needs of its city for over 65 years. During that time, the College has evolved into a multicultural, fully-accredited community college which now serves 110,000 students annually.

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

The once steadily-growing enrollment was reversed when the United States entered World War II; however, the College provided educational training to the Army and Navy personnel. By 1947, the enrollment was on the rise again as returning veterans joined high school graduates pursuing their college degrees. To provide sufficient classroom space, the College acquired the adjoining U.S. Navy WAVES Separation Center across Phelan Avenue, used Excelsior School as an annex, and scheduled its first evening classes. Federal and State grants and the passage of a school bond issue made funds available for the College to continue its building program. Cloud Hall was completed in 1954, Smith Hall in 1955, the Creative Arts Building and the Track and Field in 1961, Statler Wing in 1964, the Horticulture Center in 1965, and the Visual Arts Building and the Student Union in 1970.

In 1970, the College was separated from the San Francisco Unified School District, and the new entity, the San Francisco Community College District, was formed. This new entity included not only the College but also the Adult and Occupational Education Division of the unified district. Responding to the expressed community need, the College maintained these neighborhood education programs composed primarily of noncredit courses. Because of rapid growth, the College subsequently formed two separate divisions: one for credit courses located on the Balboa Park (Phelan) Campus; and one for noncredit courses offered throughout the City, under the umbrella of the San Francisco Community College District. This growth was also accompanied by additional building. The Arts Extension was completed in 1972, Conlan Hall in 1974, and Batmale Hall and the Downtown Campus in 1978.

The two divisions were merged in 1990, and a single City College of San Francisco, offering both credit and noncredit courses at nine campuses and over 150 neighborhood sites, was created. The nine campuses are Alemany, Castro/Valencia, Chinatown/North Beach, Downtown, Evans, John Adams, Mission, Phelan, and Southeast. The College employs 750 full-time and 1150 part-time faculty, ninety-five percent of whom have master’s degrees and over 150 of whom hold doctorates. They teach over 95,000 credit and noncredit students annually.

Educational Philosophy

City College of San Francisco is dedicated to the belief that education is a primary way to improve and enrich one’s life. Education helps students from all backgrounds, to attain the satisfaction of living and learning to full capacity as individuals and as members of a broader community. The principal purpose of City College is to offer students the highest quality education that the College can provide within a curriculum that is diverse and sensitive to the educational needs of those whom the College serves. By offering comprehensive credit and noncredit curricula, the College provides an environment for educational explorations and, within its resources, makes available whatever educational training people seek and need.

GENERAL PROGRAMS OF STUDY

Occupational Program

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

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

Award of Achievement and Graduation. Degree curricula in the Occupational Program are designed so that students may satisfy the requirements both for graduation from the College and for the Award of Achievement, which is given to students who have completed a curriculum of 60 or more semester units, normally in two years, in accordance with the requirements of a particular department of instruction. The requirements for the Award are as follows: satisfaction of the College graduation requirements or an Associate or higher degree from an accredited college or university in North America; achievement, in many curricula, of a specified grade average (a minimum of C in most instances) in the student’s major field; and completion of all courses required in a particular curriculum. (Provided that a student’s attendance in regular session is unbroken and that he/she continues in the same curriculum, he/she may elect to meet the requirements in effect in the catalog either at the time of his entrance into City College or at the time of a change in requirements. However, he/she may be required to make substitutions for discontinued courses.) Because of the varied nature of the many degree curricula offered in the Occupational Program, it is not feasible to present a statement of the requirements for the Award of Achievement for each curriculum in this section. However, this information is given in the section of this catalog entitled “Announcement of Programs and Courses” where they are listed by department. Please note: Degrees are accepted from foreign universities provided that they are accredited and equivalent to a United States degree; students must meet the College’s English requirement.

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

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

The College offers certificate curricula for two groups of students:

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

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

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

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

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

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

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

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

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

Work Experience Education. A variety of structured work-based and school-based learning experiences is provided through a cooperative agreement between the student, the employer, and the instructor in several academic and occupational courses. Students who fulfill the agreement achieve several job objectives and earn transferable college units. The College develops and monitors placement and internships for career exploration in the following departments: Administration of Justice; Aircraft Maintenance Technology; Architectural Technology; Automotive Technology, Broadcast Electronic Media Arts; Business including specialty programs in Fashion Merchandising and Image Consulting, International Business, Paralegal/Legal Studies, Real Estate, and Travel and Tourism; Computer and Information Science; Dental-Laboratory Technology; Engineering Technology; Graphic Communications; Health Care Technology including specialty programs in Community Health, Health Information Technology, and Medical Office Assisting programs; Hotel and Restaurant Operation; Library Information Technology; Environmental Horticulture and Retail Floristry; and Photography.

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

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

For enrollment requirements, refer to catalog course descriptions.

Transfer Program

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

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

SPECIFIC PROGRAMS OF STUDY

Accelerated High School Program

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

**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, communication, computer software applications, food and wine, foreign language, health and fitness, music, ornithology, personal development, photography, professional re-licensing, test preparation, and writing. On-line classes are also available. Visit our website at: [http://www.ccsf.edu/continuing_education](http://www.ccsf.edu/continuing_education) and click on on-line listing.

Pre-registration is encouraged for these classes; however, some space may be available at the first class meeting. Registration information and a class schedule may be obtained from CCSF Continuing Education Office, Fort Mason Center, Laguna St. and Marina Blvd., Building B, SF, 94123. Telephone: 415-561-1860. Fax: 415-561-1849.

**Contract Education Program**

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

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

**Ethnic Studies**

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

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

**Curriculum:** The courses offered by the African American Studies Department, the Asian American Studies Department, the Latin American 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 courses include infant development, preschool years, school age child, adolescents and their families, child-parent relationship, state preschool, preschool parent participation, the child development center, and foster parent training. Classes are free and offered in convenient locations in the city. For enrollment information, call 561-1921. Training for foster parents and those interested in their issues/concerns is available through a special grant from the California Community College State Chancellor’s office. For further information call 239-3172.

**Gay, Lesbian and Bisexual Studies**

In the fall of 1972, an English Department instructor launched one of the first Gay Literature courses in the country. The durability and popularity of Gay Literature resulted over time in the development of gay and lesbian identified courses in other departments of the College and, in the spring of 1989, to the establishment of the first Gay and Lesbian Studies Department in the United States. In Spring 1996, the name of the department was changed to Gay, Lesbian and Bisexual Studies. The courses offered in this department explore the social and cultural dimensions of the phenomenon of homosexuality and include bisexuality. They aim to 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.

**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 heavy 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 your diploma, you need to meet ONE of the following criteria:

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

To remain in the program, you must maintain a GPA of 3.0 or better. To receive an Honors designation on your diploma, you must complete at least 15 units in Honors.

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

For questions concerning the Honors Program, please call the Honors Office at (415) 239-3542.

Intensive English Study Program

The Institute for International Students offers an intensive English program for college-oriented students on F-1 (student) visas. The program is one semester or nine weeks in length, 20 hours per week, and prepares the student for further academic study and to achieve a higher score on the TOEFL. The cost for the program is $2295 per semester or $1195 for 9 weeks. A 4 or 8 week summer program is also available. For additional information, contact the Institute for International Students, City College of San Francisco, 50 Phelan Avenue, Box C208, San Francisco, CA 94112, USA or call (415) 239-3895 or visit the CCSF website at www.ccsf.edu/institute. E-mail: institut@ccsf.edu

Interdisciplinary Studies

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 Studies Program

Noncredit and credit classes in labor relations are offered throughout the year. Classes include labor law, collective bargaining, economics, health and safety, and grievance handling. Both certificates and associate degrees in labor relations are available (267-6550).

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 40 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 writing: Flor Gutierrez, CCSF-Mission Campus, 106 Bartlett Street, 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 Adult High School diploma. Students may enroll at any time during the semester. Telephone: 561-1015.

Online Courses

Online courses allow students to decide when and where they will attend classes using a computer and the Internet. Students work with the instructor and other online students through the world wide web. These courses open the classroom to a world of dynamic, diverse content using the resources available on the web. 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 and examinations. Students should have some basic experience with the Internet and access to the web.

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

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 summer programs are offered. Students are encouraged to explore the use of financial aid and scholarships in order to help finance a study abroad experience. International study provides unique insights into culture, language, history and oneself. Participants will gain a more global perspective on international, political, and economic issues; interpersonal relationships; and career choices. For more information contact the Study Abroad Coordinator by calling 239-3778, or visiting Cloud Hall, Room 212. Students can request program brochures by e-mailing studyabroad@ccsf.edu. Program information and brochures are also available on the program website: www.ccsf.edu/Studyabroad.
Telecourses

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

Telecourses are college level courses which are offered via television. City College Telecourses are broadcast on the San Francisco educational access cable Channel 27. Students take Telecourses primarily by watching their video lessons at home on Channel 27. In addition, students must attend three required meetings on the City College Ocean Avenue Campus - an orientation, a midterm and a final. Other optional and/or required meetings may be offered for different classes. The instructor of each Telecourse is available via telephone during scheduled office hours every week in order to answer questions about the course. Each video lesson is available in the Media Center in the Rosenberg Library on the Ocean Avenue Campus. Some Telecourses are broadcast on local public television stations, and 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.

Women’s Studies

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

Working Adults Degree Program

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

OTHER AREAS OF INTEREST

Concert and Lecture Series

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

Course Offerings to Fit Your Schedule

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

Information Center

The Information Center, located in the lobby of Conlan Hall, provides general campus information to students, visitors and the general public. Campus maps, brochures, schedules and calendars of monthly events can be obtained upon request.

Intercollegiate Athletics

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

Intercollegiate Speech and Debate

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

Lost and Found Articles

Persons who find articles on campus are requested to give them to the Campus Police Department, Cloud Hall, Room 119.

Performing Arts

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

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

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

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

**Ocean Avenue Campus Boundaries**

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

**Public Transportation**

The City College Ocean Avenue Campus is two blocks from BART’s Balboa Park Station and the end of the J-Church line. It is also served by the following MUNI lines direct to the campus: K-Ingleside, 15-Third, 43-Masonic, 49-Van Ness. The following buses stop within walking distance of the campus: 23-Monterey, 26-Valencia, 29-Sunset, 36-Teresita, 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.
“The end of all education should surely be service to others.”

Cesar Chavez
FINANCIAL AID AND SCHOLARSHIPS

FINANCIAL AID

Purpose
The purpose of financial aid is to serve students who need assistance in meeting the basic cost of their education. Because funds are limited, federal and state regulations require that these funds go to students who demonstrate financial need. This section outlines the application procedure, how student need and eligibility are determined, and some of the major programs available at City College of San Francisco (CCSF). For more information, students who think they may be eligible for financial aid should visit the Financial Aid Office, Cloud Hall, Room 324. Students with disabilities having difficulty accessing the Financial Aid Office should call DSPS, 239-3381, for assistance.

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

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

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

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

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

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

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

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

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

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 1040 Federal Income Tax Return of the parents and/or student. All information is held in strictest confidence.

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

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

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

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

For noncredit students the requirements for satisfactory academic progress are:

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

For example:

1. If a student declares that he or she is going to carry 25 or more hours per week for 18 weeks, he or she must complete at least 18 weeks x 25 hours/week x 80% = 360 hours.
2. If a student declares that he or she is going to carry 16 hours per week for 18 weeks he or she must complete at least 18 weeks x 16 hours per week x 80% = 230 hours. 
3. If a student declares that he or she is going to carry 12 hours per week for 18 weeks, he or she must complete at least 18 weeks x 12 hours per week x 80% = 173 hours.

**Financial Aid Probation or Disqualification**

**Credit**

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

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

**Financial Aid Probation or Disqualification**

**Noncredit**

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

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

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

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

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

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

**Right to Information**

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

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

**Financial Aid Programs**

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

**Grants**

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

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

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

A grant is awarded at CCSF according to a formula based on student need and generally will range from $100 to $500 per academic year.

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

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

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

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

**Cal Grant C** helps vocational program students with tuition and training costs.
Federal Work Study Program

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

Loans

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

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

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

The Student Account Services, located in Bungalow 404, 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.

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

Noncredit Financial Assistance

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

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

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

1. Cal Grant “B”
2. Cal Grant “C”

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

Alemany Campus
- Vocational ESL Office Training

Chinatown/North Beach Campus
- American Cooks Training Program
- Vocational ESL Office Training

Downtown Campus
- Hospitality
- Vocational ESL Office Training
- Computerized Accounting
- Office Assistant
- Word Processing

Evans Campus
- Automotive Mechanic
- Watch Repair and Microtechnician
- Automotive Body and Fender
- Combination Welding

John Adams Campus
- Office Assistant
- Computerized Accounting
- Word Processing

Mission Campus
- Computerized Accounting
- Vocational ESL Office Training
- In-Plant Printing
- Office Assistant
- Word Processing

Southeast Campus
- Office Assistant
- Computerized Machine Technician
- Word Processing

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 in the following order until the charges are met:

- Federal Stafford Loan
- Federal Perkins Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant

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 will be required to repay all federal funds. Students who 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.
AWARDS AND SCHOLARSHIPS

City College accepts and administers scholarship funds donated by campus and community organizations, foundations, businesses, corporations, bequests, and individuals who wish to establish designated scholarships. Restrictions cannot be placed on scholarships given in the name of the College.

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

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

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

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

In addition, visit the CCSF Scholarship Office web site at www.ccsf.edu/Services/Scholarships for a complete listing of CCSF scholarships, for downloading of some CCSF applications, and for links to other scholarship resources. Four terminals in the Rosenberg Reference Room have access to the Internet.

NOTE: City College of San Francisco awards that are disbursed through the CCSF Scholarship Office are achievement awards and will not affect a student’s financial aid eligibility for the academic year in progress. Scholarships awarded by an outside donor, however, may affect a student’s financial aid award. Students are advised to see their financial aid assistant.

Where to Find Additional Scholarship Information

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

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

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

Private sector scholarship announcements are posted on the bulletin board outside the Scholarship Office and some of those applications are available in the office. In addition, scholarship reference books are available for research on scholarships not affiliated with the college. They are available in the Scholarship Office, Rosenberg Library and public libraries.
“Education is our passport to the future, for tomorrow belongs to the people who prepare for it today.”

Malcolm X
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 following departments and campus libraries provide an extensive collection of books, periodicals, pamphlets, microforms, recordings, software, films and electronic databases. The staff is available to answer inquiries concerning all aspects of these resources, as well as to give assistance in their use. The College Learning Resource facilities include the following:

The College Library

The College Library consists of five collections, two at the Ocean Avenue Campus and one each at the John Adams, Southeast, and Downtown Campuses. The print holdings of all the libraries in the system consists of a total of 192,310 volumes. The current number of periodical subscriptions and microfilm is 1,312 titles. Numerous online periodical and reference databases can be accessed off-campus, as well as in the CCSF campus libraries and computer labs. Reference librarians provide workshops on the use of the Library collections and services at every campus library. All CCSF students may check out books or access online resources at any campus library with a current CCSF student identification card. The intercampus loan service extends the collections by delivering requested materials from any CCSF campus library to another campus library. Library facilities are located at:

Library Locations:

The Claude and Louise Rosenberg Library/Learning Resource Center is located on the southeastern part of the Ocean Avenue Campus. The Library consists of the Circulation, Reserve Book Room, Periodicals, Reference, Acquisitions, and Cataloging Departments. All Library users have access to the collections via the Online Public Access Catalog (OPAC). The OPAC is an electronic database that allows patrons to search for all library materials located in any of the campus libraries/learning resources centers of City College. The OPAC includes descriptive information about the books, non-print materials, full-text periodical databases, gateways to other libraries and access to the Internet via the CCSF Library’s web pages. The collections contain 123,075 volumes and subscriptions to over 650 periodicals. Many back-runs of periodicals are maintained on over 10,000 reels of microfilm. Copy machines, networked printing for all electronic resources, microform readers and reader-printers, a color photocopier and a fax machine are provided for student use. Over 70 OPACs on the 4th floor provide access to all the electronic resources, all of which are also accessible from off-campus locations. The open stacks give immediate access to almost the entire collection, affording valuable opportunities for independent browsing and research. A handbook, Library Tips, is available at the reference desks. A student computer lab for word processing, e-mail and other applications is located on the 5th floor, R521. A current CCSF ID card with library barcode is required for using the lab and access to all the online resources.

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 Alice Statler Library is in the lower level of Statler Wing, next to Smith Hall. It provides access to books, periodicals, pamphlets, videos, software and CD ROMs about the hospitality industry. The collection covers topics such as the history and sociology of food, nutrition, professional and home cooking and baking, the restaurant business and management, the hotel industry and management, tourism and travel, and wine. The Library’s printed holdings of 8,527 volumes are included in the Library’s OPAC.

The Downtown Campus Library is on the 2nd floor at 800 Mission Street in downtown San Francisco. It houses a book collection with a focus on business and careers, ESL, and computer science. The library subscribes to over 90 periodicals and also offers access to computer based information sources. A media lab is located in the library where students can view the library collection of instructional videos or listen to spoken ESL materials on cassette and compact disc players. The library also contains a computer lab with both PC and Macintosh computers connected to the Internet. Current student ID is required for use of both the media and computer labs.

The John Adams Campus Library, located at the School of Health and Physical Education (1860 Hayes Street), Room 204, is a full-service facility housing more than 15,000 volumes, over 600 video and audio cassette tapes, and 81 periodical titles. Designed to support the curricula at this campus, the collection is strong in literature, African American studies, health sciences, English as a Second Language, Transitional Studies, child development/family studies materials, and physical 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, English as a second language, basic education and allied health. There are computers and a copy machine available for student use. The book collection contains over 4000 volumes and subscriptions to over 55 periodicals.

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.

The Reading Laboratory assists students who want to improve their reading skills using computer software, self-paced materials, and cassette tape recordings. Tutors assist students with their reading and study techniques when they encounter difficulties in their academic classes. Instructors are available to assist students with material selection.

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

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

The Computer Learning Lab offers drop-in computer skills workshops for students in topics such as: Introductory Word, Excel, Internet, E-mail; and choosing a home computer.

The Write Place Computer Laboratory offers word processing facilities for students enrolled in courses that require writing assignments. Instructors and tutors assist students both with word processing programs and composing and editing their compositions for their English classes and for other college courses.

The Writing Laboratory provides tutoring for students taking courses with writing assignments. English and ESL instructors and Learning Assistance Center tutors assist students in composing and editing their essays. Tutors do not correct student compositions; they point out areas in need of attention and show students how to correct their own mistakes. Students sign up daily for appointments.

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

Additional Learning Resources

The Biology Auto-Tutorial Laboratory, located in Science Hall, Room 307, contains a collection of self-instructional audio-visual materials for the Biological Sciences. Materials can be used in coordination with specific courses or as supplementary materials. The laboratory is staffed by instructors and qualified student aides who guide in the use of the self-instructional materials and offer on-the-spot instructional help. Hours of operation are posted at the laboratory.

Instructional Computing Laboratories. The Instructional Computing Laboratory located in Batmale Hall 301 (ICL 1) provides computer access to Computer Science (CS) and Computer Networking and Information Technology (CNIT) students to support their instructional assignments. ICL-1 contains 132 PCs and 29 MacIntoshes on local area networks. 87 PCs are attached to a Novell network, 16 PCs are Linux workstations, 10 PCs are dedicated to multimedia, and a handful to hardware classes. The PCs provide access to both the College’s academic server, an HP9000 N-class server, as well as to the Internet. PCs are used for programming, running applications, email, and Internet assignments. The MacIntoshes are used mainly to support multimedia. Tutors are available most hours, but help is limited for advanced subjects. 12 computers are also available for general CCSF student use. The lab is open Monday through Saturday. The Instructional Computing Lab located in Science 8 (ICL-2) contains 32 PCs and provides computer access to students in the Science Departments, to run applications and complete homework assignments. ICL-2 is open Monday through Friday.

Further information can be obtained via the Internet at the following URL: [http://www.ccsf.edu/Services/ICL1](http://www.ccsf.edu/Services/ICL1)

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

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

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

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

Student Counseling Services

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

African American Scholastic Programs

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

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

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

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

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

Continuing Student Counseling Department

The Continuing Student Counseling Department (CSCD) addresses the needs of continuing students who have completed one year of college or more than 24 units at City College of San Francisco or another college or university. Students can work with CSCD counselors to discuss their academic goals, and revise or develop educational plans. They can also discuss the requirements needed for a certificate, a degree, or transfer to a 4-year institution. CSCD counselors make referrals to helpful support services on and off campus, provide specialized workshops including probation, transfer planning, and Internet resources, and offer brief personal counseling. The CSCD offers both drop-in counseling for short questions, and counseling by appointment for Ed plans and more complicated academic planning issues. Continuing students who fit the definition above may call 452-5235 to make a counseling appointment. Counselors are available Monday-Thursday from 8 a.m. until 7:30 p.m. and Fridays from 8 a.m. until 4:30 p.m. Counselors are available on the Ocean Campus in A201 (main office), C207, E205B-E, SH106, B623D-E, and on the Mission and John Adams campuses. Computers are available for student use in Cloud 207, Art 201, and Conlan Hall 205. Visit us soon.

International Students 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.

Latina/Latino Service Center

The Latina/Latino Service Center (239-3945) offers bilingual (Spanish), bicultural counseling services to Latina/Latino students. Services include bilingual college orientation, assistance with financial aid, graduation, certificate and transfer information, academic and career counseling, referrals to campus and community services, bilingual support groups, and bilingual peer advisors.

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

Career Development and Placement Center

CDPC provides career planning and job information services to students and alumni who want to best utilize their college/educational experience and prepare themselves for their future careers/jobs. CDPC offers students and alumni both individual and group counseling, workshops, career success courses, career and job coaching, job readiness, job resource information. For a full description of the Career Center online, visit the CDPC website: 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 counselors at CDPC. Through individual or group counseling, career assessment and exploration, labor market information, career workshops and career success courses (LRN 40, 41, 42, 60 and 52 A/B), students will develop personal awareness and information essentials in making sound careers and major choices.

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

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

Job Placement Information. All job information is now available through www.MonsterTrak.com or other Internet servers. Job binders are also maintained at the Career Center. To access the password, visit the Career Center or e-mail: careerchat@ccsf.edu. On campus, employer recruitment is available to students and alumni throughout the school year. In addition, a yearly Job Fair and Career Fair is also available. To view the event calendar, please visit the CDPC website: www.ccsf.edu/Services/CDPC.

Disabled Student Programs and Services (DSPS)

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

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

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

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

DSPS assists in arranging accommodations/academic adjustments such as: priority registration; specialized test arrangements; notetaker arrangements; academic, personal, and employment counseling; sign language interpreters and referral to campus and community resources.

All qualified students with disabilities will receive appropriate classroom accommodations. Accommodation decisions are made on a case by case basis depending on the needs of the individual student. Some services are very specialized and are designed to meet the needs of a particular disability group. Other services, such as Workability III, the High-Tech Center and Counseling, are available for all disability groups. Students may be enrolled in credit and non-credit classes simultaneously.

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

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

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

For disability access information on all campuses: Academic Adjustments/Accommodations Specialist 452-5485.

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

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

Extended Opportunity Programs and Services (EOPS)

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

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

Student Health Services

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

Medical/Nursing Health Services

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

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

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.

Services include short-term psychotherapy for individuals and couples, group psychotherapy, crisis intervention, and faculty consultation. Each semester there are several groups conducted by staff on topics such as: procrastination, eating disorders, relationship problems, stress reduction and meditation. Therapists are available in the Student Health Bungalow, B207, Monday through Friday, hours are variable.

All the services at Student Health Services are for credit students only. The Health Fee paid by credit students each semester supports the Student Health Center. For more information and for service hours, drop by B201 at Ocean Avenue Campus or call 239-3110/3148.

HIV/STD Education Office

A wide variety of HIV/STD services are available to CCSF students, faculty, employees and their significant others through the HIV/STD Education Office’s programs. The office is located in Cloud Hall, Room 404. Office hours are Monday through Friday 8 a.m. - 4:30 p.m. For more information, call (415) 452-5202 or fax (415) 452-5203.

The HIV/STD Education Office arranges for peer educators to make HIV/STD prevention presentations to student groups and classrooms throughout the college district. It also provides students with information about CCSF’s professional training and service programs. Call (415) 452-5202.

Other helpful services include:

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

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, university campus tours, and guaranteed admissions contracts with San Jose State, Sonoma State, UC-Davis, UC-Riverside, UC-Santa Cruz, Capella University, and Santa Clara University. Please refer to the Transfer Center’s monthly calendar of workshops and events at www.ccsf.edu/Services/Transfer_Center.

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

ADDITIONAL STUDENT PROGRAMS AND SERVICES

Childcare Services

The Child Development & Family Studies Department administers 8 child development centers in San Francisco for children of CCSF students and other low income families. The centers feature subsidized child care and development services and are full time at most locations. Children between the ages of 3-5 years are eligible for services and are admitted on a low income priority basis. Parents can place their names on a waiting list by calling (415) 561-1895. The Department also features Parent/Child Observation courses at 14 sites throughout the city for parents who wish to participate in adult education opportunities with their children. For further information on specific Child Development services operated by the Department, please call the office at the John Adams Campus, Rm. 139, 561-1921 or Ocean Avenue Campus, L211, 239-3172.
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 452-5233.

The Latino Scholars Institute

The Latino Scholars Institute is a cooperative program in partnership with the San Francisco Unified School District. The program, designed to encourage students to graduate from high school and enroll in college, provides a course of study to better prepare students academically and motivationally to succeed in high school and in college. Students may earn both high school and college credit in City College classes selected to be relevant to the students’ experience. For further information, contact the Latino Services Network on the Ocean Campus, Cloud Hall, C364 at 452-5335.

Learning Communities

Learning Communities is a program designed to link two or more courses together so that students have opportunities for deeper understanding and integration of the material they are learning, and more interaction with one another and their teachers as fellow participants in learning. Faculty from different subject areas work together to connect their courses and unify the material under a central theme. Being part of a learning community increases a student’s chance of meeting graduation and transfer requirements, improves chances of completing courses and enhancing grades. Students experience added support from their peers and instructors in an environment that favors collaboration and teamwork. Learning Communities are a welcome addition to the urban commuter college environment. For information on Learning Community courses contact the Learning Communities Office in Science Hall, Room 221 at 239-3342 or see the course offerings in the City College Time Schedule under “Learning Communities.”

Math Bridge Program

This is a one year long program beginning each fall semester whose purpose is to assist African American, Latino, Filipino, and Native American students to complete elementary algebra and geometry successfully. However, all students are welcome to apply. All students must apply to the program. An orientation is given and applications are accepted only during the spring semester. Students enter the program during the fall.

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

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

Mentoring and Service-Learning

The Office of Mentoring and Service-Learning offers two types of programs to increase student success and transfer, and enrich the college experience with hands-on application of classroom learning. In the Mentoring program, a student is matched with a peer mentor. A mentor is “a kind of guide who, despite having been far enough ahead to know something of what’s down the path, comes back to walk with you, and thus leads without leaving you to follow.” Mentors are currently available to students taking specific courses in science, social science, and liberal arts.

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

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

Orientation Classes

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

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 first and second floors of Conlan Hall. For more information call 239-3296.

Project SURVIVE

Project SURVIVE is a peer education program dedicated to promoting healthy relationships and ending sexual violence, especially rape and battery in intimate relationships. For more information call 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 teacher and a counselor. The program is open to all interested students. For more information call 239-3932.

Re-entry to Education Program (REP)

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

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

Dr. Betty Shabazz Family Resource Center

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

Veterans Services

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

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

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

Available Benefits:

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

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

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

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

Academic Progress Policy for Veteran Students. If the student has been on either academic probation or on progress probation or on both academic and progress probation for more than two consecutive semesters, he or she shall be subject to termination of veteran’s education benefits.

Women’s Resource Center

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

“He who opens a school door, closes a prison.”

Victor Hugo
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 skills so that they can communicate clearly, both orally and in writing, and can evaluate what they hear and read.

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

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

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

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

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

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

Graduation Requirements

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

Option A: CCSF Associate Degree

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

Option B: CCSF Transfer Associate Degree (CSU)

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

1. General Education Requirements

Option A: CCSF Associate Degree

General educational courses are required in the following areas:

a. communication and analytical thinking,
b. written composition,
c. natural sciences,
d. social and behavioral sciences,
e. humanities,
f. United States history and government,
g. physical skills and health knowledge, and
h. ethnic studies, women’s studies, and gay, lesbian and bisexual studies

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

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

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

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

Area A: Communication and Analytical Thinking Requirement

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

American Sign Language 1A, 1B
Broadcast Electronic Media Arts 101
Business Mathematics 66, 68
Chemistry 17
Chinese 1, 1A, 1B, 2A, 2B, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 12A, 12B, 12C, 14A, 14B, 14C, 16, 17, 22, 31A, 31B
Economics 5
Engineering 38
Engineering Technology 50, 108A, 108B
English as a Second Language 79
French 1, 1A, 1B, 2A, 2B, 3A, 3B, 4, 10A, 10B, 10C, 10D, 10E, 11A, 11B, 21, 22
German 1, 1A, 1B, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 11A, 11B
Area B: Written Composition Requirement
To satisfy the graduation requirement in Written Composition, the student must complete at least three semester units of composition. The sequence of courses to be taken depends upon the student’s placement in English.

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

qualified for English 1A
must pass English 1A. If the student is in a semiprofessional business or medical assisting program, he/she may satisfy the requirement by completing Business English 70, 74 or 76.

qualified for English 96
must complete English 96 with a grade of C or higher.

qualified for English 94
must complete English 94 with a grade of C or higher, or must pass English 1A.

qualified for English 92
must complete English 94 with a grade of C or higher, or must pass English 1A.

qualified for English 90
must complete English 94 with a grade of C or higher, or must pass English 1A.

qualified for English L
must complete English 94 with a grade of C or higher, or must pass English 1A.

qualified for ESL
must complete ESL 82 with a grade of C or higher.

Of the credits earned in the following courses, a total of only three units may be counted toward graduation: English 94, 96.

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

Anatomy 14, 25
Anthropology 1
Astronomy 1, 14, 16, 17, 18
Biology 101B, 9, 11, 20, 30, 32, 40, 60, 65
Botany 10
Chemistry 32, 40, 101A, 103A, 110
Genetics 10, 15
Geography 1, 49
Geology 5, 10, 11, 18, 21, 25A, 25B
Interdisciplinary Studies 9, 10C
Microbiology 12, 51*
Nutrition 12, 51*
Oceanography 1, 10
Ornamental Horticulture 76, 77
Paleontology 1
Physical Science 11
Physics 2A, 4A, 10, 40, 41
Physiology 1, 12
Zoology 10

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

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

Administration of Justice 57, 59
African American Studies 30, 31, 40, 55, 60
American Studies 1A, 11B
Anthropology 2, 3, 3AC, 4, 5, 8, 11, 12, 15, 19, 20, 25
Asian American Studies 8, 27, 35, 40, 42, 45, 61, 62, 63
Asian Studies 1
Broadcast Electronic Media Arts 104
Child Development 53, 67, 68
Economics 1, 10, 25, 30
Fashion 28
Gay/Lesbian/Bisexual Studies 5, 10, 21, 24, 30, 50, 60
Geography 4, 7
Health Science 5, 30
Interdisciplinary Studies 7, 28G, 37, 80A*, 80C*, 80D*, 80E*, 80F*, 81B*
Latin American Studies 10
Philippine Studies 20, 30
Political Science 1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 18, 20, 25, 35, 43, 45, 46, 47, 48, 53A
Psychology 1, 10, 11, 12, 14, 15, 16, 17, 21, 22, 23, 25, 26, 40
Sociology 1, 2, 25, 28, 30, 35
Total Quality Management 101

*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:

- African American Studies 35, 50, 51, 55
- American Studies 11A, 11B
- Architecture 31A, 31B, 32
- Art 101 through 109, 116, 118, 123, 125A, 140A, 146A, 160A, 170A, 180A
- Asian American Studies 20, 30
- Asian Studies 11, 12
- Broadcast Electronic Media Arts 103, 106
- Classics 35
- Fashion 23
- Film Production 18, 20A, 20B, 21, 22
- French 1, 1A, 1B, 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, 20, 25, 55
- German 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 11A, 11B, 39A, 39B
- Humanities 7, 8, 11, 12, 20, 25, 35, 41A, 41B, 48
- Interdisciplinary Studies 14, 23, 27A, 27B, 36, 38, 42, 44, 70
- Italian 1, 1A, 1B, 2A, 2B, 3A, 3B, 4A, 4B, 10A, 10B, 10C, 15A, 15B
- Japanese 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 11A, 11B, 39A, 39B
- Labor Studies 93A
- Philippine Studies 30
- Philosophy 2, 4, 25A, 25C
- Photography 50A, 50B
- Physical Education 30
- Pilipino 1, 2A, 10A, 10B, 10C, 39A, 39B
- Spanish 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 5S, 10A, 10B, 10C, 10D, 31A, 31B, 32, 39A, 39B, 39C, 39D, 41
- Speech 37, 38
- Theater Arts 1, 17, 101, 103, 104, 105
- Women’s Studies 10

**Area F: United States History and Government Requirement**

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

- African American Studies 60
- American Civilization 11A, 11B
- Asian American Studies 20
- Economics 10
- History 1, 9, 12A, 12B, 17A, 17B, 21, 41A, 41B, 45
- Labor Studies 70, 70A, 70B
- Political Science 1, 46

**Area G: Physical Skills and Health Knowledge Requirement**

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

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

**Area G1**
- Anatomy 14
- Culinary Arts and Hospitality Studies 244
- Health Science 10, 25, 27, 33, 35, 53
- Nutrition 12, 51

**Area G2**
- Health 12, 14, 17, 18, 21, 41, 67, 68
- Interdisciplinary Studies 17, 55
- Labor Studies 101
- Physical Education 3, 5, and 400 through 599
- Psychology 7, 9, 17

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)**

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

**Area H1 (Ethnic Studies)**
- African American Studies 30, 31, 35, 40, 50, 51, 55, 60, 70
- Anthropology 3AC, 11, 12, 15, 19
- Art 104 through 107, 146A
- Asian American Studies 8, 20, 27, 30, 35, 40, 42, 45, 62, 63
- Asian Studies 1, 11, 12
- Broadcast Electronic Media Arts 104
- Chinese 29A, 29B, 39, 49
- Economics 30
- English 32A/34A, 32B/34B, 36, 37, 57, 58A, 60
- Health Science 50
- Humanities 35, 48

Area H2

Area H3
Courses that also may count toward completion of the CSU General Education requirements:

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

Courses that currently do not count toward completion of the CSU General Education requirements:

- African American Studies 35, 55+
- Asian American Studies 62*, 63
- Broadcast/Electronic Media Arts 104, 106
- English 56A, 56B, 56C
- Gay, Lesbian, and Bisexual Studies 21, 24
- Health Science 50, 67, 68
- History 47D+
- Interdisciplinary Studies 80D*
- Labor Studies 91D*
- Music 27C

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

Option B: CCSF Transfer Associate Degree (CSU)

Students may satisfy the general education requirements for the Transfer Associate Degree (CSU) by completing and obtaining certification from CCSF Admissions and Records of the approved California State University General Education requirements. These requirements are outlined in the Transfer Information section of the catalog under “General Education Requirements for the California State University (All Campuses).”

Students also must meet the CCSF Ethnic Studies/Women’s Studies/Gay, Lesbian and Bisexual Studies requirement by completing 3 units from one of the following two categories:

Option A: CCSF Associate Degree

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

1. Making a satisfactory score on the mathematics placement examination, taken at entrance. The student may retake the test one time, no earlier than three months from the original date, if he/she did not make a satisfactory score on the first test. The student who does not make a satisfactory score on either of these two examinations can satisfy the mathematics requirement by completing BSMA G, H, or J, or MATH E or MATH EX. (Note: The student is advised to retake the test before the last semester before graduation.)

2. Mathematics Requirement

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

1. Making a satisfactory score on the mathematics placement examination, taken at entrance. The student may retake the test one time, no earlier than three months from the original date, if he/she did not make a satisfactory score on the first test. The student who does not make a satisfactory score on either of these two examinations can satisfy the mathematics requirement by completing BSMA G, H, or J, or MATH E or MATH EX. (Note: The student is advised to retake the test before the last semester before graduation.)
2. Completing with a grade of C or higher any advanced college level mathematics class that uses at least intermediate algebra as a prerequisite.

3. Scoring:
   • 600 or higher on the SAT I or 550 or higher on the Mathematics Achievement Test (SAT II Mathematics Subject Examination), 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 A, B, or C on the General Certificate “A” Level Mathematics Examination.

Option B: CCSF Transfer Associate Degree (CSU)
The student may satisfy the graduation requirement in mathematics through completion of the CSU General Education Quantitative Reasoning (Area B4) requirement in this curriculum.

3. Major Requirement
(Concurrent or dual majors do not establish eligibility for a second degree.)

Option A: CCSF Associate Degree
A student must complete a major consisting of one of the following:

a. completion of 18 or more semester units toward satisfaction of the general education requirements for the California State Universities, or toward satisfaction of the general education requirements for the Intersegmental General Education Transfer Curriculum (IGETC), or toward satisfaction of the breadth requirements of the College of Letters and Science of the University of California, Berkeley; or
b. completion of 18 or more semester units in a particular field of study or as required in a curriculum specified by the department (for example, theatre arts, engineering, or dental assisting).

Option B: CCSF Transfer Associate Degree (CSU)
The student may satisfy the graduation requirement for a major by completion of the CSU General Education requirements.

4. Unit Requirement (Options A and B)
To satisfy the unit requirement for graduation, the student must complete a minimum of 60 semester units of college-level 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 (Options A and B)
To satisfy the grade-point requirement for graduation, a student must maintain a cumulative grade point average of at least 2.0 in all associate degree applicable courses at City College of San Francisco. The student must also have at least a 2.0 combined grade point average which includes the cumulative grade point average for all associate degree applicable courses at City College of San Francisco combined with the grade point average of all transferable units completed at other accredited postsecondary institutions.

6. Residence Requirement (Options A and B)
The student may satisfy the residence requirement for graduation
a. by completing at City College of San Francisco the last 12 of the 60 semester units required for graduation, or
b. by completing a minimum of 45 semester units at City College of San Francisco if the last 12 semester units are not completed at City College.

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

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

Petitioning for Award of Achievement and/or Certificate of Completion
Requirements for the Award of Achievement. To qualify for the Award, you must also have completed the requirements for the Associate Degree at CCSF and applied for graduation at CCSF. Students who have earned the required Associate or higher degree from another accredited U.S. institution must have an official transcript on file with the degree posted.

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

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

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

The requirements for the Certificate of Completion and Award of Achievement have been established by the faculty and the administration and approved by the Governing Board. The Admissions and Records Office does not have the authority to change or waive any of the requirements.
“Knowledge - that is, education in its truest sense - is our best protection against unreasoning prejudice, and panic-making fear; whether engendered by special interest, illiberal minorities or panic-stricken leaders.”

Franklin D. Roosevelt
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 campuses, the University of California, Berkeley, and to any of the campuses of the California State University.

Listed in this section of the catalog (in the order given below) are five categories of information: (1) Courses which satisfy the general education requirements for all campuses of the California State University; (2) Courses from City College of San Francisco acceptable at all campuses of the University of California for elective credit; (3) Courses from City College that satisfy the Intersegmental General Education Transfer Curriculum (IGETC); (4) Courses which satisfy the American Institutions requirement for the University of California, and breadth requirements for only the College of Letters and Science of the University of California, Berkeley (note that breadth requirements are different for individual colleges within the University); and (5) Courses from City College which have California Articulation Number System (CAN) numbers.

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

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

Credit earned in courses numbered 800 through 899 is generally not transferable to a university or a four-year college. Such credit, however, is accepted for graduation from City College.

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

The California State University grants transfer credit for all courses numbered 1 through 799, except for some non-degree applicable English and English as a Second Language courses, and one degree applicable engineering technology courses. Those courses which are transferable to the 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.

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

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

Articulation agreements which list detailed information concerning specific majors and which describe course transferability and applicability between City College of San Francisco and baccalaureate degree-granting institutions are available at WebAssist, www.assist.org.

CALIFORNIA STATE UNIVERSITY (ALL CAMPAUSIES)

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: November 1 (preceding the term)
Winter Quarter: June 1 (preceding the term)
Spring Semester/Quarter: August 1 (preceding the term)

Application for impacted programs must be filed during the first month of the 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.

Application forms are available in the Counseling Department, Conlan Hall, Room 205, the Transfer Center, Science Hall, Room 132, from University Admissions Offices or 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 56 transferable semester units (CCSF courses numbered 1 through 799 except for some non-degree applicable English and English as a Second Language 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 including: A1 Oral Communication, A2 Written Communication, A3 Critical Thinking, B4 Quantitative Reasoning

Supplementary Admissions Requirements. Some majors receive more applications during the initial filing period than can be accommodated. These majors are called “Impacted Majors” and have higher admission standards.

Transfer of Credit to the California State University (All Campuses)
The campuses of the California State University accept credit from City College of San Francisco as follows:

1. They accept as elective credit toward graduation the units earned in all City College courses numbered 1 through 799, except for ESL 110, 112, 120, 122, 130, 132, 142; ENGL 90, 92 and ET 108A.
2. They do not accept credit earned in City College foundational courses. (These courses are named with only one letter—for example, English K. Other of these courses are numbered from 800 through 899—for example, Mathematics 840.)
3. They accept transfer credit as indicated above, but do not accept more than 70 semester units of community college credit to be used to satisfy the unit requirements for the baccalaureate degree.
4. They accept partial or full certification of completion of the Lower Division General Education requirements for graduation from the California State University for courses completed at City College.
5. They do not necessarily accept credit that City College has granted for work completed at other collegiate institutions or for CEEB 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.** Asian American Studies 20; History 1, 12A, 12B, 17A, 17B, 41A, 41B; Labor Studies 70
- **Group 2.** Political Science 1

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

NOTE: The information below is valid for 2002-03. The new 2003-04 list is available from a counselor, the Transfer Center or WebAssist, [www.assist.org](http://www.assist.org).

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 General Education requirements listed below apply to all students who entered City College in Fall 1981 or thereafter and who have maintained continuing student status.

All students transferring to CSU who have maintained continuing student status are responsible for the General Education requirements in effect at the time they began their continuing student status.

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

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

**AREA A: Communication in the English language and critical thinking**

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

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

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

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

**AREA B: Physical Universe and its Life Forms**

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

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

- **B2 Biological Sciences:**
  Anatomy 14, 25
  Anthropology 1
  Biology 9, 11, 20, 30, 32, 40, 101A, 101B
  Botany 10
  Genetics 10, 15
  Interdisciplinary Studies 9
  Microbiology 12
  Physiology 1, 12
  Zoology 10

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

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

**AREA C: Arts, literature, foreign language and philosophy**

(9 certifiable semester units or 12-15 quarter units with at least one course in the Arts and one course in the Humanities)

- **C1 Arts:**
  African American Studies 51
  Architecture 21, 26A, 29A, 31A, 31B, 32, 34
D3 Ethnic Studies
African American Studies 30, 31, 60
Anthropology 3AC, 11, 12, 15, 19, 20, 25
Asian American Studies 8, 20, 27, 35, 40, 42
Economics 30
History 9, 15A, 15B, 21, 38, 41A, 41B, 44
Interdisciplinary Studies 10D, 37, 40
Labor Studies 100
Latin American Studies 10
Philippine Studies 20
Political Science 7, 8, 12, 18, 35, 45, 47, 48
Psychology 22, 23

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

D5 Geography
Geography 4, 7

D6 History
Asian American Studies 20
Economics 10
Interdisciplinary Studies 14, 23, 27A, 27B, 36, 37, 38, 42, 44, 100A
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, 39, 49
Philippine Studies 30
Philosophy 25A, 25C
Filipino 1, 2, 10A, 10B, 10C, 39A, 39B
Russian 1, 1A, 1B, 2, 2A, 2B, 3A, 3B, 10A, 10B, 10C, 10D, 15A, 15B, 21, 21A, 21B, 22, 22A, 22B, 39A, 39B, 41
Spanish 1, 1A, 1B, 2, 2A, 2B, 3A, 3B, 4, 5, 5S, 10A, 10B, 10C, 10D, 31, 31A, 31B, 32, 39A, 39B, 39C, 39D, 41
Women’s Studies 10

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

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

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

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

D7 Interdisciplinary Social or Behavioral Science
Asian American Studies 8, 27, 40, 42
Asian Studies 1
Broadcast Electronic Media Arts 101, 103, 105
Child Development 53, 67, 97
Gay/Lesbian/Bisexual Studies 30
Interdisciplinary Studies 10D, 28G, 37, 40
International Business 162
Labor Studies 96C
Philippine Studies 20

D8 Political Science, Government and Legal Institutions
Labor Studies 71A, 71B
Political Science 1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 18, 20, 25, 35, 43, 45, 47, 48, 53A

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

AREA E: Lifelong understanding and self-development
(3 certifiable semester units or 4-5 quarter units)
African American Studies 70
Gay/Lesbian/Bisexual Studies 40, 70
Health Science 10, 14, 20, 25, 26, 27, 33, 41, 45, 53, 72
Interdisciplinary Studies 17, 50
Learning Assistance 50, 60
students who are school record. Current regulations applying to admission for transfer of college credit subsequent to high school graduation. The requirement standing if the applicant has earned more than 12 semester units requirement may be disregarded in determining eligibility for freshman. The examination credit subsequent to high school graduation must satisfy the examination requirement for freshman applicants. A transfer student who has earned fewer than 12 semester units of college

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
Fall Semester: File November 1-30
Application accepted for the fall only

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

For the fall term, all majors and programs are open to new students. There are fewer openings available in the winter and spring terms. Check with the specific campus Admissions Office if applying for other than the fall term.

Application forms are available in the Counseling Department, Room 205, Conlan Hall; at the Transfer Center, Room 132, Science Hall from University Admissions Offices or online, www.ucop.edu/pathways.

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

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

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

3. A student who was ineligible for admission as a freshman because of the Scholarship Requirement must:
   a. complete a course pattern requirement to include:
      - Two transferable college courses (3 semester units or 4-5 quarter units each) in English composition; and
      - One transferable college course (3 semester units or 4-5 quarter units) in Mathematical Concepts and Quantitative Reasoning; and
      - 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.

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 2002-03):

**Administration of Justice** 52, 57
**African American Studies** +10, 30, 40, 50, 51, 55, 60, *70
   +70 and HLTH SCI courses combined: maximum credit, one course
   +Independent Study course -- to be reviewed for credit by UC campus upon transfer
**American Sign Language** 1A, 1B
**American Studies** 11A, 11B
**Anthropology** 1, 2, *3, *3AC, 4, 5, 8, 11, 12, 15, 19, 20, 25, +41, +42, +43
   +3 and 3AC combined, maximum credit, one course
   +Independent Study course -- to be reviewed for credit by UC campus upon transfer
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*Any or all of the above courses combined: maximum credit allowed, 17 units
+31A, 31B and 34 combined maximum credit, two courses
#No credit if taken after Summer 2003

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

Asian American Studies 8, 20, 27, 30, 35, 40, 42, 45, *65
*Independent Study course -- to be reviewed for credit by UC campus upon transfer

Biology *11, 15, 16, 20, 30, **32, 32L, 40, 101A, 101B
*No credit for 11 if taken after Biology 101A, 101B, Botany 10, or Zoology 10.
**Same as Interdisciplinary Studies 9

Biology *11, 15, 16, 20, 30, **32, 32L, 40, 101A, 101B
*No credit for 11 if taken after Biology 101A, 101B, Botany 10, or Zoology 10.

**Same as Interdisciplinary Studies 9

Botany 10

*10 and 15 combined: Maximum credit allowed, one course

Microbiology 12

Nutrition 12

Physiology **1, **12
**Physiology 1 and 12 combined: Maximum credit, one course.

**Anatomy 14 or 25 combined with Physiology 1 or 12; maximum credit 2 courses

Zoology ++10
++No credit for 10 following Biology 101A, 101B, 11 or Physiology 1 or 12

Broadcast Electronic Media Arts *103, 104
*Combined with Journalism 19: Maximum credit, one course

BUSINESS:

Accounting 1, 2
Commercial Law *18, *19/Legal Assisting *53A, *53B
General Business 119

Microcomputer Applications for Business +60
*LA 53A/B combined with CLW 18/19 maximum credit allowed: one course
+MABS 60 combined with CS 100M/CNIT 100P: maximum credit, one course

Chemistry #40, *101A, *101B, *103A, 107, #110, 110L, 205, **208A, **208B, **212A, **212B
*101A, 103A combined: maximum credit allowed, one series.
#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 212A if taken after 208AB

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

#3, 3AB, and 31AB combined: maximum credit, 5 units
3AB is equivalent to 3: maximum credit, 5 units
3A and 3B must both be taken for transfer credit to be granted
31A and 31B must both be taken for transfer credit to be granted
++4AB is equivalent to 4: maximum credit, 5 units
4A and 4B must both be taken for transfer credit to be granted

Chinese Studies (see courses in respective departments)

Cinematography (see Film Production)
Drama (see Theatre Arts)

Economics 1, 3, *5, +10, 25, 30
*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, 20, 20L, 24, 36, 37, 38, 45, 48
*10A and 48 combined: maximum credit, one course

Engineering Technology *181
* Became CAD 181 in Spring 03


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

English as a Second Language *82, *140, *150
*Any or all of these courses combined: maximum credit allowed, 8 units

Ethnic Studies (see specific languages)

Film Production 18, **20A, **20B, 21, 22, *24, *124A, *124B
*24, 124A, and 124B combined: maximum credit allowed, one course
**20A, 20B, and GLST 11 and 12 combined: maximum credit allowed, two courses

Foreign Literature Offered in English (see specific languages)

*1AB is equivalent to 1: maximum credit, 5 units;
1A and 1B must both be taken for transfer credit to be granted
++2AB is equivalent to 2: maximum credit, 5 units
2A and 2B must both be taken for transfer credit to be granted
#3AB is equivalent to 3: maximum credit, 5 units
3A and 3B must both be taken for transfer credit to be granted
*Student must have been enrolled in 4 for transfer credit to be granted for 11A or 11B
**Independent Study course -- to be reviewed for credit by UC campus upon transfer

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

*5 and 10-10L combined: maximum credit allowed, one course
+Independent Study course -- to be reviewed for credit by UC campus upon transfer

**German**
*1A and 1B are equivalent to 1: maximum credit, 5 units
Both 1A and 1B must be taken for transfer credit to be granted +2A and 2B are equivalent to 2: maximum credit, 5 units
2A and 2B must both be taken for transfer credit to be granted +3A and 3B are equivalent to 3: maximum credit, 5 units; 3A and 3B must both be taken for transfer credit to be granted **4AB is equivalent to 4: maximum credit, 5 units
4A and 4B must both be taken for transfer credit to be granted
^Student must have been enrolled in 4 or 4A/4B for transfer credit to be granted for 11A or 11B

**Italian**
1, *1A, *1B, 2, +2A, +2B, 3, #3A, #3B, 4, **4A, **4B, **4AB, **4C, 4D, **4E, **4F, 15A, 15B
*1A and 1B are equivalent to 1: maximum credit, 5 units
1A and 1B must both be taken for transfer credit to be granted +2A and 2B are equivalent to 2: maximum credit, 5 units
2A and 2B must both be taken for transfer credit to be granted +3A and 3B are equivalent to 3: maximum credit, 5 units; 3A and 3B must both be taken for transfer credit to be granted **4AB is equivalent to 4: maximum credit, 5 units
4A and 4B must both be taken for transfer credit to be granted
^11A, ^11B are equivalent to 1: maximum credit, 5 units
11A and 11B are equivalent to 1: maximum credit, 5 units

**Japanese**
1, *1A, *1B, 2, +2A, +2B, 3, #3A, #3B, 4, **4A, **4B, 39
*1A and 1B are equivalent to 1: maximum credit, 5 units
1A and 1B must both be taken for transfer credit to be granted +2A and 2B are equivalent to 2: maximum credit, 5 units
2A and 2B must both be taken for transfer credit to be granted +3A and 3B are equivalent to 3: maximum credit, 5 units; 3A and 3B must both be taken for transfer credit to be granted **4AB is equivalent to 4: maximum credit, 5 units
4A and 4B must both be taken for transfer credit to be granted
^1A and 1B are equivalent to 1: maximum credit, 5 units
1A and 1B must both be taken for transfer credit to be granted +2A and 2B are equivalent to 2: maximum credit, 5 units
2A and 2B must both be taken for transfer credit to be granted +3A and 3B are equivalent to 3: maximum credit, 5 units; 3A and 3B must both be taken for transfer credit to be granted **4AB is equivalent to 4: maximum credit, 5 units
4A and 4B must both be taken for transfer credit to be granted

**Physical Science**
+2A, +2B, 3, #3A, #3B, 4, **4A, **4B, **4AB, **4C, **4D, **4E, **4F, 15A, 15B
*1A and 1B are equivalent to 1: maximum credit, 5 units
1A and 1B must both be taken for transfer credit to be granted +2A and 2B are equivalent to 2: maximum credit, 5 units
2A and 2B must both be taken for transfer credit to be granted +3A and 3B are equivalent to 3: maximum credit, 5 units; 3A and 3B must both be taken for transfer credit to be granted **4AB is equivalent to 4: maximum credit, 5 units
4A and 4B must both be taken for transfer credit to be granted

**Humanities**
*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**
9, 10C, 10D, 14, 17, 23, 27A, 27B, 27C, 28A, 28B, 36, 37, 38, 39, 40, **41A, **41B, 44, 45, +46, +47A, **48A, **48B, **48C, 50
*1A and 1B are equivalent to 1: maximum credit, 5 units
1A and 1B must both be taken for transfer credit to be granted +2A and 2B are equivalent to 2: maximum credit, 5 units
2A and 2B must both be taken for transfer credit to be granted +3A and 3B are equivalent to 3: maximum credit, 5 units; 3A and 3B must both be taken for transfer credit to be granted **4AB is equivalent to 4: maximum credit, 5 units
4A and 4B must both be taken for transfer credit to be granted

**Laboratory Studies**
*93C, **98A, **98B, 98C, 100

**Microbiology**
(Music)
+Same as MUS 43
**Same as MUS 48A
#Same as MUS 48B
+Same as MUS 48C

**Latin American Studies**
10

**Liberal Arts**

**Library Information Skills**
10

**Mathematics**
^75, +80, **90, ++97, *100A, *100B, *101A, *110B, *110C, 115, #120, #125, #130, ^199

*110A-BC combined with 100B-B: maximum credit allowed, one course

#120 and 125 combined are equivalent to 130: maximum credit allowed, 5 units

+80 combined with Economics 5 and Psychology 5: maximum credit allowed, one course

**No credit for 90 if taken after 75 or 97
++ Maximum credit 4 units

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

^No credit for 75 if taken after 100A or 110A

**Oceanography**
*1, *1L, *10

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

**Paleontology**
1

**Philippine Studies**
*10, 20, 30 (See also Pilipino courses)

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

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

**Photography**
50A, 50B, 51

**Physics**

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

**Physical Science**
*11

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

**Physics**

*2A-2B combined with 4ABC: maximum credit, one series. 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)

**Philosophy**
(See Biological Sciences)
Political Science *1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 18, 35, +41, +42A, +42B, +42C, +42D, 43, 45, *46, 47, 48
*No credit for 46 if taken after 1
+Independent Study 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
+Independent Study course -- to be reviewed for credit by UC campus upon transfer
*1AB is equivalent to 1: maximum credit, 5 units
1A and 1B must both be taken for transfer credit to be granted
1A, 1AB, 21 and 21AB combined: maximum credit, 5 units
21AB is equivalent to 21: maximum credit, 5 units
21A and 21B must both be taken for transfer credit to be granted
+2A is equivalent to 2: maximum credit, 5 units
2A and 2B must both be taken for credit for transfer credit to be granted
#3AB is equivalent to 3: maximum credit, 5 units
3A and 3B must both be taken for transfer credit to be granted
**22AB is equivalent to 22: maximum credit, 5 units
22A and 22B must both be taken for transfer credit to be granted
2, 2AB, 22 and 22AB combined: maximum credit, 5 units
++Independent Study course -- to be reviewed for credit by UC campus upon transfer
Sociology *1, *1AC, 2, 25, 30, 35, +41, +42, +43
*1 and 1AC combined: maximum credit, one course
+Independent Study course -- to be reviewed for credit by UC campus upon transfer
*1AB is equivalent to 1: maximum credit, 5 units
1A and 1B must both be taken for transfer credit to be granted
+2A is equivalent to 2: maximum credit, 5 units
2A and 2B must both be taken for transfer credit to be granted
#3AB is equivalent to 3: maximum credit, 5 units
3A and 3B must both be taken for transfer credit to be granted
3, 3AB and 31AB combined: maximum credit, 5 units
31AB is equivalent to 31: maximum credit allowed, 5 units
31A and 31B must both be taken for transfer credit to be granted
Speech 1A, 3, 4, 20
Theatre Arts 1, 3A, 3B, 3C, 17, 19, 50, 101, 102, 103, 104, 105, 107, 116, 200
Women's Studies 10
Zoology (see Biological Sciences)

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

General Graduation Requirements

Students may satisfy the general University requirements in American institutions and United States history and in Subject A as follows:

American Institutions and United States History. At some campuses appropriate courses taken in high school satisfy this requirement. Students may also satisfy this requirement by completing the appropriate course or courses at City College of San Francisco.

Subject A. Evidence of having fulfilled one of the following constitues satisfaction of this requirement (the examinations indicated in 1-5 below must be completed prior to admission):

1. A score of 600 or higher in the English Composition Test or SAT II Writing Subject Test;
2. A score of 3, 4, or 5 on the College Board Advanced Placement Examination in English;
3. A score of “Pass for Credit” on the California State University English Equivalency Examination;
4. A score 5 or higher on the International Baccalaureate Higher Level Examination in English (Language A only)
5. Achieve a score of “pass” on the Subject A Examination.
6. Completion with a final grade of C or higher in English 1A.

Breadth Requirements

Students have the option to fulfill the lower division breadth and general education requirements by completing either the Intersegmental General Education Transfer Curriculum (IGETC) or the specific lower division breadth and general education requirements of the school or college of the University of California to which the student intends to transfer.

If a student does not complete the Intersegmental General Education Transfer Curriculum before transferring, the student will be subject to the regulations regarding breadth requirements of the school or college to which the student has been admitted.

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 any needed lower division major preparation.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) FOR 2002-03

NOTE: The new IGETC for 2003-04 is available in the Counseling Office, the Transfer Center or WebAssist, www.assist.org.

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 U.C. 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.

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

The course requirements for ALL areas must be completed before IGETC can be certified. ALL courses must be completed with grades of “C” or better. For IGETC certification procedures, see a counselor.
AREA 1: English Communication
CSU—Three courses required—one (1) course from each group
UC—Two courses required—one from Group a, and one from Group b.

**Group a - English composition:** English 1A

**Group b - Critical thinking**—English composition:

English 40

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

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:**
Art 101 thru 108, 116, 123N
Asian Studies 11
Gay/Lesbian/Bisexual Studies 20, 25
Photography 50A, 50B
Physical Education 30
Theater Arts *1, 17, 104, 105

**Humanities:**
African American Studies 30, 40, 50, 51, 60
American Studies 11A, 11B
Asian American Studies 11
Asian Studies 12
Classics 35
Film *20A, *20B, 21, 22
Gay/Lesbian/Bisexual Studies *11, *12, 75
Geography 4
Interdisciplinary Studies 14, 23, 27A, 27B, 36, 37, 38, 42, 44, 100A
Italian *3A, *3B, *4AB
Philippine Studies 30
Philosophy 2, 4, 25A, 25C
Pilipino 39A, 39B
Theatre Arts 19
Women’s Studies 10

Some important reminders:
If a course is listed as “A & B” (e.g., French 3A & B); both the “A” and “B” parts must be completed to receive IGETC credit.

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

Anthropology 2, *3, *3AC, 4, 5, 8, 11, 12, 15, 19, 20, 25
Asian American Studies 8, 20, 27, 30, 35, 40, 42, 45
Asian Studies 1
Broadcast Electronic Media Arts *103
Economics 1, 3 *10, 25, 30
Gay/Lesbian/Bisexual Studies 5, 30, 50, 60
Geography 4, 7
Interdisciplinary Studies 10D, 37, 40, 100A
Latin American Studies 10
Philippine Studies 20
Political Science *1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 18, 35, 43, 45, *46, 47, 48
Psychology 1, 2, 10, 23, 25, 40
Sociology *1, *1AC, 2, 25, 30, 35

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

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

**Biological Sciences:**
Anatomy *14(L), 25(L)
Anthropology 1
Biology *11(L), 20, 40, 101A(L), 101B(L)
Botany 10(L)
Genetics *10, 11(L)
Microbiology 12(L)
Physiology *1(L), *12(L)
Psychology 1B
Zoology *10(L)

AREA 6: Language other than English
(UC requirement ONLY)
Complete two (2) years of the same foreign language of high school level work with a grade of “C” or better OR earn a score of 3 or higher on the Foreign Language Advanced Placement test, OR 550 on the Foreign Language Subject Examination (SAT II) OR complete one of the courses listed below:

American Sign Language 1A
Chinese 1, *1A/B
French 1, *1A/B
German 1, *1A/B
Italian 1, *1A/B
Japanese 1, *1A/B
Pilipino 1
Russian *1 *1A/B, *21, *21A/B
Spanish 1, *1A/B
NOTE: Courses above proficiency level may also be used to meet this requirement.
* Indicates that IGETC transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information. When A and B sections are listed for foreign language requirements, both A must B must be taken for IGETC to be certified.

CSU Graduation Requirement in 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, 12A, 12B, 17A, 17B, 41A, 41B; Labor Studies 70
Courses used to meet this requirement may not be used to satisfy the requirements for IGETC.

UNIVERSITY OF CALIFORNIA, BERKELEY

American Institutions and United States History Requirement
Candidates for a bachelor’s degree must satisfy the requirement in American Institutions (civics) or United States history. This may be done prior to enrolling at UC Berkeley in one of the following ways:
1. By completing in high school, two semesters of U.S. history with a final grade of C or higher, or one semester of U.S. government (civics) and one semester of U.S. history with final grades of C or higher (or comparable work through Advanced Placement exams or other test scores); or
2. By completing, at City College of San Francisco, one course from the following: History 17A, 17B or Polical Science 1

American Cultures Breadth Requirement
The Berkeley Campus American Cultures breadth requirement must be completed by all students. Students may satisfy this requirement by completing, with a minimum grade of C- or P, a course expressly approved for this purpose by the appropriate committee of the Berkeley Division of the Academic Senate.
Courses offered in satisfaction of the American Cultures breadth requirement must be integrative and comparative and address theoretical and analytical issues relevant to understanding race, culture, and ethnicity in American history and society. Each course will take substantial account of groups drawn from at least three of the following: African Americans, American Indians, Asian Americans, Chicanos/Latinos, and European Americans. A course used in satisfaction of the American Cultures requirement is not precluded from satisfying other requirements.
Eight courses at CCSF have been approved to satisfy this requirement:
Anthropology 3AC
Economics 25
English 60
History 9
Interdisciplinary Studies 14
Labor Studies 100
Music 26
Political Science 12

Requirements for the College of Letters and Science
Students who plan to be graduated from the College of Letters and Science, which offers majors in the fields of Biological Sciences, Humanities, Physical Sciences, Social Sciences, and Interdisciplinary Studies, must satisfy both major and breadth requirements. The other five schools and colleges of the University have different majors and breadth requirements, which can be found on Web Assist, www.assist.org. Students in the College of Letters and Science are advised to complete as many of the breadth requirements of the College as possible during their freshman and sophomore years.

Major Requirements (College of Letters and Science)
Lower-division requirements for selected majors in the College of Letters and Science and for other colleges of the University are described in the articulation agreements available at Web Assist, www.assist.org. New junior transfer students who have completed 60 or more transferable units at the time of admission must declare a major by the end of their first semester of enrollment by filing a Petition to Declare a Major. Indication of a major in the application for admission does not constitute a declaration of a major, but students are expected to declare a major in the field in which they have been admitted.

Breadth Requirements (College of Letters and Science)
The College of Letters and Science requires transfer students to fulfill two sets of requirements: 1) essential skills and 2) seven-course breadth. Completion of IGETC waives both of these requirements. The essential skills requirement (reading and composition, quantitative reasoning, and foreign language) must be satisfied by the end of the spring term that precedes the first semester at U.C., Berkeley. The seven-course requirement must be completed before graduation from U.C., Berkeley. A detailed listing CCSF courses that meet the breadth requirements for the College of Letters and Science can be found on Web Assist, www.assist.org.

CITY COLLEGE COURSES IN THE CALIFORNIA ARTICULATION NUMBER SYSTEM (CAN)
The California Articulation Number (CAN) System is a course numbering system in use by postsecondary educational institutions in California. The numbering system provides a cross reference course identification number (the CAN System subject identifier plus a number) for semester courses which are transferable, lower division introductory courses commonly taught on California college and university campuses. Participating campuses agree to accept identical numbered CAN courses in lieu of their own courses from all other participating campuses for all purposes, recognizing that CAN courses are not necessarily identical in content, but are acceptable “in lieu of” each other. Below are the City College of San Francisco courses and their corresponding CAN System numbers as of January 2003. An updated CAN list can be found on the web at http://www.cansystem.org.

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### Transfer Information

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<tr>
<th>CAN System Course</th>
<th>CCSF Course</th>
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<td>SOC 2</td>
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<td>SOC 4</td>
<td>SOC 2</td>
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<tr>
<td>SPAN 2</td>
<td>SPAN 1; or SPAN 1A+1B</td>
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<td>SPAN 4</td>
<td>SPAN 2; or SPAN 2A+2B</td>
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<td>SPAN SEQ A</td>
<td>SPAN 1+2; or SPAN 1A+1B+2A+2B</td>
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<td>STAT 2</td>
<td>MATH 80</td>
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*NOTE: This list is subject to change. Please consult with a counselor or adviser for the latest information, or visit [www.cansystem.org](http://www.cansystem.org).*
“Education is the ability to listen to almost anything without losing your temper or your self-confidence.”

Robert Frost
Degree and Certificate Curricula

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

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

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

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

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

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

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

Certificate Curricula—Noncredit. The noncredit offerings of City College include many certificate programs, some of which meet required guidelines for student financial assistance. Some programs are vocationally oriented. They provide training in entry-level, 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

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

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

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

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

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

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

The number of weekly meetings (lecture hours (lec), conference hours (conf), laboratory hours (lab), field trips, work hours (work)) is given for each course. For example, “Lec-3” means that the class meets three hours each week; “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 these different patterns is determined by the required number of contact hours needed to satisfy the semester-unit value of the course.

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

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

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

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

Administration of Justice
and Fire Science

Announcement of Curricula

General Information

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

Administration of Justice

Degree Curriculum

The curriculum in administration of justice is designed to meet the
needs of three groups of students: those who plan to seek employ-
ment 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-enforce-
ment agency and desire to obtain training for promotion; and those
who desire to obtain background in administration of justice in
preparation for the study of law or social welfare.

Admission. Enrollment is open to all interested students.

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

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

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

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

Administration of Justice

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

Courses Required for the Award of Achievement in
Administration of Justice

Student must complete a total of 18 units from the following list:

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

Additional graduation requirements

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

Certificate Curricula

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

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

Courses Required for the Certificate Administration of Justice

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

ADMJ 51 Juvenile Procedures ..................................3
ADMJ 52 Concepts of Criminal Law ..........................3
ADMJ 53 Legal Aspects of Evidence ........................3
ADMJ 54 Princ and Proc of the Justice Sys ..................3
ADMJ 57 Intro to the Administr of Justice ....................3
ADMJ 59 Organized Crime and Gangs ........................3
ADMJ 62 Criminal Investigation ..............................3
ADMJ 63 Criminal Identification ................................3
ADMJ 64 Community Relations ..................................3
ADMJ 65 Narcotic Investigations ...............................3
ADMJ 66 Physical Evidence ......................................3
ADMJ 70A Patrol Procedures ......................................3
ADMJ 80 Parole and Probation ................................3

Forensic Identification

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

Courses Required for the Certificate in Forensic Identification

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

First Semester

Course Units
ADMJ 52 Concepts of Criminal Law ..........................3
ADMJ 62 Criminal Investigation ................................3
ADMJ 63 Criminal Identification ................................3

Second Semester

ADMJ 66 Physical Evidence ......................................3
ADMJ 53 Legal Aspects of Evidence ........................3

Fire Science Technology

General Information

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

Admission. Enrollment is open to all interested students.

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

Degree Curriculum

Associate in Science Degree and Award of Achievement. Students who satisfy the requirements for graduation from the College and who complete 24 units of Fire Science including the six “Core Courses” with a final grade of C (2.00 grade-point average) or higher in each course will receive the Award of Achievement in Fire Science.

Courses Required for the Award of Achievement in Fire Science Technology

First Semester

Course Units
F SC 50 Intro to Fire Science* .................................3
F SC 52A Fire Protection Equip & Sys* .......................3
F SC 64 Fire Behavior & Combustion* .......................3

Additional graduation requirements

Second Semester

F SC 53 Bldg Constr & Fire* ..................................3
F SC 61A Fund of Fire Prevention* ........................3
HLTH 17 Public Safety - First Responder* .................3

Additional graduation requirements

*Core courses

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

F SC 51A Fire Tactics and Strategy ..........................3
F SC 55 Wildland Fire Control ..................................3
F SC 59 Fire Apparatus & Equipment .........................3
F SC 61B Fund of Fire Prevention ..........................3
F SC 62 Rescue Practices ....................................3
F SC 70 Fire Investigation .....................................3
F SC 105A-F Fire Protection Work Exp ........................1-3
F SC 110 Basic Fire Academy‡ ......................................7
EMT 100 Emergency Med Tech †‡ ..........................12
or EMT 101 Emergency Med Tech ..............................6.5

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

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

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

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

Recommended Course Sequence:

First Semester

Course                              Units
F SC 68A Fire Prevention 1A         2
F SC 71A Fire Instructor 1A         2
F SC 84 Fire Management 1           2
F SC 88A Fire Command 1A            2
F SC 115 Incident Command System 200*.............1.5
*Prerequisite for F SC 120
Second Semester

F SC 68B Fire Prevention 1B         2
F SC 71B Fire Instructor 1B         2
F SC 72 Fire Investigation 1A       2
F SC 88B Fire Command 1B            2
F SC 120 Incident Command System 300.............1.5

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.

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

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

ADMJ 52. Concepts of Criminal Law (3)
Lec-3
Principles of California Criminal Law, including laws of arrest, search, and seizure, applicable sections of the Constitution of the United States and relevant cases as they apply to and affect contemporary law. Aspects of the Penal Code and other criminal statutes required for a comprehensive understanding. CSU/UC/CAN

ADMJ 53. Legal Aspects of Evidence (3)
Lec-3
Not open to students who are enrolled in or 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/CAN

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

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

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

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

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

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

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

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

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

**ADMJ 81. Correctional Administration and Operation (3)**
Lec-3, field trips
The principles of organization, administration, and operation of a department of corrections and correctional institutions. Effective aspects of correctional organization and operation pertaining to control of the custodial force, the treatment staff, and the clerical and maintenance staffs. Principles of human relations and leadership. CSU

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

**ADMJ 85. P.C. 832 - Police Reserve Training (3)**
Lec-3
This course is mandated by the State of California Commission on Peace Officer Standards and Training for all persons appointed as Reserve Police Officers as well as various institutional, park ranger and other peace officer positions. Lecture, demonstration and testing material are mandated by the State of California. CSU

**ADMJ 86. Basic Traffic Accident Investigation (2)**
Lec-40 (total hrs)
*Prereq.: Must be a current law enforcement officer*
This course develops skills and knowledge to properly investigate and document traffic accidents. It provides officers with the basic requirements for investigating a traffic accident and for completing a standard traffic accident report. CSU

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

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

**ADMJ 89. Continuing Professional Training (2)**
Lec-40 (total hrs)
*Prereq.: Must be a current law enforcement officer*
This course is designed to provide police personnel with mandated training in Legal Updates, Risk Management, Community Policing, First Aid and CPR, and Arrest and Control Techniques. CSU
ADMJ 90. Arrest/Search Warrant Service and Obtainment (2)  
Lec-40 (total hrs)  
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER  
The student will learn the circumstances where the obtainment of an  
arrest and/or search warrant is necessary for the proper seizure of  
suspect(s) and evidence. They will further learn the procedures for  
the obtainment of these warrants as well as the essential aspects of  
planning and executing these warrants. CSU

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

ADMJ 92. Instructor Development (2)  
Lec-40 (total hrs)  
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER  
Repeat: Every two years as mandated by P.O.S.T.  
The student will learn teaching techniques which include: personal  
introductions, listening skills, mechanics of speech delivery, effective  
use of educational aids, topic development, adult learning concepts,  
ethics, participant behaviors, educational presentations, basic  
course instructional systems, and integrating the workbook into the  
basic course. CSU

ADMJ 93. Technology Crime Investigation (1.5)  
Lec-24 (total hrs)  
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER  
Repeat: As recommended by the S.F.P.D.  
This course provides knowledge and skills to investigate high tech  
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 micro-  
computer, various other components, and search warrant preparation  
and execution. CSU

ADMJ 94. Community Oriented Policing and Problem Solving (1.5)  
Lec-30 (total hrs)  
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER  
Repeat: As recommended by P.O.S.T.  
This course introduces active police officers and sergeants to the  
methods and philosophy of Community Oriented Policing and  
Problem solving. It also familiarizes police personnel with the  
goals, objectives, duties, and responsibilities associated with  
Community Oriented Policing and Problem Solving (COPPS). CSU

ADMJ 95. Field Training Officer Course (2)  
Lec-40 (total hrs)  
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER  
Repeat: As approved by P.O.S.T.  
This course will provide the student with an understanding of the  
key elements of successful field training programs, how such pro-  
grams can be properly administered, and the contribution necessary  
for them to make the program work. CSU

ADMJ 96. Crisis Communication for First Responders (1)  
Lec-16 (total hrs)  
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER  
Repeat: As approved by P.O.S.T.  
This course is designed to enhance the communications and crisis  
intervention skills of the patrol officer, provide him/her new commun-  
ications and intervention skills, and build officer confidence in the  
employment of such skills. CSU

ADMJ 97. Drug Abuse and Recognition (2)  
Lec-36 (total hrs)  
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER  
Repeat: As approved by P.O.S.T.  
This course teaches the student how to identify the narcotics, and  
instructs, through a hands on preparation phase, how an addict pre-  
pares heroin for injection, and how cocaine hydrochloride is convert-  
ed into cocaine base. CSU

ADMJ 98. Search Warrants and Arrests (1)  
Lec-16 (total hrs)  
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER  
Repeat: As determined by P.O.S.T.  
This course will instruct police personnel in the proper procedures  
for obtaining search and arrests warrants. CSU

ADMJ 100. Emergency Vehicle Operation (1)  
Lec-18 (total hrs)  
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER  
This two day Advanced Officer Course is designed to instruct and  
reinforce the participant’s knowledge in the lawful requirements of  
operating an emergency vehicle during Code 3 and Pursuit condi-  
tions. CSU

ADMJ 101. Basic Police Academy (16)  
Lec-25, lab-15 (25 wks)  
PREREQ.: PASS THE STATE P.O.S.T. (COMMISSION ON PEACE OFFICER  
STANDARDS AND TRAINING) READING AND WRITING EXAM OR BE HIRED  
BY A P.O.S.T APPROVED AGENCY; DEPARTMENT OF JUSTICE  
CLEARANCE; MEDICAL VERIFICATION; OBTAIN CLEARANCE FROM A  
LICENSED PHYSICIAN TO PARTICIPATE IN INTENSIVE PHYSICAL ACTIVITY  
COMMENSURATE WITH A POLICE ACADEMY. Principals, procedures, and  
techniques of law enforcement; criminal law, patrol procedures, investigatory procedures, writing law  
 enforcement reports, defensive and offensive tactics, use of  
 weapons, community relations, police vehicle operations, traffic  
enforcement, investigation of accidents, first aid and CPR; and the  
academic and physical skill training and assessment required by the  
state to meet the minimum standards to be eligible for employment  
as a peace officer in California. CSU

ADMJ 51, 52, 53, 54, 57, 70A, 70B, 70C, and 70D will not be  
accepted in lieu of those subjects, taught in ADMJ 101.

ADMJ 102. Bicycle Patrol (1.5)  
Lec-24 (total hrs)  
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER  
Repeat: max. 4.5 units  
This course will instruct police personnel in the proper procedures  
for riding a bicycle safely while on patrol. CSU

ADMJ 103. Investigative Techniques for Patrol (1)  
Lec-10 (total hrs), lab-6 (total hrs)  
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER  
Law enforcement officers examine and analyze critical investigative  
techniques and develop knowledge of strategic law enforcement  
skills in the documentation of crime facts. CSU
ADMJ 104. Rifle Marksmanship (2)
Lec-14 (total hrs), lab-26 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Sworn police officers will develop and execute basic hyper-marksmanship tactics and concepts. CSU

ADMJ 105. Stress in the Police Workplace (1)
Lec-16 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Police officers identify, examine and analyze psychological, social and behavioral factors that have historically contributed to law enforcement stress; evaluate options and formulate strategies for managing and reducing stress in the workplace. CSU

ADMJ 106. Haz Mat Police First Responder (2)
Lec-22 (total hrs), lab-7 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Police first responder management of hazardous material, recognition of hazardous materials, hazard assessment and command action, tactics, strategies and effective countermeasures to hazardous incidents. CSU

ADMJ 107. NBC Police Haz Mat First Responder (.5)
Lec-8 (total hrs), lab-1 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Overview of biological, chemical and nuclear weapons and their use in acts of terrorism; law enforcement tactical and strategic countermeasures for hazardous material releases, decontamination strategies, incident and mass casualty management and resource utilization. CSU

ADMJ 108. Arrest and Control Training (1)
Lec-16 (total hrs), lab-8 (total hrs)
CR/NC only
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Develop knowledge and understanding of the critical force continuum; Identify and process critical force applications, skills and decision making; Discuss, analyze and develop skills for transporting prisoners safely and humanely. CSU

ADMJ 109. Booking and Detention (.5)
Lec-8 (total hrs)
CR/NC only
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Develop knowledge and understanding of guidelines and procedures pursuant to Booking and detention of prisoners at police district temporary holding facilities. CSU

ADMJ 110. Basic Investigations (4)
Lec-74 (total hrs)
CR/NC only
PREREQ.: LAW ENFORCEMENT OFFICER AS FULL-TIME FOLLOW-UP INVESTIGATOR
This eighty (80) hour Advanced Officer Course is designed to formulate and synthesize the participant’s knowledge in follow-up investigations through the use of adult experience-based learning techniques. CSU

ADMJ 111. Domestic Violence Investigation (2)
Lec-40 (total hrs)
CR/NC only
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
This course is designed to develop and reinforce those skills necessary in conducting successful domestic violence investigations. CSU

ADMJ 114. DUI Recognition Update (1)
Lec-16 (total hrs)
CR/NC only
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
This course is designed to provide current law enforcement officers with the most current information on legal aspects of DUI, pre-arrest screening (FST’s), blood alcohol testing administrative per se, and preparing police reports. Emphasis is placed on the experiential aspects of an investigation of a DUI offense, from initial detection through courtroom testimony. CSU

ADMJ 115. Officer Safety/Field Tactics (2)
Lec-32 (total hrs)
CR/NC only
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
The focus of this course is to enhance current law enforcement officer shooting skills in life-threatening situations as well as their skills in handgun manipulations. The course consists of handgun training scenarios, searching techniques and participation in two field training exercises involving critical incidents. Live fire at the range and simulations during scenarios are employed to duplicate real life situations. CSU

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

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

ADMJ 152. Public Safety Dispatch Course III (3)
Lec-3
PREREQ.: ENGL 94 OR PLACEMENT IN ENGL 96
Students will develop knowledge and skills in understanding the critical role the public safety dispatcher plays within the emergency system. CSU

Fire Science

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

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

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

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

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

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

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

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

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

F SC 68A. Fire Prevention 1A (2)
Lec-2
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, firework, and extinguishing systems. CSU

F SC 68B. Fire Prevention 1B (2)
Lec-2
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, firework, and extinguishing systems. CSU

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

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

F SC 71B. Fire Instructor 1B (2)
Lec-2
CR/NC avail.
Second of a two-part series and a standard State Board of Fire Services accredited course; one of eight classes required for State Fire Officer 1 certification. Topics include: preparing course outlines, establishing levels of instruction, constructing behavioral objectives and technical lesson plans, developing instructional aids, fundamentals of testing and measurements, test planning, evaluation techniques and tools. Student teaching demonstrations are required of all. CSU

F SC 72. Fire Investigation 1A (2)
Lec-2
CR/NC avail.
A standard State Board of Fire Services accredited course; one of eight classes required for State Fire Officer 1 certification. An introduction and basic overview of fire scene investigation. The focus of this course is to provide information on fire scene indicators and to introduce fire personnel to concepts of investigation. This course meets Fire Investigator I certification from the California State Fire Marshall’s office. CSU

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

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

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

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

F SC 105A-F. Fire Protection Work Experience (1-3)  
PREREQ.: FS C 50  Repeat: max. 6 units  
Application of knowledge gained in F SC 50, Introduction to Fire Science, a survey course of the Fire Protection field. The student will work at a firehouse, or at the fire department headquarters, or at a specialty unit of the S.F.F.D. and be evaluated on their job performance by personnel assigned to that unit. The student will be able to identify at the conclusion of this experience whether the fire protection field is a career goal for them. No class in the sequence is prerequisite to another. CSU  
  F SC 105C-D. Fire Protection Work Experience (2)  Work-10  
  F SC 105E-F. Fire Protection Work Experience (3)  Work-15

F SC 106. High Rise Fire Safety Director (1.5)  
Lec-3 (9 wks)  CR/NC avail.  
Advise: ESL 72 or 150 and high school diploma or GED  
Provides basic knowledge and skills in the preparation of facility emergency plans; fire prevention and protection; life safety systems; evacuation and relocation procedures; earthquake preparedness; management of various emergencies and coordinating with emergency responders. CSU  
F SC 106 = JRNY 106

F SC 110. Basic Fire Academy (7)  
Lec-4, lab-9 (16 wks)  
PREREQ.: PASS THE CIVIL SERVICE EXAMINATION FOR H-2  
FIREFIGHTER; PASS THE PHYSICAL AGILITY EXAMINATION; PASS THE SFFD BACKGROUND HISTORY INVESTIGATION; PASS THE MEDICAL VERIFICATION EXAMINATION GIVEN BY THE SFFD PHYSICIAN  
This intensive 16 week course includes principles, procedures and techniques of fire fighting. Students will learn technical and manipulative skills necessary in basic concepts of fire control, fire behavior and tactics and strategy. Students will learn laws and regulations affecting the fire service, use of fire service tools and equipment, apparatus, hose, ladders, breathing apparatus, ropes, and medical skills and equipment for EMT certification. Meets state fire marshal requirements for Firefighter 1 certification. CSU

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

F SC 120. Incident Command System 300 (1.5)  
Lec-24 (total hrs)  CR/NC avail.  
PREREQ.: F SC 115  
Course consists of modules 7 through 11 and has been determined by National Wildfire Coordinating Group (NWCG) as meeting the training needs of wildland fire personnel for ICS. Intermediate ICS expands on Basic ICS, but does not repeat Basic ICS. It provides more description and detail of the organization and operation of the ICS, management of resources, describes the duties of all positions including the Air Operations organization, and provides examples of how the essential principles are used in incident and event planning. CSU

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

African American Studies

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

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

AFAM 30. African American Consciousness (3)  
Lec-3, field trips  CR/NC avail.  
A historical overview of the development of Black psychology; the relationship between values and beliefs in developing a healthy Black identity in childhood, adolescence, adulthood, and old-age; an 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  CR/NC avail.  
An in-depth look at the challenges that were and are faced by African American athletes in the U.S. CSU

AFAM 40. The Black Experience in California, 1500 to the Present (3)  
Lec-3, field trips  The role of Africans in the creation of California as a geopolitical and cultural entity; includes use of primary source materials and personal family histories. CSU/UC

AFAM 50. Black Cinema (3)  
Lec-3, field trips  Early film history (1895-1950) from an African American, Africentric perspective. Films/videos shown will include work on and by African Americans. Genres shown will include narrative and experimental as well as documentary. CSU/UC
AFAM 51. Contemporary Black Cinema (3)
Lec-3
Contemporary film history (1950 to present) from an African American, Africentric perspective. Films/videos shown will include work by African American, African, and diaspora film/videomakers. Genres shown will include narrative and experimental as well as documentary. CSU/UC

AFAM 55. From Funk to Hip Hop (3)
Lec-3 CR/NC avail.
African American beliefs and cultural outlook as reflected through the aesthetics and politics of black popular music from the Black Revolution of the 1960s, up to and including Hip-Hop. CSU/UC

AFAM 60. The African American Woman in the United States (3)
Lec-3
The Black woman in America from 1619 to the present. Particular emphasis on contributions she has made to the society. CSU/UC

AFAM 70. African American Health Issues (3)
Lec-3, field trips
Major health problems in the African American community with emphasis on health promotion and disease prevention. Examines the relationships between contemporary health practice and beliefs and those of ancient African people. Social and economic issues and the impact on the delivery of health care. CSU/UC

ART 107. African American Art History (3)
Lec-3, field trips
A brief survey of the art of West African civilizations and art history of African Americans from the colonial to contemporary time. All art will be discussed from both a critical and historical perspective, with regard to formal visual elements of style and the societies, values and ideas that gave birth to African American art. CSU/UC

BCST 104. Minorities and Mass Media (3)
Lec-3, field trips
Advise: ENGL 94
A historical study of the image of African Americans, Asians, Hispanics, and other minorities as projected through the mass media of print, film, radio, television, and recorded music. Ways in which minorities have responded to these images through general and ethnic media outlets. CSU/UC

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

ENGL 34A. Early African American Fiction (3)
Lec-3 CR/NC avail.
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A
Not open to students who are enrolled in or who have completed ENGL 34A.
A survey course designed to explore and analyze African American fiction from 1890 to 1940. CSU/UC

ENGL 34B. Contemporary African American Fiction (3)
Lec-3 CR/NC avail.
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A
Not open to students who are enrolled in or who have completed ENGL 34B.
An in-depth survey course designed to explore and critically analyze significant literary works of fiction by African American writers from 1940 to the present CSU/UC

ENGL 36. African American Literature—A Survey (3)
Lec-3 CR/NC avail.
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A
A survey course designed to explore and analyze African American fiction from 1890 to 1940. CSU

ENGL 37. African American Women in Literature (3)
Lec-3, field trip CR/NC avail.
An intensive examination of the literary efforts of African American women writers beginning with the Slave Narratives to the present. CSU/UC

HUM 48. African American Music, Art and Literature (3)
Lec-3 CR/NC avail.
A historical 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

HIST 38. The Antebellum South in American History (3)
Lec-3 CR/NC avail.
The antebellum South; its history, system of race relations, social institutions, art, and unique culture. CSU/UC

HIST 41A-41B. The African American in the United States (3)
Lec-3 CR/NC avail.
The political, social, artistic, and cultural history of the African American in the United States, from the African heritage to the present. CSU/UC

HIST 41A. From the African heritage to the Civil War.
HIST 41B. From the Reconstruction to the present.

HIST 48. African History (3)
Lec-3 CR/NC avail.
A survey of African history from the beginning of man to the present. Its geography, race, development of major states, art, culture, population movements, European influence and nationalism. CSU/UC

HIST 48. African American Music, Art and Literature (3)
Lec-3
A study of significant works in African American literature, philosophy, art and music through an examination of examples and a comparison with other cultural expressions in the United States. Readings, recordings, slides, films and field trips (to museums, exhibits, concerts, plays, etc.) as background for guided discussions, study, and writing. CSU/UC
IDST 23. African American Women in the Creative Arts (3)
Lec-3
An intensive examination of the creative efforts of African American women visual artists, entertainers, performers, and writers from 1753 to the present. CSU/UC

IDST 36. Poetry for the People (3)
Lec-3 CR/NC avail.
An interdisciplinary poetry course which explores the poetry of African Americans, Latino(a)s, Asian Americans, and Native Americans, including poetry by incarcerated people and by poets of all sexual orientations. Use of tapes, recordings, films, poetry readings, and discussions, close readings, guest lectures and performances to 1) identify poetry that is accessible to the general community and 2) develop strategies and various media for making poetry available to diverse communities. CSU/UC

IDST 37. Ethnic Minorities in the United States (3)
Lec-3
An interdisciplinary survey of the history, culture, problems, and conditions of American ethnic minorities and the effects of racism, prejudice, and discrimination on emerging minority groups in the United States. CSU/UC

IDST 44. African Literature (3)
Lec-3 CR/NC avail.
An extensive examination of the composite of Africa’s literary art from literature in the oral tradition and in the vernacular languages to modern literature written in vehicular languages, languages of the colonizers. Analysis of successive attitudes of the Western world toward the Black race as related by African writers from 1890 to 1960, the most important historical period in African literature south of the Sahara. CSU/UC

IDST 70. Architecture and Diversity (3)
Lec-3, field trips CR/NC avail.
An introductory critical review of the building and design heritage of women all over the world and of indigenous people’s architecture in Africa and Latin America from tribal dwellings to monumental structures, followed by a series of architectural and engineering 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-B. Jazz and Other Popular Piano Styles (1)
Lec-3, field trips CR/NC avail.
Advises: MUS 9A
A study of basic jazz, rock, gospel, blues, and folk piano techniques. CSU/UC

MUS 21. Traditional African Music (3)
Lec-3, field trips CR/NC avail.
A survey of the function of traditional music in Africa and how it is organized as an integral part of everyday activity. Emphasis on practical application. CSU/UC

MUS 23. Jazz History: Musical Traditions of the African American (3)
Lec-3, lab-1, field trips CR/NC avail.
Lectures, discussions, assigned reading and listening designed to explore the musical heritage of the African American, including spirituals, work songs, blues, jazz, gospel, opera, and symphony. Interaction of these with traditional American and European music. CSU/UC

MUS 26. Music in American Culture (3)
Lec-3, lab-1, field trips CR/NC avail.
A survey of music generated by America’s diverse populations including Latino, African American, Hawaiian, Native American, Cajun, and Puerto Rican. CSU/UC

MUS 41. African Drumming Ensemble (1)
Lab-3, field trips CR/NC avail.
Repeat: max. 4 units
The content of this course varies. Students may re-enroll without repeating subject matter.
African drumming studies and performance of music integral to everyday life in Africa. A review of the function of traditional music in Africa. CSU/UC

P E 500A-B-C. African-Haitian Dance (1-1-1)
Conf-1, lab-1 CR/NC avail.
Repeat: max. 4 units
Beginning, intermediate, and advanced study of African-Haitian dance as a vehicle to understand and appreciate the impact and manifestation of the African culture in the Caribbean and North America. CSU/UC

P E 523A-B-C. Jazz Dance (1-1-1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
Beginning, intermediate, and advanced jazz dance techniques, patterns, routines, choreography, and improvisation. CSU/UC

P E 573A-B. Hip-Hop Dance (1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning and intermediate hip-hop dance techniques, patterns, routines, choreography and improvisational group projects/presentations. CSU/UC

POLS 7. American Politics and the African American Community (3)
Lec-3 CR/NC avail.
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 CR/NC avail.
A survey of political development and change in contemporary Africa, with emphasis on Africa south of the Sahara. Major factors shaping African politics and institutions; ideology, nationalism, colonialism, political groups, and nation-building. CSU/UC

PSYC 22. Psychology of Race and Ethnic Relations (3)
Lec-3 CR/NC avail.
Not open to students who are enrolled in or who have completed PSYC 23.
Critical evaluation of the concept of race as a biological, social and cultural construct and examination of psychological aspects of race and ethnic relations. Psychohistorical analysis of the treatment of African Americans, Asian Americans, Mexican/Latino Americans, and Native Americans in the USA. Emphasis on the strengths and unique contributions of these and other groups to the USA. CSU

PSYC 23. Psychology of Race and Ethnic Relations (3)
Lec-3 CR/NC avail.
Prereq.: PSYC 1
Not open to students who are enrolled in or who have completed PSYC 22.
Critical evaluation of the concept of race as a biological, social and
cultural construct and examination of psychological aspects of race and ethnic relations. Psychohistorical analysis of the treatment of African Americans, Asian Americans, Mexican/Latino Americans, and Native Americans in the USA. Emphasis on the strengths and unique contributions of these and other groups to the USA. CSU/UC

TH A 17. Multicultural Theatre (3)
Lec-3 CR/NC avail.
Evaluation and demonstration of the importance of the origins of the Asian, African and Latin theatre in the development of the Asian American African American and Latin American cultures that form part of the American society of today. CSU/UC

Aircraft Maintenance Technology

Announcement of Curricula

Degree Curriculum

(Options in Aircraft Powerplant Maintenance Technology, Airframe-Maintenance Technology, and Avionics-Maintenance Technology)

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.

Employment. This training qualifies students who complete the course of study satisfactorily for employment in various positions, including those indicated in any of 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.

Required Permission to Enroll. Because the number of applicants for admission to the curricula greatly exceeds the staff and facilities the College can provide, enrollment is necessarily limited. Permission to enroll in the curriculum must be obtained from the Aircraft Maintenance Technology Department. Telephone (415) 239-3901 for counseling appointments and applications. To be considered for admission to the curriculum, student must:

1. File with the Office of Admissions and Records an application for admission to City College.
2. Submit an application to the Aircraft Maintenance Technology Department for admission to the curricula in aircraft maintenance technology. Applications are available from the Aircraft Maintenance Technology Department, San Francisco International Airport, or from the student’s assigned counselor on campus.

Communication and Computation Skills: Federal Aviation Administration (F.A.A.) regulations require that a student must be able to read, speak, and understand English and perform basic computation. Therefore, it is highly recommended that 1) Applicants prior to enrolling in the Aircraft Maintenance Technology program complete ESL 82 with a final grade of “C” or higher or receive a CCSF placement of ENGL 94 or 2) students enrolled in English classes complete ENGL 92 with a “C” or higher or receive a CCSF placement of ENGL 94 and 3) students complete MATH E, BSMA G, H, or J or receive a placement of MATH 840.

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. Approximately $150 will cover the required items.

Previous Aircraft Job-Related or Educational Experience. Applicants with previous aircraft job-related experience and training must have the experience and training documented according to Federal Aviation Administration regulations. This experience will not guarantee admission to the program, nor may it waive 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. If the training and experience are accompanied with official verification, in limited cases and upon Aircraft Maintenance Technology Department approval, they may substitute for certain course requirements.

Counseling. Since students in this curriculum may prepare for employment in a variety of positions on different levels, the Department of Aircraft Maintenance Technology adviser consults individually with students to help each select the training best suited to his/her abilities and interests.

Training in the Major. Within their first three semesters, students in this curriculum 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 their second, third, and fourth semesters, students enrolled in the various options take specialized technical courses.

Airport Training. Instruction in the technical courses in the curriculum is given in the College Airport Campus, located at the San Francisco International Airport.

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 and complete any of the options in the curriculum with the final grade of C or higher in their major technical courses receive the Award of Achievement and a certificate from the Federal Aviation Administration. This certificate permits students to take the written, oral, and performance tests for a technician’s rating from the Federal government. Passing these tests qualifies students to seek employment in their field.
National Approval. The Federal Aviation Administration has approved the Option in Aircraft Powerplant Maintenance Technology in this curriculum and therefore permits those who hold the Award of Achievement (or the Certificate of Completion) to take the examination for the F.A.A. Powerplant Certificate. The Federal Aviation Administration has approved the Option in Airframe-Maintenance Technology in this curriculum and therefore permits those who hold the Award of Achievement (or Certificate of Completion) 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.

Transfer to San Francisco State or San Jose State University. Although students in the Aircraft Maintenance Program generally enter industry upon graduation, for those students who may prefer to earn the Bachelor’s degree, San Francisco State and San Jose State University offer graduates this opportunity. Those students who intend to transfer should consult the counselor in the Aircraft Maintenance Technology Department at City College of San Francisco.

Aircraft Maintenance Technology

Courses Required for the Award of Achievement in Aircraft Maintenance Technology

Options in Aircraft Powerplant, Airframe-Maintenance, and Avionics-Maintenance Technology

First Semester
Course                      Units
AIRC 101 Intro to Aircraft Maint............................8
AIRC 102 Basic Elect Sys......................................8
Additional graduation requirements

Second Semester
Course                      Units
AIRC 103 Powerplant Theory & Maint........................8
AIRC 104 Propul Powerplant Sys..............................8
Additional graduation requirements

Aircraft Powerplant Maintenance Technology

Third Semester
Course                      Units
AIRC 105 Powerplant Comp.....................................8
AIRC 106 Aircraft Metal Struct..............................8
AIRC 116 Aircraft Mat Proc..................................1
Additional graduation requirements

Fourth Semester
Course                      Units
AIRC 107 Hydr, Pneum & Cabin.................................8
AIRC 108 Rigging & Electr Sys.................................8
AIRC 115 Aircraft Mat Proc..................................1

Avionics-Maintenance Technology

Course                      Units
ET 60 Electronics I - DC/AC Circuit Analysis ............4
ET 63 Intro to Digital Circuits and Techniques..........3
ET 65 Electronics II - Linear Active Circuits............4
AIRC 113 Avionics Comm & Navig.............................7
Additional graduation requirements

Certificate Curricula


Admission. Enrollment in any of the following certificate curricula is open to those students who have been admitted to the Aircraft Maintenance Technology Department.

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

Aircraft Powerplant Maintenance Technology

Employment. The program of study in the Certificate Curriculum in Aircraft Powerplant Maintenance Technology is designed so that students may gain the skills and knowledge required for employment in various capacities in powerplant maintenance for aircraft. Entry positions for which students who obtain the Certificate of Completion in this curriculum are qualified include those of accesso-ry mechanic, general powerplant mechanic, maintenance-crew member, ramp service-crew member, and hangar crew member. Positions to which students may advance after gaining experience and undertaking further study include those of powerplant technician (licensed), supervisor, and inspector.

Requirements for the Certificate of Completion. Students may obtain the Certificate of Completion in Aircraft Powerplant Maintenance Technology by passing a departmental final examination with a grade of B or higher and by receiving a final grade of C or higher in all of the following courses:

Courses Required for the Certificate in Aircraft Powerplant Maintenance Technology

Course                      Units
AIRC 101 Intro to Aircraft Maint.............................8
AIRC 102 Basic Elect Sys......................................8
AIRC 103 Powerplant Theory & Maint........................8
AIRC 104 Propul Powerplant Sys..............................8
AIRC 105 Powerplant Comp.....................................8
AIRC 116 Aircraft Mat Proc..................................1

Permission to Take F.A.A. Examination. The Federal Aviation Administration has approved the Certificate Curriculum in Aircraft Powerplant Maintenance Technology, since training is planned so that students may achieve a level of proficiency acceptable under the standards of the aviation industry. The Federal Aviation
Administration therefore permits those who hold the Certificate of Completion in Powerplant Maintenance Technology to take the examination for the F.A.A. Powerplant Certificate.

**Airframe-Maintenance Technology**

**Employment.** The program of study in the Certificate Curriculum in Airframe-Maintenance Technology is designed so that students may gain the skills and knowledge required for employment in various capacities in airframe maintenance. Entry positions for which students who obtain the Certificate of Completion in Airframe-Maintenance Technology are qualified include those of 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 these students may advance after gaining experience and undertaking further study include those of airframe technician (licensed), supervisor, and inspector.

**Requirements for the Certificate of Completion.** Students may obtain the Certificate of Completion in Airframe-Maintenance Technology by passing a departmental final examination with a grade of B or higher and by receiving a final grade of C or higher in all of the following courses:

**Courses Required for the Certificate in Airframe-Maintenance Technology**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRC 101 Intro to Aircraft Maint.</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 102 Basic Elect Sys.</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 106 Aircraft Metal Struct.</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 107 Hydr, Pneum &amp; Cabin Sys.</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>

**Permission to Take F.A.A. Examination.** The Federal Aviation Administration has approved the Certificate Curriculum in Airframe-Maintenance Technology, since training is planned so that students may achieve a level of proficiency acceptable under the standards of the aviation industry. The Federal Aviation Administration therefore permits those who hold the Certificate of Completion in Powerplant Maintenance Technology to take the examination for the F.A.A. Airframe Certificate.

**Avionics-Maintenance Technology**

**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 Completion in this curriculum are qualified include those of radio/electric line mechanic, accessory mechanic, maintenance-crew member, ramp service-crew member, and hangar-crew member. Positions to which these students may advance after gaining experience and undertaking further study include those of airframe technician (licensed), supervisor, and inspector.

The Avionics Certificate Curriculum consists of course work in both Engineering Technology and Aircraft Maintenance Technology. This allows students to further their study in both engineering and avionics.

**Requirements for the Certificate of Completion.** Students may obtain the Certificate of Completion 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 60 Electronics I - DC/AC Circuit Analysis</td>
<td>4</td>
</tr>
<tr>
<td>ET 63 Intro to Digital Circuits and Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ET 65 Electronics II - Linear Active Circuits</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 113 Avionics Comm Navig.</td>
<td>7</td>
</tr>
</tbody>
</table>

**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**AIRC 101. Introduction to Aircraft Maintenance (8)***

Lec-5, lab-10, field trips

**Prerequisites:** ADMISSION TO AIRC DEPT. 

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

**Prerequisites:** ADMISSION TO AERO DEPT. 

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

**Prerequisites:** ADMISSION TO AERO DEPT. 

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 airworthiness 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

**Prerequisites:** ADMISSION TO AERO DEPT. 

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
PREREQ.: AIRC MAINTENANCE MAJOR
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.

AIRC 109. Materials Laboratory (4)
Lec-4, lab-2, field trips
PREREQ.: AIRC MAINTENANCE MAJOR
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.

AIRC 109A. Advance Sheet Metal. CSU
AIRC 109B. Introduction to Transport Aircraft. CSU
AIRC 109C. Transport Aircraft system Airframe. CSU
AIRC 109D. Transport Aircraft System Powerplant. CSU
AIRC 109E. Advance Composite. CSU
AIRC 109F. Rotary Wing Aircraft. CSU
AIRC 109G. Introduction to Avionics for A&P. CSU
AIRC 109H. Intermediate Avionics for A&P. CSU
AIRC 109I. Basic AeroDynamics and Flight Procedures for Maintenance Technicians. CSU
AIRC 109J. Advance Non Destructive Inspection. CSU
AIRC 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, 102, 106, AND 107
COREQ.: AIRC 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, 102, 103, AND 104
COREQ.: AIRC 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.: ENROLLED IN AIRC CURRIC.
COREQ.: MIN. 3 UNITS IN ADDITION TO THIS COURSE
Supervised off-campus paid employment in the student’s major field, either aircraft maintenance or aeronautics. CSU

LABR 96D. Labor Relations in Aircraft Maintenance (3)
Lec-3, field trips
CR/NC avail.
Study of labor relations in various industries, including their history, present status, and current issues. Includes ownership patterns, workplace structure, the changing workforce, management philosophies, unionization, workers’ rights, and current concerns. Labor relations as they affect the economy, society, and culture. CSU
Anthropology

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  CR/NC avail.
The biological nature of humans and the changes that have occurred from prehistoric times to the present. The place of humans in nature, vertebrate and primate evolution, fossil evidence for human antiquity, individual and population genetics, mechanisms of evolution, and human variation. CSU/UC/CAN

ANTH 2. Archaeology and Prehistory (3)
Lec-3  CR/NC avail.
Survey of the contemporary archaeological methods of excavation, analysis and interpretation; focus on the various theoretical approaches used to explain past human behavior; thematic discussion of the major events in the history of humankind from our earliest origins to the appearance of agriculture and civilization. CSU/UC/CAN

ANTH 3. Introduction to Social and Cultural Anthropology (3)
Lec-3  CR/NC avail.
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/CAN

ANTH 3AC. Introduction to Cultural Anthropology: Focus on American Cultures (3)
Lec-3  CR/NC avail.
Not open to students who have completed ANTH 3.
Introduces basic concepts of cultural anthropology through the study of cultures from at least three of the five following groups: African American, Asian/Pacific Islander, Chicano/Latino, Native American, and European American (as per the requirements of the UC American Cultures Program. Ethnography, history, literature, films and music are integrated in an interdisciplinary approach to cultural studies. CSU/UC
Formerly ANTH 3X

ANTH 4. Introduction to Linguistic Anthropology (3)
Lec-3  CR/NC avail.
The Study of Language: its general nature, its cognitive, biological, and social bases. Languages as they reflect the separate cultural realities of different societies. CSU/UC

ANTH 5. Archaeology of Ancient Civilizations (3)
Lec-3  CR/NC avail.
An archaeological examination of the origin, cultural evolution, and collapse of the world’s ancient civilizations. This survey will focus on the civilizations of Mesopotamia, Egypt, Africa, Indus and Ganges Tiger River Valleys, China, Japan, Southeast Asia, Greece, Rome, Mesoamerica, and the Andes. CSU/UC

ANTH 8. Visions of the Sacred (3)
Lec-3  CR/NC avail.
A cross-cultural exploration of supernatural belief systems focusing on non-literate, tribal, and ethnic cultures; the history and methods of the anthropology of religion; the dynamics of myth, magic, totem, taboo, cults, and sects. CSU/UC

ANTH 11. Latin American Cultures and Societies (3)
Lec-3  CR/NC avail.
Comprehensive and critical analysis of the cultures and traditions of the peoples of Latin America. Critical in-depth study of contemporary society and political systems, inter-ethnic relations, traditional medical and healing methodologies, religion and sorcery. Analysis of the development of Latin American cultures and the impact of civilization on its peoples. Emphasis on the way of life in Latin American cities, barrios, and villages. CSU/UC

ANTH 12. North American Indian Cultures (3)
Lec-3  CR/NC avail.
The native people of North America are described in terms of 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 ethology of the North American Indian also see HIST 15A-15B.)

ANTH 15. Philippine Culture and Society (3)
Lec-3  CR/NC avail.
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  CR/NC avail.
Chinese life-styles, including their historical development through the present day, including language, economics, kinship and marriage patterns. The impact of the Revolution on traditional Chinese culture and resultant changes. CSU/UC

ANTH 20. Anthropology of Homosexualities (3)
Lec-3  CR/NC avail.
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

ANTH 21. Archaeology of the Bay Area (Prehistoric) (1)
Lec-18 (total hrs), field trips  CR/NC avail.
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)
Lec-1, field trips  CR/NC avail.
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 mate-
Apprenticeship

Announcement of Courses

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Occupation</th>
<th>Prog. Yrs.</th>
<th>Class Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPR 9703</td>
<td>Bricklaying Apprentice</td>
<td>4</td>
<td>504</td>
</tr>
<tr>
<td>APPR 9724</td>
<td>Cooks Apprentice</td>
<td>3</td>
<td>432</td>
</tr>
<tr>
<td>APPR 9734</td>
<td>Marble Setter</td>
<td>3</td>
<td>324</td>
</tr>
<tr>
<td>APPR 9736</td>
<td>Marble Finisher</td>
<td>2</td>
<td>216</td>
</tr>
<tr>
<td>APPR 9710</td>
<td>Meat Cutting Apprentice</td>
<td>1</td>
<td>144</td>
</tr>
<tr>
<td>APPR 9713</td>
<td>Plastering Apprentice</td>
<td>4</td>
<td>576</td>
</tr>
<tr>
<td>APPR 9714</td>
<td>Plumbing Apprentice</td>
<td>5</td>
<td>1080-1296</td>
</tr>
<tr>
<td>APPR 9715</td>
<td>Refrig/Air Con Apprentice</td>
<td>5</td>
<td>1080-1296</td>
</tr>
<tr>
<td>APPR 9721</td>
<td>Steam Fitting Apprentice</td>
<td>5</td>
<td>1080-1296</td>
</tr>
<tr>
<td>APPR 9716</td>
<td>Roofing/Waterproofing</td>
<td>3.5</td>
<td>378</td>
</tr>
<tr>
<td>APPR 9720</td>
<td>Stationary Engin Apprentice</td>
<td>4</td>
<td>670-864</td>
</tr>
</tbody>
</table>

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)550-4382.

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.

CREDIT, DEGREE APPLICABLE COURSES:

APPR 151. Auto Body/Fender Apprentice, A,B,C,D,E,F,G,H (3)
Lec/lab-6, field trips
PREREQ.: A STATE OF CALIF. INDENTURED APPRENTICE
Study and practices in automotive body and fender repair and refinishing as related training for body/fender apprentices. Instruction includes automotive spray painting, welding, detailing, customizing, paints, tools, equipment, welding, preparation of surfaces, suspension systems, frame straightening, body filler materials, alignment, adjusting, and fitting panels, fenders, doors, hoods and lids, glass service and replacement, and estimating cost and work time for repair and refinishing of collision and paint damage. CSU

NONCREDIT COURSES:

APPR 9703. Bricklaying Apprentice (105 hrs)
The study and practice of skills and knowledge required for entry level employment as a journeyperson in the bricklaying trade. Instruction includes occupational safety, health hazards, first aid, CPR, blueprint reading, use of basic drawings, hand tools, power tools and equipment, materials, supplies, calculations, simple equations, mixing ratios, wall construction, piers, fireplaces, arches, parging and stonework using brick, blocks and other materials.

APPR 9710. Meat Cutting Apprentice (72 hrs)
Training required for entry level employment as a 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 journey person in the plumbing industry. Instruction includes occupational hazards, safety, first aid, CPR, blueprint reading, use of basic drawings, common cutting and welding practices, gas and arc welding, soldering, brazing, residential plumbing repairs and installations, troubleshooting residential plumbing problems and recommended industrial practices.

APPR 9715. Refrigeration/Air Conditioning Apprentice (108-162 hrs)
Preparation for entry-level employment in refrigeration and air conditioning. The performance skills are designated in the program standards established by the joint apprenticeship committee and approved by the Division of Apprenticeship Standards, Department of Industrial Relations, State of California.

APPR 9716. Roofing/Waterproofing Apprentice (54 hrs)
Apprentices will apply a variety of materials including hot and cold applied built-up roofing and waterproofing, asphalt shingles, roofing such as tile and single ply roofing materials including EPDM, PVC, Hypalon and Modified Bitumen.

APPR 9720. Stationary Engineering Apprentice (108 hrs)
Training required for employment as a journeyperson in the stationary engineer trade. Includes safety, trade practices, gas and arc welding, first aid, CPR, fundamentals of conditioning air, heat transfer, air conditioning systems, plans, hydraulics, pneumatics, buildings, machines, electrical and sheet metal, boilers, mathematics grade, calculations, hand tools, power tools and equipment.

APPR 9721. Steamfitter Apprentice (108-162 hrs)
Preparation for entry-level employment as a journey person in steamfitting. Performance skills are designated in the program standards established by the joint apprenticeship committee and approved by
the Division of Apprenticeship Standards, Department of Industrial Relations, State of California.

**APPR 9723. Pastry Cooks Apprenticeship (54 hrs)**
Instruction in the preparation of pastries, needed equipment, use of equipment, tools of the trade, sanitation, merchandising the product, management principles, supervision of the pantry facility, and historical background pertinent to the trade.

**APPR 9724. Cooks Apprentice (72 hrs)**
The practice and study of skills and knowledge required for entry level employment as a chef in the food preparation industry. Food preparation, sanitation, safety, breakfast cooking, “a la carte” cooking, pantry, garde, meat cutting, oven work, soups, stocks, sauces, pastries, desserts, recipes, menus and other.

**APPR 9734. Marble Setter (54 hrs)**
Preparation to advance to the journeyperson level of skills, knowledge, and practices of a marble setter.

**APPR 9736. Marble Finisher (54 hrs)**
Advancement to the journeyperson level of skills, knowledge and practices of a marble finisher.

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**Journeyperson**

**CREDIT, DEGREE APPLICABLE COURSES:**

**Stationary Engineers**

**JRNY 106. High Rise Fire Safety Director (1.5)**
Lec-3 (9 wks) CR/NC avail.
Advisement: ESL 72 or 150 and high school diploma or GED
Provides basic knowledge and skills in the preparation of facility emergency plans; fire prevention and protection; life safety systems; evacuation and relocation procedures; earthquake preparedness; management of various emergencies and coordinating with emergency responders. CSU
JRNY 106 = F SC 106

**NONCREDIT COURSES:**

**Stationary Engineers**

**JRNY 9701. Air Conditioning - Refrigeration I (54 hrs)**
Introduction to the craft of air conditioning and refrigeration maintenance as practiced by journeypersons in the trade. Hands-on use of electrical instruments, hand, heat, and power tools.

**JRNY 9702. Air Conditioning - Refrigeration II (54 hrs)**
PREREQ.: JRNY 9701
Continuation of the craft of refrigeration and air conditioning maintenance as practiced by journeypersons in the trade. Hands-on use of electrical instruments, hand, heat, and power tools.

**JRNY 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)**
Introduction to the use of the PC and applications intended for the Stationary Engineer. Covers the Windows 95 operating system and introduces Microsoft Office 97.

**JRNY 9708. Computers II (54 hrs)**
PREREQ.: JRNY 9707

**JRNY 9709. CFC Training/Testing (8 hrs)**
Stationary Engineers today are in a position of increasing responsibility, both to implement procedures resulting from refrigerant regulations and to provide answers to customers’ questions and technical problems. The scope of this course is limited to information and service practices needed to recover, recycle and/or reclaim refrigerants and not intended to teach air conditioning/refrigeration system installation, troubleshooting or repair. Prepares student for the E.P.A. exam.

**JRNY 9710. Controls I (54 hrs)**
Designed to develop an understanding and recognition of various types of commercial and industrial control systems while achieving the skills needed to analyze wiring and ladder diagrams and concepts. This course will assist the development of the Engineer’s skills necessary to effectively troubleshoot electrical and pneumatic problems commonly found in facilities.

**JRNY 9711. Controls II (54 hrs)**
PREREQ.: JRNY 9710
Continuation of JRNY 9710. This course will broaden the Engineer’s capability to understand and recognize various types of commercial and industrial control systems as they continue to apply the skills needed to analyze wiring and ladder diagrams and concepts. Development of the Engineer’s skills necessary to effectively troubleshoot electrical and pneumatic problems commonly found in facilities.

**JRNY 9712. Direct Digital Controls (54 hrs)**
This course will provide stationary engineers with an introduction to the new field of digital electronics for controlling the functions of a building’s 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.
**Architecture**

**Announcement of Curricula**

**Architectural Interiors Program**

**Degree Curriculum**

The curriculum in Architectural Interiors, a two-year interdepartmental course of study, has strong emphasis on both architecture and art in the second, third, and fourth semesters. A special feature of this curriculum is that students, in accordance with their particular interests, may choose either the Option in Architecture or the Option in Art in their first semester.

Enrollment is open to all interested students. However, students are required to satisfy prerequisites before they are admitted to certain courses.

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**Noncredit Courses:**

**JRNY 9736. Backflow Valve Repair (54 hrs)**

A study in all areas of training and instruction in the field of backflow, cross connection, backflow prevention, backflow testing and backflow repair.

**JRNY 9737. Welding (108 hrs)**

A study in all areas of arc welding and cutting for journeyperson training and refresher course.

**JRNY 9738. Basic Trade Related Electricity (54 hrs)**

A study in all areas of basic trade related electricity for journeyperson training and refresher course.

**JRNY 9739. Backflow Certification (54 hrs)**

A study in all areas of training and instruction in the field of backflow, cross connection, backflow prevention, backflow testing and backflow certification.

**JRNY 9740. AutoCAD 2000 (108 hrs)**

Field trip

**Prerequisites:** 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.

**JRNY 9741. QuickPen PipeDesigner 3D (108 hrs)**

Field trip

**Prerequisites:** JRNY 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.

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**Plumbing**

**Noncredit Courses:**

**JRNY 9736. Backflow Valve Repair (54 hrs)**

A study in all areas of training and instruction in the field of backflow, cross connection, backflow prevention, backflow testing and backflow repair.

**JRNY 9737. Welding (108 hrs)**

A study in all areas of arc welding and cutting for journeyperson training and refresher course.

**JRNY 9738. Basic Trade Related Electricity (54 hrs)**

A study in all areas of basic trade related electricity for journeyperson training and refresher course.

**JRNY 9739. Backflow Certification (54 hrs)**

A study in all areas of training and instruction in the field of backflow, cross connection, backflow prevention, backflow testing and backflow certification.

**JRNY 9740. AutoCAD 2000 (108 hrs)**

Field trip

**Prerequisites:** 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.

**JRNY 9741. QuickPen PipeDesigner 3D (108 hrs)**

Field trip

**Prerequisites:** JRNY 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.

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**JRN 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)**

Required to satisfy prerequisites before they are admitted to certain courses.

**JRN 9729. Technical Math II (54 hrs)**

**Prerequisites:** JRNY 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.

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**Architecture**

**Announcement of Curricula**

**Architectural Interiors Program**

**Degree Curriculum**

The curriculum in Architectural Interiors, a two-year interdepartmental course of study, has strong emphasis on both architecture and art in the second, third, and fourth semesters. A special feature of this curriculum is that students, in accordance with their particular interests, may choose either the Option in Architecture or the Option in Art in their first semester.

Enrollment is open to all interested students. However, students are required to satisfy prerequisites before they are admitted to certain courses.
The course of study includes instruction in the following: architecture—orthographic projection, descriptive geometry, perspective, and shades and shadows; two-dimensional basic design; delineation and rendering; materials of construction; water-color painting; free-hand drawing; professional practice/interior design; legal aspects of contracting; architectural technology (drafting); art history; art—basic design; basic drawing; structural analysis and design; industrial design fundamentals; 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 degree of Associate in Science and the Award of Achievement in Architectural Interiors.

Entry positions for which graduates who have received the Award of Achievement may qualify include those of draftsman; delineator; salesperson; furniture designer; and assistant in coordination of colors, fabric, furniture, lighting systems, and exhibits.

**Courses Required for the Award of Achievement in Architectural Interiors**

<table>
<thead>
<tr>
<th>First Semester (fall)</th>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Option in Architecture</td>
<td>ARCH 20 Perspective Draw</td>
<td>3</td>
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<td></td>
<td>ARCH 21 Basic Design</td>
<td>3</td>
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<td></td>
<td>ARCH 29A Freehand Draw</td>
<td>1</td>
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<td></td>
<td>ARCH 48 Intro to Arch</td>
<td>1</td>
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<tr>
<td>Additional graduation requirements and electives:</td>
<td></td>
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<tr>
<td>Option in Art</td>
<td>ARCH 20 Perspective Draw</td>
<td>3</td>
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<tr>
<td></td>
<td>ART 125A Basic Design</td>
<td>3</td>
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<tr>
<td></td>
<td>ART 130A Basic Drawing</td>
<td>3</td>
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<tr>
<td>Additional graduation requirements and electives:</td>
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<td></td>
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<tr>
<td>Second Semester (spring)</td>
<td>ARCH 22A Delin &amp; Render</td>
<td>3</td>
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<td>ARCH 23 Mat'l of Constr</td>
<td>3</td>
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<td></td>
<td>ARCH 30A Interior Design</td>
<td>3</td>
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<td></td>
<td>ART 170A Beginning Sculpture</td>
<td>3</td>
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<tr>
<td>Additional graduation requirements and electives:</td>
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<td></td>
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<tr>
<td>Third Semester (fall)</td>
<td>ARCH 52A Architectural CADD</td>
<td>3</td>
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<td></td>
<td>ART 101, 102, or 103 or ARCH 31A or 103</td>
<td>3</td>
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<tr>
<td></td>
<td>ART 31B Art Hist: West Pt-1, Art Hist: West Pt-2, or Art Hist: Modern or Hist of Arch</td>
<td>3</td>
</tr>
<tr>
<td>Additional graduation requirements and electives:</td>
<td></td>
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<tr>
<td>Fourth Semester (spring)</td>
<td>ARCH 30B Interior Design</td>
<td>3</td>
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<tr>
<td></td>
<td>ARCH 52B Architectural CADD</td>
<td>2</td>
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<tr>
<td></td>
<td>ARCH 160 (spring only) Professional Practice</td>
<td>3</td>
</tr>
<tr>
<td>Recommended electives:</td>
<td>ARCH 18A, 18B, 22B, 24, 29B, 31B, 52A, 52B</td>
<td></td>
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<tr>
<td></td>
<td>ART 160A; BIO 20; GNBS 119; MRKT 140; PHOT 51, 55</td>
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</tbody>
</table>

**Construction Management**

**Degree Curriculum**

Graduates who have satisfactorily completed the Curriculum in Construction Management, a two-year course of study, are qualified for employment in the building and construction industry in a wide variety of positions ranging from those of field assistant and expeditor to those of materials clerk and assistant estimator. With experience and further training, graduates may become licensed building
contractors, detailers, estimators, foremen, construction superintendents, building inspectors, appraisers, and cost analysts. The California State Contractors License Board gives graduates who receive the Award of Achievement credit for two of the four years of practical experience required of applicants for the State building contractor’s license. Upon successful completion of the curriculum students receive the Associate in Science degree. Students who complete the curriculum with final grades of C or higher in their major technical courses receive the Award of Achievement in Construction Management.

The course of study includes instruction in the following: architectural technology, basic architectural drawing, structural detailing, surveying, estimating and construction costs, business operation, business records, and legal aspects of contracting. Instruction in general education is included so that students may satisfy the College graduation requirements in this area.

Courses Required for the Award of Achievement in Construction Management

First Semester (fall)  
Course                      Units
ARCH 20* Perspective Draw .....................................3
ARCH 23 Mat’l of Constr ........................................3
ET 50 Tech Math or MATH 850 Appl Geom...4 or 3
PHYC 10 Concept Physics ........................................3
Additional graduation requirements

Second Semester (spring)  
ARCH 27 (spring only) Fund of Build Struct .........3
ARCH 48 Intro Arch, Contr, & Design ................1
ARCH 50 Architect Draft ........................................4
PHYC 40 Elem Physics ...........................................3
Additional graduation requirements

Third Semester (fall)  
ARCH 51 Architect Tech .........................................4
ARCH 156 (fall only) Constr Cost Est ............3
ENGN 1A Measurements and Plane Surveying ....3
Additional graduation requirements

Fourth Semester (spring)  
ARCH 157 (spring only) Constr Cost Est 2 .........3
ARCH 160 (spring only) Professional Practice ....3
ACCT 50 Intro to Accounting .................................4
TQM 101 Total Quality Mgmt: Prin & Elem ........3
Additional graduation requirements

*Not required of students who have completed a year of high school mechanical drawing.

Recommended electives: ARCH 29A, 52A, 52B; BSMA 66 or 68; SMBS 135; R E 189; ECON 1; ENGN 184; SPCH 11; E T 144

Design Firm Management

Degree Curriculum

Students who satisfactorily complete the Curriculum in Design Firm Management, a two-year course of study, are qualified for employment as office managers, project secretaries, or other various administrative positions in architectural and engineering firms, the construction industry or related fields. Positions to which graduates have advanced after gaining experience and undertaking further study include those of Directors of Administration, Finance or Human Resources.

The course of study includes an introduction to architecture, construction, accounting, marketing, supervision, computers, and management. The course of study is also designed to allow a student to satisfy the requirements for graduation from the College.

Upon successful completion of the curriculum, students receive an Associate in Science Degree. Students who complete the curriculum with final grades of C (2.00 grade point average) or higher will receive an Award of Achievement in Design Firm Management.

Courses Required for the Award of Achievement in Design Firm Management

First Semester (fall)  
Course                      Units
ARCH 48 Intro Arch, Constr & Design ........1
ARCH 160 Professional Practice ..............3
ACCT 1 Financial Accounting .................4
BSEN 74 Business Correspondence ......3
General Education & Graduation Requirements .....5

Second Semester (spring)  
ARCH 23 Mat’l of Constr .........................3
MRKT 140 Marketing ....................................3
MABS 60 Microcomputer Applications for Bus ...3
General Education & Graduation Requirements .....6

Third Semester (fall)  
*ARCH 31B History of Arch ......................3
ARCH 90 Field Experience ...........................3
CLW 18A Commercial Law ............................3
FIN 136 Introduction to Financial Planning ....3
General Education & Graduation Requirements .....3

Fourth Semester (spring)  
ARCH 32 Bay-Region Architecture - Its Heritage..3
CLW 18B Commercial Law .............................3
SUPV 221 Intro to Supervision/Management ....1.5
SUPV 222 Communications for Supervisors ....1.5
General Education & Graduation Requirements .....6

Electives

*ART 101-108 Art History (student to select one) ..3
ACCT 2 Managerial Accounting ....................4
*ECON 1 Principals of Economics ....................3
*CS 101 Intro to Commercial Data Processing ....3
†WDPR 391A Beg Word Proc-Word for Win ......1.5
BSEN 70 Fund of Engl Grammar & Comp ......4
SMBS 135 Own & Oper of Small Bus ..............3
*PSYC 11 Physical Science ...........................3
*PSYC 26 Psych Processes and Human Rel ....3

*Satisfies General Education & Graduation requirements for A.S. degree
†Recommend that the student select two of the four classes offered.

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 hand-made
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, lab-4, 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. Basic Design (3)
Lec-2, lab-4, field trips
Advis: Completion/concurrent enrollment in ARCH 29A
Basic design as applied in the built environment, including color, space, line, form, texture; two-dimensional and three-dimensional presentations. CSU/UC

ARCH 22A. Delineation and Rendering (3)
Lec-2, lab-4, field trips
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. Design (3) fa
Lec-2, lab-4, field trips
Prereq.: ARCH 21 or ART 125A; 22A (May be taken concurrently with instructor’s permission)
Introduction to the three-dimensional design process. Theory of principles and procedures of creative problem solving. CSU/UC

ARCH 25. Design (3) sp
Lec-2, lab-4, field trips
Prereq.: ARCH 24
Procedure and process in architectural design, building programming, building systems, problem solving, and presentation. CSU

ARCH 26A. Color Media (2) fa
Lec-1, lab-3, field trips
Color techniques and media. Painting and rendering in watercolor, with emphasis on outdoor subjects and landscapes. CSU

ARCH 26B. Color Media (2) fa
Lec-1, lab-3, field trips
A continuation of ARCH 26A, with selected problems. CSU

ARCH 27. Fundamentals of Building Structures (3) sp
Lec-3
Advis: 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

ARCH 31A. History of Architecture (3) fa
Lec-3
A survey of the history of architecture of the western world from ancient Egypt through the end of the Middle Ages. CSU/UC

ARCH 31B. History of Architecture (3) sp
Lec-3
A survey of the history of architecture of the western world from the early Renaissance through the twentieth century. CSU/UC

ARCH 32. Bay Region Architectural History (3) sp
Lec-3 CR/NC avail.
A survey of Bay Region building modes from pre-Hispanic days to the present; the inception and growth of towns and cities, and the influences that have shaped their urban forms and their architecture, with an introduction to contributing architects and planners, reflecting the growth and significance of their professions in the late nineteenth and twentieth centuries. CSU/UC

ARCH 33A-B. Architectural Model Building (2) fa
Lec-1, lab-3
Prereq.: For ARCH 33B: ARCH 33A
Three dimensional design through constructing and photographing architectural models. CSU

ARCH 34. History of Modern Architecture (3) fa
Lec-3
A survey of architectural history of the nineteenth and twentieth centuries in Europe, Asia, and America from the time of the Industrial Revolution to the present. CSU/UC
ARCH 48. Introduction to Architecture, Construction and Design Related Professions (1)
Lec-2, field trips
Overview of professional and technical careers in architecture, interior design, landscape architecture, construction management, related consulting engineering professions and building construction professions. Analysis of the design process and conditions affecting design and building. CSU

ARCH 50. Architectural Technology - Drafting (4)
Lec-3, lab-6, field trips
PREREQ.: ARCH 20 OR ET 104 OR 1 YR OF HS DRAFTING
Building and structural nomenclature, frame construction, detailing and basic site development. Familiarization with professional publications, technical bulletins, and the literature used in research and development. CSU

ARCH 51. Architectural Technology (4)
Lec-3, lab-6, field trips
PREREQ.: ARCH 50
Analysis of assemblies and detailing for multistory, heavy construction types of buildings. Synthesis of office production and construction procedures; structural terminology; mechanical plumbing, and electrical systems. CSU

ARCH 52A. Architectural CADD (3)
Lec-2, lab-4, field trips
CR/NC avail.
Repeat: max. 6 units
First half of ARCH 52
Basic computer-aided design and drafting using CADD software as applied in the design professions. Using a PC and current AutoCAD software to develop basic drawing and drafting skills with a special emphasis on architecture. CSU

ARCH 52B. Architectural CADD (2)
Lec-1, lab-4
CR/NC avail.
PREREQ.: ARCH 50
Repeat: max. 4 units
Second half of ARCH 52
Computer-aided design and drafting using AutoCAD as applied in the design profession. Using PC CADD system to develop basic drawings and drafting skills with emphasis on architecture. Introduction to 3D CADD modeling ideas and techniques as applied to an architectural project. CSU

ARCH 90. Field Experience (3)
Work-15, conf-0.5
COREQ.: MIN. OF 4 UNITS IN ADDITION TO THIS COURSE
Repeat: max. 6 units
Supervised work experience in the fields of architecture, construction management, design firm management, and interior design. CSU

ARCH 156. Construction Cost Estimating I (3) fa
Lec-3
An introduction to types of cost estimates; job and general office overhead; units of measure; procedures and processes of material quantity surveys based on construction methods, drawings, and specifications. CSU

ARCH 157. Construction Cost Estimating II (3) sp
Lec-3, field trips
PREREQ.: ARCH 156
Systematic construction labor and material estimating; total project costing. Routine operations of a construction office or company. Survey of Critical Path Method (cpm) scheduling. CSU

ARCH 158. Building Code Applications (3) fa
Lec-3
Introduction to the history, development, format, and provisions of the Uniform Building Code (latest adopted edition with San Francisco Amendments). CSU

ARCH 159. Code Review of Structural Plans (3) sp
Lec-3
PREREQ.: ARCH 158

ARCH 160. Professional Practice (3) sp
Lec-3
Survey of general office administration: contract documents, agreements, business aspects of construction, lien laws, codes and zoning ordinances, bid forms, safety and health ordinances. A familiarization with architects’ and contractors’ licensing requirements. CSU

IDST 70. Architecture and Diversity (3)
Lec-3, field trips
CR/NC avail.
An introductory critical review of the building and design heritage of women all over the world and of indigenous people’s architecture in Africa and Latin America from tribal dwellings to monumental structures, followed by a series of architectural and engineering studios introducing students to basic building and design skills: developing a project, drawing a floor plan, building an architectural model, using drafting tools and computers. Emphasis on hands-on skills. CSU

Art

The City College Art Department offers students a comprehensive lower division program in the areas of Fine Art and Art History, revolving around the basic CORE program. The Art Department prepares students for transfer to upper division courses in colleges and universities or for direct entry into art careers. All of our courses are acceptable for credit at the University of California.

Fine Arts majors are advised to enroll in one art history course, along with general education and studio course(s). For the recommended sequence of courses in specific areas consult the department head or the fine arts coordinator. It is strongly recommended that all art majors take at least one studio class each semester.

Announcement of Courses
Most advanced classes in the Art Department require that prerequisites be completed before taking those classes. Students who have not completed those prerequisites must demonstrate the exit skills required upon completion of the prerequisite(s). (See specific courses for prerequisite requirements.)

Most Art Studio courses listed will require a laboratory fee.

CREDIT, DEGREE APPLICABLE COURSES:

Art History Courses
The Art History Curriculum offers a wide selection of courses which apply critical thinking and analytical skills to an understanding of visual arts around the world: (101 through 108), Telecourses 116 and 118, and Selected Topics Courses (121, 122, 123) which offer a more in-depth study of art at the Legion of Honor and the De Young.
Art History courses may be taken in any sequence. College-level reading and writing skills are advised.

**ART 101. Western Art History (3)**
Lec-3, field trips
A survey of Western art from 35,000 B.C. to 500 A.D. The course will begin with Paleolithic cave paintings and continue to the Roman and Early Byzantine and Early Medieval periods. Art will be discussed from both a critical and historical perspective, with regard to formal visual elements of style and the social context of the societies, values, and ideas that gave birth to Western art. CSU/UC/CAN

**ART 102. Western Art History (3)**
Lec-3, field trips
A survey of Western art from the sixth to the eighteenth centuries. The course will begin with the Roman era as an introduction, and continue to the Neo- Classical period. Art will be discussed from both a critical and a historical perspective, with regard to formal visual elements of style and the social context of the societies, values, and ideas that gave birth to Western art. CSU/UC

**ART 103. History of Modern Art (3)**
Lec-3, field trips
The origins and developments of Modern Art in Europe and America from the French Revolution through World War II. Artworks will be analyzed from both critical and historical perspectives. Students will examine the formal/ thematic characteristics of styles and periods of modernism. Also under examination are the larger social/ cultural contexts for the art movements under study. CSU/UC

**ART 104. Asian Art History (3)**
Lec-3, field trips
A survey of the artistic heritages of Asia, from Iran in the west to south- eastern regions of Indonesia, spanning five millennia of Asian art history. Art 104 explores the themes and beliefs which give unity to the art of this part of the world, as well as the diverse cultural characteristics which led to the development of national styles. CSU/UC

**ART 105. Ancient Art and Architecture of Latin America (3)**
Lec-3, field trips
A survey of the artistic heritage of Pre-Columbian Mexico, Central and South America. Art 105 explores the themes and beliefs which gave unity to the art of this part of the world as well as the diverse cultural characteristics which led to the development of regional styles. CSU/UC

**ART 106. Latin American Art History (3)**
Lec-3, field trips
A survey of the artistic heritage of Latin America from the sixteenth century AD to the present. All art will be discussed from a critical and historical perspective, with regard to formal visual elements of style and the societies, values, and ideas that gave birth to Latin American art. CSU/UC

**ART 107. African American Art History (3)**
Lec-3, field trips
A brief survey of the art of West African civilizations and art history of African Americans from the colonial to contemporary time. All art will be discussed from both a critical and historical perspective, with regard to formal visual elements of style and the societies, values, and ideas that gave birth to African American art. CSU/UC

**ART 108. Women through Art History (3)**
Lec-3, field trips
A survey of women in art, investigating their place in society as artists, patrons, and subjects in art. The course will introduce women from both European and non-European cultures, from 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. We will also investigate the unusual challenges contemporary art forms and concepts present to the traditional methods and practices of art history. CSU/UC

**ART 116. Art of the Western World (3)**
Lec-3, field trips CR/NC avail.
A telecourse introduction to art history from the Classical Greek period to the Modern twentieth century. Art will be discussed in its social context and for formal visual elements. The course introduces the societies, values, and ideas that gave birth to Western art, discusses the changing goals of artists and patrons, traces art’s relation to power, religion, culture, and the art of the past, and suggests how art defines or contradicts its time. Refer to the Telelesson Schedule for viewing dates and times. CSU/UC

**ART 118. Art America (3)**
Lec-3, field trips CR/NC avail.
A history of American art from colonial times to the present. Painting, sculpture, architecture, and crafts will be examined and discussed within the historical, political, and sociocultural background unique to American art. Students will learn to identify major works of art by pivotal artists, recognize the techniques and formal visual elements of art, and critically analyze and evaluate the artwork within the contextual framework in which it was created. Students will write about art through visits to local museums to consider the works of art discussed in the telecourse.

**ART 121-122-123. Selected Topics in Art (1-2-3)**
Lec-1,2,3 CR/NC avail. Repeat: if no subject repeat
An in-depth investigation of selected topics in art. These courses were developed in conjunction with the permanent and special exhibitions at the Legion of Honor and De Young Memorial Museums of Art. The content of these courses vary. Students may re-enroll without repeating subject matter. Specific times and topics will be announced in the Class Schedule, in classes and through campus media. CSU/UC

- **ART 123M. Master European Painting.**
- **ART 123N. European Art at the Legion.**
- **ART 123P. American Art from the De Young.**
- **ART 123Q. Baroque Masters of Light.**
- **ART 123R. Congo and African-American Art.**
- **ART 123S. Greek and Thracian Art.**
- **ART 123T. British Art at the Legion.**
- **ART 123U. 18th c. French Art at the Legion.**
- **ART 123V. Renaissance Art at the Legion.**

**ART 125A. Basic Design (3)**
Lec-2, lab-4, field trips
Advise: Completion/concurrent enrollment in ART 130A Repeat: max. 6 units
Basic design elements; color and the concepts, operations, and methods of the two-dimension design process as related to all well- ordered form. Emphasis on experimentation, exploration, and criticism intended to develop creativity and manipulative ability. CSU/UC/CAN
ART 125B. Advanced Design (3)
Lec-2, lab-4, field trips
Prereq.: ART 125A
Advis: ART 130A
Repeat: max. 9 units
Continuation of basic design with an emphasis on advanced two-dimensional and beginning three-dimensional design. Advanced experimentation in color. Design problems geared to assist the following majors: Fine and applied arts, photography, theater arts, fashion, and interior and architectural design. Further exploration and development of creativity. CSU/UC/CAN

ART 130A. Basic Drawing (3)
Lec-2, lab-4, field trips
Advis: Completion/concurrent enrollment in ART 125A
Repeat: max. 6 units
Theory and practice of drawing using a systematic variety of media and subject matter. Examination of drawing through the graphic elements of line, plane, tone, shape, form, volume, rendering, and perspective. Introduction to light and shadow. Beginning problems will be instructed will assist in this experience through individual attention. Instruction leads to direct the student and encourage subjective self-expression. CSU/UC/CAN

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
Repeat: max. 9 units
Elements of humorous illustration; basics of exaggeration, distortion, and caricature; differentiation of these from the grotesque. Importance of observation and the use of a sketchbook to draw from real life situations. CSU

ART 140A. Beginning Painting (3)
Lec-2, lab-4, field trips.
Prereq.: ART 125A AND 130A
Repeat: max. 6 units
Studio course in the technical and conceptual basics of painting both in oils and acrylics. Through hands-on practice, lectures, and critiques the student develops the requisite skills and techniques as well as the underlying conceptual and perceptual abilities necessary to painting. In addition, the student is introduced to the historical traditions and the contemporary context of the field. CSU/UC/CAN

ART 140B. Intermediate Painting (3)
Lec-2, lab-4, field trips.
Prereq.: ART 125A AND 130A
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 the
matic projects, series projects, and mixed-media assignments leading to advanced-level exploration of contemporary art issues and media. CSU/UC

ART 141. Acrylic Painting (3)
Lec-2, lab-4, field trips
PREREQ.: ART 125A AND 130A
Repeat: max. 6 units
An introduction to the painting techniques and characteristics of acrylic media. No media requiring volatile solvents will be used. Historic traditions and the contemporary context of painting are introduced. CSU/UC

ART 145A. Introduction to Watercolor Painting (3)
Lec-2, lab-4, field trips
PREREQ.: ART 125A AND 130A
Repeat: max. 6 units
Instruction and practice in the materials, techniques, concepts, and history of watercolor painting. Through lecture, demonstration, hands-on experience, and critiques, the student will develop the technical, perceptual, and conceptual skills to produce and analyze paintings. Emphasis will be on technical development and personal explorations. CSU/UC

ART 145B. Advanced Watercolor Painting (3)
Lec-2, lab-4, field trips
PREREQ.: ART 145A
Repeat: max. 9 units
Continuation of ART 145A. Develop additional skill in painting with the transparent watercolor. Class will introduce techniques in opaque watercolor (gouache) and explore options in paper surfaces. Analyze transparent, sedimentary, and staining pigment groups to extend knowledge of color and texture choices. Study of contemporary and historical art history. Emphasis is on the development of individual styles and interests. CSU/UC

ART 146A. Beginning Chinese Brush Painting (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
Orientation on the three classic elements of Chinese art (brush painting, calligraphy and seal engraving) with emphasis on Chinese masterpieces both ancient and contemporary, focusing on the concepts of style, line, composition, perspective and stroke. CSU/UC

ART 146B. Advanced Chinese Brush Painting (3)
Lec-2, lab-4, field trips
Repeat: max. 9 units
Continuation of ART 146A utilizing traditional and contemporary Chinese art styles with emphasis on complex landscapes, flowers, animals and figures. CSU/UC

ART 150A. Fine Art Printmaking (3)
Lec-2, lab-4, field trips
PREREQ.: ART 130A
Repeat: max. 6 units
Designed to help students explore the theory and practice of printmaking through various printing techniques. Beginning problems will deal with techniques used in various areas of relief, intaglio, lithography, monoprinting and collography printing. Tools and techniques of printmaking are inherent in the medium and become a part of the creative process. Students will transfer their ideas and artistic expressions into these various print media. Introduction to historical traditions and contemporary issues of the field. CSU/UC/CAN

ART 150B. Fine Art Intaglio Printmaking (3)
Lec-2, lab-4, field trips
PREREQ.: ART 150A
Repeat: max. 9 units
Individual and class projects in Intaglio printmaking stressing intermediate and advanced levels of proficiency including color multiple plates, viscosity printing, chine colle, mezzotint, sugar lift, salt, and soft ground. Through lecture/demonstration, studio practice and critiques, students develop the requisite skills and conceptual basis necessary for innovative work in this exciting discipline. CSU/UC

ART 150C. Fine Art Relief Printmaking (3)
Lec-2, lab-4, field trips
PREREQ.: ART 150A
Repeat: max. 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/Advanced Monoprint (3)
Lec-2, lab-4, field trips
PREREQ.: ART 151A
Repeat: max. 9 units
Focus on more complex and advanced techniques in monoprint; stresses the development of individual artistic growth, building on material covered in ART 151A; planning and execution of long term thematic, mixed media, and self-directed projects; exploration of contemporary issues and approaches. CSU/UC

ART 154. Hand Printed Book: Design and Production (3)
Lec-2, lab-4
Repeat: max. 9 units
The bookmaking process focusing on the design of pages using fine art printmaking combined with letterpress and digital typesetting technologies. Participation in the bookmaking process as author, illustrator, and publisher. Research on the history of the book and an examination of the book arts community in San Francisco and beyond. CSU
ART 154 = GRPH 154

ART 155. Bookbinding (3)
Lec-2, lab-4
Repeat: max. 9 units
Study and practice of bookbinding. First: basic structures and craftsmanship. Second: innovative bindings and conservation techniques. CSU
ART 155 = GRPH 155
ART 156. Mixed Media: Works on Paper (3)
Lec-2, lab-4, field trips
PREREQ.: ART 125A AND 130A
Repeat: max. 6 units
This course selectively and aesthetically combines various media and techniques of drawing, painting, photography, printing and collage into two and three-dimensional works. Through structured studio experience, lectures and critiques, the student will develop the requisite skills and techniques as well as the conceptual basis of this contemporary art form. Underlying the instruction is a historical component which emphasizes modern and contemporary art to broaden the student’s interest and awareness of contemporary trends. CSU/UC

ART 160A. Beginning Ceramics (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
Introduction to developing ceramic forms in a studio atmosphere. Basic methods of ceramic forming through use of the potter’s wheel and hand-construction techniques, glaze application, and kiln-firing processes. Lectures on the historical uses of clay and its relationship to the development of civilizations and industry. Emphasis on technical development and exploration of clay as a means for aesthetic growth. CSU/UC/CAN

ART 160B. Intermediate Ceramics (3)
Lec-2, lab-4, field trips
PREREQ.: ART 160A
Repeat: max. 9 units
Emphasis on wheel-throwing and hand-building skills, and on surface techniques. Introduction to non-technical glaze experimentation. Further development of aesthetics. CSU/UC

ART 160C. Advanced Ceramics (3)
Lec-2, lab-4, field trips
PREREQ.: ART 160B
Repeat: max. 9 units
Advanced development of ceramic forms in a studio atmosphere. Advanced methods of ceramic forming through the use of the potter’s wheel and hand-construction techniques, glaze formulation, advanced glaze application techniques and kiln-firing processes. Lectures on the historical uses of clay and its relationship to the development of civilizations and industry. Emphasis on technical and conceptual development and exploration of clay as a means for aesthetic growth. CSU/UC

ART 162A. Ceramic Sculpture I (3)
Lec-2, lab-4, field trips
PREREQ.: ART 160A AND 160B
Repeat: max. 6 units
Introduction to the basic techniques and concepts of making sculpture with ceramic materials. Emphasis on the development of concepts and content in the execution of ceramic sculpture. Utilization of plaster mold-making and slip casting, basic handbuilding, wheel-throwing, and mold work as applied to sculpture. Exploration of additive and subtractive processes, press molds, surface development and formulation of glazes pertaining to sculpture. Emphasis on technical development and exploration of clay as a means for aesthetic growth. CSU/UC

ART 162B. Ceramic Sculpture II (3)
Lec-2, lab-4, field trips
PREREQ.: ART 160A, 160B, AND 162A
Repeat: max. 9 units
A continuing exploration of concepts and techniques in making sculpture with ceramic materials. Conceptualizing and creating in three dimensions. Hand building, wheel-throwing, and mold work as applied to ceramic sculpture. Continued emphasis on the development of concepts and content in the execution of the ceramic sculpture. Utilization of plaster mold-making and slip casting, basic hand building, wheel-throwing, and mold work as applied to sculpture. Surface development and formulation of glazes pertaining to sculpture. Emphasis on exploration of clay as a means for aesthetic growth. CSU/UC

ART 170A. Beginning Sculpture (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
An introduction to the historical evolution of sculpture and the basic elements of three-dimensional form. Exploration of carving, modeling, mold making and basic woodworking techniques. Emphasis on technical skill, expression and artistic growth. CSU/UC/CAN

ART 170B. Intermediate Sculpture (3)
Lec-2, lab-4, field trips
PREREQ.: ART 170A
Repeat: max. 9 units

ART 170C. Advanced Sculpture (3)
Lec-2, lab-4, field trips
PREREQ.: ART 170A AND 170B
Repeat: max. 9 units
Further advanced processes of sculpture with emphasis on metal work using the welding process. Students will have an opportunity to decide what areas of sculpture they wish to investigate in depth, with instructors’ approval and based on previous experience. The successful completion of Art 170B is required in order to take Art 170C. CSU/UC

ART 180A. Beginning Metal Arts (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
An introduction to basic fabricating processes, i.e., forming, annealing, and soldering of both common and fine metals. Projects vary from engraving to the setting of gemstones, or the making of small sculptures. Survey of the history of metal arts, from the Bronze Age to the present. Emphasis on the knowledge and development of manual skills to gain personal aesthetic sense. CSU

ART 180B. Intermediate Metal Arts (3)
Lec-2, lab-4, field trips
PREREQ.: ART 180A
Repeat: max. 9 units
An introduction to the basic techniques of lost wax metal casting (centrifuge and vacuum), ranging from jewelry to small sculpture. Instruction includes information about waxes, modeling, sprueing, investing, casting, and finishing. CSU

ART 180C. Advanced Metal Arts (3)
Lec-2, lab-4, field trips
PREREQ.: ART 180B
Repeat: max. 9 units
An introduction to production techniques, mold making, and advanced casting techniques. This course involves a close look at the development of the student’s ideas, from conception to completion, including possible marketing ideas. CSU
ART 185. Portfolio Preparation (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
This course is designed to enable the art student to organize and present a body of work in an effective and professional manner for transfer, advanced study opportunities and/or career preparation. Through hands-on practice, lectures, demonstrations and critiques, the student gains the requisite skills for portfolio development. CSU

ART 187A. Independent Study (2)
Ind st-5, field trips
PREREQ: ANY ADVANCED LEVEL ART COURSES
An opportunity for students to perform specialized studies in art with the guidance of an art instructor of his/her choice. CSU

ART 187B. Independent Study (2)
Ind st-5, field trips
PREREQ.: ART 187A
An opportunity for students to continue to perform specialized studies in art with the guidance of an art instructor of his/her choice. CSU

Asian American Studies

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

ASAM 8. Filipino American Community (3)
Lec-3 CR/NC avail.
Description and analysis of Filipino American community problems from a sociological viewpoint. Cultural shock and other problems of adaptation of Filipino immigrants considered in light of the carry-over from Filipino culture and psychology. CSU/UC

ASAM 20. Asian American Experience: 1820 to Present (3)
Lec-3 CR/NC avail.
Examination of United States history and government through the experience of immigrant groups to the U.S. from China, Japan, Korea, the Philippines, and India. Topics to be explored include immigration experiences, economic opportunities, culture, family, community, political and social history of the individual immigrant groups. A local field trip may be required. CSU/UC

ASAM 27. Asian American Race Relations (3)
Lec-3 CR/NC avail.
Understanding of race relations between Asian Americans and other ethnic groups including African Americans and European Americans including theories of race and interaction; and considerations such as class, economics, and social inequities. CSU/UC

ASAM 30. Asian American Issues Through Film (3)
Lec-3 CR/NC avail.
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 CR/NC avail.
Examination of the lives of Asian American women, using a multidisciplinary 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 CR/NC avail.
(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 pattern 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 CR/NC avail
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 diversity 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 45. Pacific Islanders in the United States (3)
Lec-3 CR/NC avail.
Examination the experience of Pacific Islanders in the United States. The history, culture, and development of Hawai‘i will be surveyed, as well as Hawai‘i’s role as a way station in Pacific Islander migration to the U.S. The cultural heritage and U.S. 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 examined. CSU/UC

ASAM 61-62-63. Asian American Community Field Study (1-2-3)
Conf-1, work-5,10,15 CR/NC avail.
Repeat: max. 6 units
Based on fieldwork and supervised community participation, participants 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 CR/NC avail.
Repeat: max. 9 units
Supervised individual or group study on topics and issues in Asian American Studies. CSU (UC upon review)

Asian Studies

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

ASIA 1. Modern Pacific Asia: An Introduction (3)
Lec-3, field trips CR/NC avail.
Development of history, economics, politics, and cultures of the Pacific Basin region since the 16th century. Analysis of the emergence of the modern Pacific Asia from the 19th century onward as a principal political and economic center of the upcoming century. CSU/UC

ASIA 11. East Asia Calligraphy: An Introduction (3)
Lec-3, field trips CR/NC avail.
Examination of the historical development and cultural aspects of the East Asian (China, Japan, Korea) calligraphy, with emphasis on Chinese Hanzı but also including Japanese Kana syllabaries and
Korean Han’gul characters; critical analysis of their relationship with East Asian philosophy, religion, literature, and art. CSU/UC

ASIA 12. East Asian Literature in Film: Early Modern and Modern Era (3)
Lec-3 CR/NC avail.
Introduction to East Asian (China, Japan, 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

ANTH 19. Ethnology of China (3)
Lec-3 CR/NC avail.
Chinese life-styles, including their historical development through the present day, including language, economics, kinship and marriage patterns. The impact of the Revolution on traditional Chinese culture and resultant changes. CSU/UC

ART 104. Asian Art History (3)
Lec-3; field trips
A survey of the artistic heritages of Asia, from Iran in the west to the south-eastern regions of Indonesia, spanning five millennia of Asian art history. Art 104 explores the themes and beliefs which give unity to the art of this part of the world, as well as the diverse cultural characteristics which led to the development of national styles. CSU/UC

ART 146A. Beginning Chinese Brush Painting (3)
Lec-2, lab-4, field trips
Orientation on the three classic elements of Chinese art (brush painting, calligraphy and seal engraving) with emphasis on Chinese masterpieces both ancient and contemporary, focusing on the concepts of style, line, composition, perspective and stroke. CSU/UC

ART 146B. Advanced Chinese Brush Painting (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
Continuation of ART 146A with emphasis on artistic development. Investigation of methods of traditional and contemporary Chinese art. Paintings of various subject matter including complex landscapes, flowers, birds, animals and figures. Free brush strokes and meticulous styles. Lectures and demonstrations will be offered with slides and videos. Individual expression will be encouraged by modeling after a series of masterpieces and original works. Group and individual critiques. Outdoor painting and museum visits. CSU/UC

CHINESE LANGUAGE COURSES: See Chinese in this section of the catalog.

CHIN 29A-29B. Chinese Literature in Translation (3-3)
Lec-3 CR/NC avail.
Advis: Eligible for ENGL 1A
CHIN 29A not prerequisite to 29B. No knowledge of Chinese required.
Reading and discussion of representative works in English translation. CSU/UC

CHIN 39. Major Achievements of Chinese Thought and Culture (3)
Lec-3 CR/NC avail.
Advis: Eligible for ENGL 1A
No knowledge of Chinese required. Not open to students who are enrolled in or who have completed CHIN 49.
A consideration of the humanistic traditions of China, the most recent archaeological discoveries, and their relation to those of other countries in East Asia. CSU/UC

CHIN 49. Major Achievements of Chinese Thought and Culture (3)
Lec-3 CR/NC avail.
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 CR/NC avail.
Tai Chi Chuan is a form of thought and physical movement that incorporates meditation into motion. Emphasis on the philosophical and practical application of Tai Chi thought as it applies to human health and life. Practice of basic Tai Chi Chuans forms (Yang Style). CSU/UC

HIST 33. History of South Asia (3)
Lec-3 CR/NC avail.
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 44. Comparative History of Overseas Chinese (3)
Lec-3 CR/NC avail.
The history and social organization of overseas Chinese communities in Southeast Asia, Latin America, and North America from the Eastern Han Dynasty to the present. CSU/UC

HIST 34. History of Japan (3)
Lec-3 CR/NC avail.
A survey of the history of Japan, with emphasis on the more important political, economic, social, artistic, and cultural aspects of Japanese life as well as on the development of modern Japan and its role in world affairs. CSU/UC

HIST 35A-35B. History of China (3-3)
Lec-3 CR/NC avail.
HIST 35A not prerequisite to 35B
HIST 35A. Historical, social, political, intellectual, cultural, artistic, and economic development of China from ancient times to approximately 1900. CSU/UC

HIST 35B. Historical, social, political, intellectual, cultural, artistic, and economic developments in twentieth century China. CSU/UC

HIST 36. History of Southeast Asia (3)
Lec-3 CR/NC avail.
A survey of the history of Southeast Asia, with emphasis on the role of the United States in Southeast Asia. CSU/UC

HIST 44. Comparative History of Overseas Chinese (3)
Lec-3 CR/NC avail.
The history and social organization of overseas Chinese communities in Southeast Asia, Latin America, and North America from the Eastern Han Dynasty to the present. CSU/UC

IDST 27A-27B. Asian Humanities (3-3)
Prereq.: IDST 27A NOT PREREQUISITE TO 27B;
FOR 27C: IDST 27A OR 27B
No knowledge of foreign languages required
IDST 27A-27B.
Lec-3 CR/NC avail.
A team-taught survey of Asian civilizations, especially Islamic, Hindu, Chinese, and Japanese cultures. Emphasis on literature, philosophy, religion, and the arts. Explanation, through an interdisciplinary and cross-cultural approach, of the differences and underlying unity of Asian cultures and a comparison with their Western counterparts. Use of the best available English translations of Asian literature along with slides, films, recordings and field trips. Each: CSU/UC

IDST 27C.
Ind st-5 CR/NC avail.
An independent study/research course under direction of one or
more instructors where focus is placed on a specific area of study. CSU/UC

IDST 28. Current Topics and Issues in the Pacific Rim (3)
Lec-3
Emphasis on current affairs and issues in any of the Pacific rim countries. CSU/UC

IDST 37. Ethnic Minorities in the United States (3)
Lec-3
An interdisciplinary survey of the history, culture, problems, and conditions of American ethnic minorities and the effects of racism, prejudice, and discrimination on emerging minority groups in the United States. CSU/UC

JAPANESE LANGUAGE COURSES: See Japanese in this section of the catalog.

JAPA 39. Japanese Culture and Civilization (3)
Lec-3
Advise: Eligible for ENGL 1A
No knowledge of Japanese required.
Not open to students who are enrolled in or have completed JAPA 49.
A consideration of the major achievements of Japanese culture as reflected in language, literature, art, religion and daily life. CSU/UC

JAPA 49. Japanese Culture and Civilization (3)
Lec-3
CR/NC only
No knowledge of Japanese required.
Not open to students who are enrolled in or have completed JAPA 39.
A consideration of the major achievements of Japanese culture as reflected in language, literature, art, religion and daily life. CSU

MUS 24. Music of East Asia (3)
Lec-3, lab-1, field trips CR/NC avail.
A cross-cultural, comparative survey of both historical and recent developments in the music of China, Japan, and Korea, including the relationship of East Asian music to other aspects of East Asian cultures—philosophy, religion, theater, and dance. CSU/UC

POLs 35. Government and Politics of East Asia (3)
Lec-3 CR/NC avail.
A survey of political developments and changes in East Asia, with emphasis on the governments and politics of China and Japan. The role of other world powers in this region, including the Soviet Union and the United States. CSU/UC

PSYC 22. Psychology of Race and Ethnic Relations (3)
Lec-3 CR/NC avail.
Prereq.: PSYC 1
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

Announcement of Courses

CREDIT, DEGREE APPLICABLE

ASTR 1. Cosmic Evolution (3)
Lec-3
No mathematics background required.
The origin and evolution of the universe of galaxies, stars, planets, and life. Knowledge of stellar properties and evolution coupled with study of the origin and evolution of planets, life and intelligence to estimate the possibilities of intelligence elsewhere in the galaxy. Problems of communication with extraterrestrial civilizations. Conceptual understanding of the universe. CSU/UC

ASTR 12. Celestial Navigation (3)
Lec-3
(Designed for students who have not completed ASTR 1, 17, 18, or 20 with a final grade of C or higher)
An introduction to the theory and practice of celestial navigation and piloting emphasizing the use of the pocket calculator. Use of sextant and other navigation equipment under realistic conditions at the College observatory and in the College planetarium. CSU

ASTR 14. Exploring the Universe (3)
Lec-3
A planetarium-oriented non-math course stressing the observational universe. The universe as seen through the use of telescopes, models, space probes, and other visual 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
Advise: Completion/concurrent enrollment in ASTR 1, 14, 17, or 20 Constellation study and star identification, both in the planetarium and under the sky; usage of star finder with star atlas and other sources of information on current aspects of the heavens, including the annual almanac and celestial sphere. Set-up and use of telescopes in the observatory; evaluation and testing of telescopic power and performance, using a wide assortment of accessories, including a CCD camera. CSU/UC

ASTR 17. Solar System (3)
Lec-3
A general introduction to planetary astronomy and the possibility of extraterrestrial life. Emphasis on the history and present characteristics of the planets in our solar system, analysis of the life-support possibilities of the known planets, and the general problem of the origin and probable characteristics of other planetary systems. Recent advances in earth-based and spacecraft research and the challenges of interplanetary and interstellar communication. CSU/UC

ASTR 18. Stars (3)
Lec-3
A general introduction to the characteristics and evolution of stars, the principal producers of energy in the universe. The history, cur-
rent properties, and future of the sun as a basis for comparison with
characteristics of other stars in our galaxy. Energy production by
nuclear reactions, synthesis of the elements, and consequences of
stellar explosions treated in the context of the physical history of the
universe. 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 opport-
unity 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 cam-
era, and fiber-optic spectrograph are available for the student.
CSU/UC

Automotive Technology

Announcement of Curricula

Degree Curriculum

City College offers credit for two years of pre-apprentice training for
students seeking employment in the automotive industry. Students
may apply the earned credit toward the Associate in Science degree.

Employment. Successful completion of training in this program
prepares students for entry employment in the areas of automotive-
mechanic and body person apprenticeship. Training will be consid-
ered in determining level of entry into apprenticeship.

Admission. Applicants for admission must complete an application
form which may be obtained from the automotive-technology advis-
er at 1400 Evans Avenue training center. All applications are
reviewed and evaluated, and the results are forwarded to each appli-
cant. To be accepted into the program, students must fulfill the fol-
lowing prerequisites:

1. Completion of ENGL 90 or placement in ENGL 92 OR com-
   pletion of ESL 72 or 150 or placement in ESL 82; AND
2. Completion of MATH E or BSMA G, H or J, OR placement in
   MATH 840

Recommended High School Preparation. Preparation is recom-
ended in auto shop, electricity, machine shop, mechanical drawing,
and welding.

Counseling. The automotive-technology adviser consults individu-
ally with students in order to help each student select a program best
suited to the student’s interests and abilities.

General Education. Instruction in general education is included so
that students may satisfy the College graduation requirements in this
area.

Associate in Science Degree and Award of Achievement. Students
who wish to earn an Associate in Science degree must complete the
general-education requirements for graduation from the College and
additional electives. Students who satisfy these requirements and
complete either of the options in the Curriculum receive the degree
of Associate in Science and the Award of Achievement in
Automotive Technology. Such students are advised to consult with a
College counselor.

Automotive Technology

Option in Automotive Body and Fender Repair

First Semester

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 120 Automotive Welding</td>
<td>6</td>
</tr>
<tr>
<td>LABR 96B Labor Relations in Auto</td>
<td>3**</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 121 Metal Repair &amp; Welding</td>
<td>8</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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>
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</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 124B Surface Preparation &amp; Painting</td>
<td>5</td>
</tr>
</tbody>
</table>

** Meets Area D of graduation requirements.

Option in Automotive Mechanics

First Semester

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 90A Intro to Auto Technology</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 90B Intro to Auto Technology-TBA</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 81 Automotive Physics</td>
<td>3*</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 91 Automotive Brakes</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 92A In Car Engine Repair &amp; Diagnosis</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 92B Engine Repair-Machine Shop Prac</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 93 Automotive Electrical</td>
<td>3</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 82A Engine Performance-Ignition</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 82B Engine Perfor-Fuel &amp; Emission</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 94A Manual Drive Train</td>
<td>4</td>
</tr>
<tr>
<td>LABR 96B Labor Relations in Automotive</td>
<td>3**</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Courses</th>
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</tr>
</thead>
<tbody>
<tr>
<td>AUTO 94B Automatic Transmissions</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 95 Auto Heating &amp; Air Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 97 Suspension, Steering and Alignment</td>
<td>4</td>
</tr>
</tbody>
</table>

* Meets Area C graduation requirements.
** Meets Area D graduation requirements.

Certificate Program

General Information. The Certificate Programs in Automotive
Technology consists of two programs of study: the Certificate
Curriculum in Automotive Mechanics and Automotive Metal
Repair.

Admission. Enrollment in either curricula is open to all interested
students who satisfy the following program prerequisites:

1. Completion of ENGL 90 or placement in ENGL 92, OR com-
   pletion of ESL 72 or 150 or placement in ESL 82; AND
2. Completion of MATH E or BSMA G, H or J, OR placement in MATH 840

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

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### Automotive Mechanics Courses

#### Courses Required for the Certificate in Automotive Mechanics

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 81 Automotive Physics</td>
<td>3*</td>
</tr>
<tr>
<td>AUTO 90A Intro to Auto Technology</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 90B Intro to Auto Tech-Tires, Batt &amp; Acc</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 91 Automotive Brakes</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 92A Engine Repair</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 92B Engine Repair-Mach Shop Practices</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 93 Automotive Electrical</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 94A Manual Drive Train</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 94B Automatic Transmissions</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 97 Suspension, Steering &amp; Alignment</td>
<td>4</td>
</tr>
<tr>
<td>LABR 96B Labor Relations in Automotive</td>
<td>3**</td>
</tr>
</tbody>
</table>

* Meets Area C graduation requirements.
** Meets Area D graduation requirements.

#### Requirements for Completion.
Completion of required courses with grade C or higher.

**Offered by:** Automotive Technology Dept., 1400 Evans Ave., phone: 550-4409

### Automotive Metal Repair

Students may obtain the Certificate of Completion in Automotive Metal Repair by completing the following courses with final grades of C or higher.

#### Courses Required for the Certificate in Automotive Metal Repair

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
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<tbody>
<tr>
<td>AUTO 120 Automotive Welding</td>
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<td>AUTO 121 Metal Repair &amp; Welding</td>
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<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>

Courses in this subject area require a special materials fee.

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### Announcement of Courses

#### CREDIT, DEGREE APPLICABLE COURSES:

**AUTO 70A. Motorcycle/Engine Repair-A (3)**
Lec-2, lab-3, field trips
Repeat: max. 9 units
This course is designed to give students the technical skills necessary for entry-level jobs in motorcycle and small machine maintenance. Students will be able to perform basic maintenance, tune-up, and evaluations. CSU

**AUTO 70B. Motorcycle/Engine Repair-B (3)**
Lec-2, lab-3, field trips
PREREQ.: AUTO 70A
Repeat: max. 12 units
This course, a continuation from 70A, is designed to give the students the technical skills necessary for entry-level jobs in motorcycle and small machine maintenance. Students will learn the theory and necessary skills needed to perform trouble shooting, major overhaul, and general repairs. CSU

**AUTO 82. Engine Performance (5)**
Lec-4, lab-8, field trips
PREREQ.: AUTO 90A, 90B AND 93
Repeat: max. 12 units
A basic course focusing on maintenance and troubleshooting including the use of digital volt ohm meters, digital storage oscilloscopes, scan tools, and engine analyzers in the diagnosis and repair of modern automotive driveability factors. Preparation for National Certification (ASE A8 Engine Performance) Examination. Students become familiar with trade practices in vehicle emission testing component testing and replacement. CSU

**AUTO 82A. Engine Performance – Ignition (3)**
Lec-2, lab-4, field trips
PREREQ.: AUTO 90A, 90B, 93
Repeat: max. 9 units
A basic course focusing on maintenance and troubleshooting including the use of analog and digital volt ohm meters, digital storage oscilloscopes, scan tools, and engine analyzers in the diagnosis and repair of modern automotive ignition systems. Preparation for National Certification (ASE A8 Engine Performance) Examination, students become familiar with trade practices in the testing and replacement of ignition system components. CSU

**AUTO 82B. Engine Performance – Fuel/Smog (3)**
Lec-2, lab-4, field trips
PREREQ.: AUTO 90A, 90B
Repeat: max. 9 units
A basic course focusing on maintenance and troubleshooting including the use of vacuum and pressure gauges, digital storage oscilloscopes, scan tools, and engine analyzers in the diagnosis and repair of modern automotive fuel and emission systems. Preparation for National Certification (ASE A8 Engine Performance) Examination, students become familiar with trade practices in vehicle fuel and emission systems testing, component testing and replacement. CSU

**AUTO 90A. Introduction to Automotive Technology (4)**
Lec-4, field trips
PREREQ.: ESL 72 OR 150 OR ENGL 90
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: personality types, following technical instructions, image and success, the law and the automotive industry. CSU

**AUTO 90B. Introduction to Automotive Technology (Tires, Batteries, Accessories) (4)**
Lec-3, lab-4, field trips
PREREQ.: AUTO 90A
Repeat: max. 12 units
Introduction to the automobile and the basic maintenance of its systems for the entry level automotive maintenance worker. This shop centered class focuses on the basic skills necessary to maintain a car for entry level into an automotive career; workplace ethics, relations, and communication skills. CSU

**AUTO 91. Automotive Brakes (4)**
Lec-3, lab-4.5, field trips
PREREQ.: AUTO 90A, 90B
Repeat: max. 12 units
Principles of construction, mechanical operation, preventive maintenance and repair of vehicle braking systems. Includes computer
operated systems, A.B.S. Preparation for A.S.E. Brake Certification and State Brake License. CSU

**AUTO 92A. Engine Repair (4)**
Lec-3, lab-4.5, field trips
PREREQ.: AUTO 90A, 90B
Repeat: max. 12 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. CSU

**AUTO 92B. Engine Repair (Machine Shop Practices) (4)**
Lec-3, lab-4.5, field trips
PREREQ.: AUTO 90A, 90B AND 92A
Repeat: max. 12 units
A hands-on course focusing on the disassembly, precision measurement, analysis of potential engine failures, reconditioning, and rebuilding of automotive engines. CSU

**AUTO 93. Automotive Electrical (3)**
Lec-2, lab-4, field trips
PREREQ.: AUTO 90A AND 90B
Repeat: max. 9 units
A basic course focusing on automotive electrical systems including basic electrical theory, battery technology, starting systems, charging systems, lighting systems, instrumentation and wiring. Students will be prepared for National Certification (ASE A6 – Electrical) Examination as well as become familiar with trade practices in the service and replacement of various electrical components. CSU

**AUTO 94A. Manual Drive Train (4)**
Lec-3, lab-4.5, field trips
PREREQ.: AUTO 90A, 90B
Repeat: max. 12 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. CSU

**AUTO 94B. Automatic Transmission (4)**
Lec-3, lab-4.5, field trips
PREREQ.: AUTO 90A - 90B
Repeat: 12 units
Instruction in the diagnosis and servicing of auto manual transmissions, clutches, 4-wheel drives, driveshafts and differentials. Preparation is given for national certification test. CSU

**AUTO 95. Auto Heating and Air-Conditioning (3)**
Lec-2, lab-4, field trips
PREREQ.: AUTO 90A, 90B AND 93
Repeat: max. 9 units
An in-depth study of the heating, ventilating and air-conditioning (HVAC) systems used in cars, pick-ups, light trucks, and utility vehicles. Application of tools and gauges used for repair, maintenance and service of HVAC automotive systems. Hands-on application of diagnosis, repair and service of systems. Environmental regulations, laws, and licensing procedures. Preparation for (ASE) test. 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 97. Suspension, Steering and Alignment (4)**
Lec-3, lab-4.5, field trips
PREREQ.: AUTO 90A AND 90B
Repeat: max. 16 units
Principles of construction, mechanical operation, preventive maintenance and repair of suspension systems, wheel alignment and wheel balancing. Preparation for A.S.E. certification. CSU

**AUTO 98. Specialty Electronics (3)**
Lec-2, lab-4, field trips
PREREQ.: AUTO 90A, 90B AND 93
Repeat: max. 9 units
A technical course focusing on higher level electrical troubleshooting including the use of digital volt ohm meters, digital storage oscilloscopes, scan tools, and engine analyzers in the diagnosis and repair of modern automotive electronics. Preparation for the Official State Lamp Adjusting Licensing and National Certification (ASE L-1 Advanced Engine Performance) Examination. CSU

**AUTO 105. Auto Electronics I - Advanced Tune-Up (3)**
Lec-2, lab-4, field trips
Repeat: max. 6 units
Instruction is designed to develop skills and practices in automotive tune-ups to 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, percentages of monoxides, carburation, electricity, and other concepts and practices. CSU

**AUTO 106. Auto Electronics II - Electrical Diagnosis (1.5)**
Lec-2, lab-4, field trips (8 wks)
PREREQ.: AUTO 105
A study of and practice in electronic diagnosis and repair of automotive electrical systems using modern electronic testing equipment, including the use of electrical and electronic testing equipment; the use and interpretation of wiring diagrams, shop manuals, common practices for 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
A 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)
Advisement: ENGL 92 or ESL 82 or higher; MATH E or BSMA G, H or J
Repeat: max. 6 units
Preparation for the Bureau of Automotive Repair Smog Check Licensing Exam. Smog check rules, regulations and updates; emission systems; test and repair procedures; TAS machine operation; and test (exam) preparation. CSU

AUTO 113. Gasoline Engines Diagnosis and Repair (3)
Lec-2, lab-4
Repeat: max. 6 units
Theory, operation and diagnosis of the four-stroke cycle internal combustion engine, and how different designs and configurations effect power, economy, drivability and smog. Systems covered: cooling, lubrication, fuel, intake, exhaust, and ignition. CSU

AUTO 120. Automotive Welding (6)
Lec-5, lab-10
Prereq.: ENGL 90 or ESL 72 or 150
CR/NC only
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 124B. Surface Preparation and Painting (5)
Lec-5, lab-10, field trips
Advanced phases of auto body paint/finish repair techniques including preparing metal and plastic surfaces, masking, and painting/finishing. Modern automotive coatings and trim service. Current safety and environmental trade practices. Pending NATEF approval. CSU

AUTO 125. Body Repair and Refinishing (3)
Lec-2, lab-4, field trips
Advisement: Eligible for ENGL 94 or ESL 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 132. Special Paint Applications (3)
Lec-2, lab-4, field trips
Repeat: max. 9 units

AUTO 133. Work Experience (1-4)
Work-minimum paid supervised 75-300 hrs or unpaid supervised 30-240 hrs plus coordinating conferences and individual meetings by arrangement
Coreq: Enrollment in at least 7 semester units including this course and consent of the instructor
Advisement: Completion of at least 8 semester units of Automotive program courses
Repeat: combination max. 12 units
Supervised employment involving automotive related duties. CSU
AUTO 134. Work Experience - Smog Intern Paid (4)
Lec-1, work-300
PREREQ.: AUTO 90A, 90B, 93 and 112
COREQ.: ENROLLMENT IN AT LEAST 7 SEMESTER UNITS INCLUDING THIS COURSE. WRITTEN CONSENT OF THE AUTO MECHANICS INSTRUCTOR
Advise: AUTO 133; Completion of at least 8 semester units of Automotive program courses
Repeat: max. 12 units
Supervised employment involving automotive related duties as related to Smog Repairs. Student must provide tune-up hand tools (i.e., spark rockets, ratchets, timing light). CSU

AUTO 135. Domestic Electronic Engine Controls OBD-I-II (3)
Lec-3, lab-3, field trips
Repeat: max. 9 units
An in depth study into Domestic Automotive Engine Computer Control OBD-I-II Systems. Exploration of the operation, diagnosis, and repair of Domestic Automotive Electronic Engine Computer Control Systems. General diagnosis will be emphasized using multimeters, scan tools, manuals, and lab scopes. CSU

AUTO 137. Gaseous Alternative Fuel Systems (3)
Lec-3, lab-1, field trips
Repeat: max. 9 units
A course to familiarize students with the following as related to gaseous fuels: 1) purpose of alternative fuels, 2) alternative fuels legislation, 3) refueling procedures, 4) fuel system inspection, 5) system components nomenclature, 6) system adjustment, 7) component replacement, 8) drivability and diagnosis. CSU

AUTO 138. Automatic Transmissions and Transaxles (3)
Lec-2, lab-4, field trips
Repeat: max. 9 units
An in-depth study of automatic transmissions and transaxles. Basic study of electronic controls. General diagnosing using manuals, multimeters, flow charts and scan tools, along with pressure gauges. CSU

LABR 968. Labor Relations in the Automotive Industry (3)
Lec-3, field trips CR/NC avail.
Study of labor relations in various industries, including their history, present status, and current issues. Includes ownership patterns, workplace structure, the changing workforce, management philosophies, unionization, workers’ rights, and current concerns. Labor relations as they affect the economy, sociology, and culture. CSU

NONCREDIT COURSES:
TIAU 9510. Advanced Suspension, Alignment and Brakes (108 hrs)
Development of advanced skills in suspension alignment and brake systems. Emphasis is on theory and actual shop experience.

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: ABE 2074; 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.

Biological Sciences

Announcement of Curricula

The following certificate programs are offered by the Biological Sciences Department.

Biomanufacturing

Over the past several years an important change has been taking place in the biotechnology sector. Biotech companies are shifting their focus from exclusively research and development to a mix of
drug production and research. This change has been precipitated by a rapidly increasing collection of FDA-approved biotech pharmaceuticals. The San Francisco Bay area has the highest concentration of biotech companies of 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 one-year certificate in biomanufacturing described here requires a subset of the courses required for the two-year Certificate in Biotechnology.

Admission. The biomanufacturing certificate program is open to anyone. High school algebra, biology and chemistry are recommended. For more information, call 415-239-3627.

Requirements for the Certificate of Completion in Biomanufacturing

The requirements for the certificate are completion of the following courses with a grade of C or higher:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 840 Elementary Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or a higher level math class</td>
<td></td>
</tr>
<tr>
<td>BIO 11 Intro to the Science of Living Organisms</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 32 Intro to Medical Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 33 Adv Med Chemistry and Biotech</td>
<td>4</td>
</tr>
</tbody>
</table>

The following courses would be recommended but not required:

GEN 10, M B 12, BIO 50

Biotechnology

In addition to the biomanufacturing certificate program, which provides students with the bare essentials needed to get a job in biomanufacturing, CCSF also offers a more advanced certificate in biotechnology. The biotechnology certificate program is designed to prepare students to work at a biotech company as a technician in quality control, research and development, or biomanufacturing. The biotechnology certificate is designed for students that have earned the biomanufacturing certificate or have a strong grasp of algebra, biology, and chemistry from previous academic or work experience. Call the Biotechnology Hotline at (415) 239-3627 for more information.

Admission. The following courses (or the equivalent) are strongly recommended:

- One semester of elementary algebra (MATH 840) or completion of a higher level math class.
- Two semesters of chemistry (CHEM 32-33)
- One semester of biology (BIO 11)

Requirements for Certificate of Completion in Biotechnology

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>BIO 65 Recombinant DNA Biotech (fall)</td>
<td>5</td>
</tr>
<tr>
<td>BIO 60 Molecular and Cell Biotech (spring)</td>
<td>5</td>
</tr>
</tbody>
</table>

The following courses are recommended but not required: M B 12, BIO 91, CHEM 65A, B, C, D, BTEC 21, 22, and 24.

Announcements of Courses

CREDIT, DEGREE APPLICABLE COURSES:

**Anatomy**

ANAT 14. Introduction to Human Anatomy and Physiology (4)Lec-3, lab-3
Not open to students who have completed ANAT 25 or PHYS 1 or PHYS 12 with a C or higher
An integrated course covering the fundamental principles of human anatomy and physiology. CSU/UC

ANAT 25. General Human Anatomy (4)
Lec-3, lab-3 CR/NC avail.
Study of the gross and microscopic structure of the human body. CSU/UC/CAN

ANAT 26. Sectional Anatomy (1)
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 CR/NC avail.
The biological nature of humans and the changes that have occurred from prehistoric times to the present. The place of humans in nature, vertebrate and primate evolution, fossil evidence for human antiquity, individual and population genetics, mechanisms of evolution, and human variation. CSU/UC/CAN

**Biology**

BIO 9. Human Biology (4)
Lec-3, lab-3
An introduction to general biological principles through the study of the structure and functions of the human body and directly related organisms. CSU

BIO 11. Introduction to the Science of Living Organisms (4)
Lec-3, lab-3, field trips CR/NC avail.
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, a survey of living organisms, 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 CR/NC avail.
Introductory survey of the biology of human immunodeficiency virus (HIV) and AIDS. The life cycle of HIV and retroviruses; HIV transmission, epidemiology, immunology, and pathogenesis; and HIV prevention and treatment. CSU/UC

BIO 16. Studying the Biological Sciences (1)
Lec-2, field trips CR/NC only
An in-depth orientation to the academic life and culture of transfer biology majors. Students will acquire concepts, skills and informa-
tion 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
Not open to students who have completed BIO 20A.
Ecological principles and methods. Introduction to population, community, and ecosystem ecology. Analysis of the interrelationships between organisms and their environments. Investigation of terrestrial, freshwater, and marine environments. CSU/UC

BIO 21. Natural History of California (2) Weekend
Lec-1, lab-3, field trips CR/NC avail.
A series of field trips to specific California ecosystems. Emphasis on the general concepts of ecosystem analysis and the interaction of climate, physiography, and biotic factors in shaping varied habitats within California. CSU

BIO 22. Natural History of the Sierra Nevada (1)
Lec-1, lab-3, field trip CR/NC avail.
An examination of the geology, biology, and human history of the Sierra Nevada from Lake Tahoe basin to high altitude. A study of the interrelationships of plants, animals, and humans at high elevation. CSU

BIO 23. Ecology of Mendocino (1)
Lec-1, lab-3, field trip CR/NC avail.
Not open to students who have completed BIO 81, Selected Topic: Ecology of Mendocino.
An examination of the geology, biology and human history of Mendocino County. A study of the interrelationships of plants, animals and humans to the forests and coastal regions of Northern California. CSU

BIO 24. Ecology of Point Reyes (1)
Lec-1, lab-3, field trip CR/NC avail.
Not open to students who have completed BIO 81, Selected Topic: Ecology of Point Reyes.
An examination of the geology, biology and human history of Point Reyes National Seashore. A study of the interrelationships of plants, animals and humans to the forests, grasslands and coastal regions of the park. CSU

BIO 25. Ecology of San Francisco Bay (1)
Lec-1, lab-3, field trip CR/NC avail.
An examination of the geology, biology, chemistry, and human history of San Francisco Bay. An analysis of the interrelationships of plants, animals, and humans to the diverse ecosystems which comprise the San Francisco Bay. Investigation of the terrestrial, freshwater and marine environments. CSU

BIO 26. Habitat Restoration Field Studies (1)
Lec-1, field trips CR/NC avail.
A biology field class that examines the principles of habitat restoration and environmental rehabilitation. CSU

BIO 28. Ecology of the Golden Gate National Recreation Area (1)
Lec-1, field trips CR/NC avail.
An ecology field class that examines the geology, biology, ecology and human history of the Golden Gate National Recreation Area. CSU

BIO 30. Ecology and the Human Environment (3)
Lec-3, field trips
Not open to students who have completed BIO 20B.
Examination of the human environment with emphasis on the causes of human-made pollution, health effects, and possible solutions. CSU/UC

BIO 32. Marine Biology (3)
Lec-3, field trips CR/NC avail.
The natural history of California marine plants and animals with emphasis on the interrelationships between marine life and their environment. CSU/UC

BIO 32L. Marine Biology Laboratory (1)
Lab-3, field trips CR/NC avail.
COREQ.: BIO 32 or IDST 9
A laboratory course, utilizing a laboratory/field trip format, designed to reinforce and augment the student’s understanding of basic principles of marine biology as taught in BIO 32/IDST 9. CSU/UC

BIO 35. Biological Field Monitoring (3)
Lec-3 CR/NC avail.
An overview of the theories and practices of field monitoring, as well as its practical applications to ecological research. CSU

BIO 40. Natural History of Plants and Animals (3)
Lec-3, lab-1 CR/NC avail.
Behavior, habitats, life histories, and identification of the common plants and animals of California: emphasis on the plants and animals of the Bay Area and Northern California. CSU/UC

BIO 50. Briefings in Biotechnology (1)
Lec-2 (9 wks), field trips CR/NC avail.
Underlying principles of molecular biology and the laboratory procedures involved in the biotechnology industry. Examples of new products, processes, and prospects for the future in medicine, environmental restoration, forensics, and agriculture. Implications for society and governmental regulations. Features lectures by scientists currently working in the biotechnology industry. CSU

BIO 55. Ethical Issues in Science (3)
Lec-3, field trips
Principles of ethics and their application in scientific work. Issues to be considered include professional ethical standards, relationship of science to public policy, role of government regulations and rationale for scientific research. Case studies will be drawn from areas of current concern in biotechnology, genetic engineering, and other scientific fields. CSU

BIO 60. Molecular and Cell Biotechnology (5)
Lec-3, lab-6 CR/NC avail.
Advise: BIO 11 and CHEM 50, 51, 52, 53
A thorough introduction to the principles and techniques of molecular and cell biology. This is a required course for the Biotechnology Technician Preparation curriculum. CSU

BIO 65. Recombinant DNA Biotechnology (5)
Lec-3, lab-6 CR/NC avail.
Advise: BIO 11 and CHEM 50, 51, 52, 53
An in-depth coverage of recombinant DNA/genetic engineering concepts and principles with a strong emphasis on the laboratory procedures involved in DNA manipulation. CSU

BIO 71-72-73-74. Selected Topics in Biology (1-4)
Lec-1, 2, 3, 4; lab-3; field trips CR/NC avail.
Repeat: if no subject repeat
Investigation in depth of selected topics in biology: considering current issues and innovations; expanding subjects covered briefly in introductory courses; or exploring topics not studied in other classes in biology. CSU
BIO 80-81-82-83-84. Selected Topics in Biology (.5-4)
Lec-0, 0, 2, 3, 3; lab-1.5, 3; 0, 0, 3; field trips CR/NC avail.
Investigation in depth of selected topics in biology: considering current issues and innovations; expanding topics covered briefly in other classes; or exploring topics in biology not studied in other classes. CSU

BIO 91-92-93. Biology Work Experience (1-2-3)
Work-5,10,15 CR/NC avail.
BIO 90. Biology Laboratory (0)
Lab-var
An open laboratory in which students may complete an assignment. CSU

BIO 101A. General Biology (5)
Lec-3, conf-2, lab-4
PREREQ.: ONE YR HS BIOLOGY OR BIO 11 OR DEMONSTRATION OF BIO 11 EXIT SKILLS; AND CHEM 101A
Not open to students who have taken BIO 1B.
BIO 101A is not a prerequisite for BIO 101B.
A general introduction to cell structure and function; cell biochemistry; the cell cycle; principles of molecular and organismic genetics and genetic engineering. 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.: ONE YR HS BIOLOGY OR BIO 11 OR DEMONSTRATION OF BIO 11 EXIT SKILLS; AND COMPLETION/CONCURRENT ENROLLMENT IN CHEM 101A
Not open to students who have taken BIO 1A.
BIO 101A is not a prerequisite for BIO 101B.
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

BIO 1122A. Integrated Biotechnology

BIO 90. Biology Laboratory (0)
Lab-var
An open laboratory in which students may complete an assignment. CSU

BIO 101A. General Biology (5)
Lec-3, conf-2, lab-4
PREREQ.: ONE YR HS BIOLOGY OR BIO 11 OR DEMONSTRATION OF BIO 11 EXIT SKILLS; AND CHEM 101A
Not open to students who have taken BIO 1B.
BIO 101A is not a prerequisite for BIO 101B.
A general introduction to cell structure and function; cell biochemistry; the cell cycle; principles of molecular and organismic genetics and genetic engineering. 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.: ONE YR HS BIOLOGY OR BIO 11 OR DEMONSTRATION OF BIO 11 EXIT SKILLS; AND COMPLETION/CONCURRENT ENROLLMENT IN CHEM 101A
Not open to students who have taken BIO 1A.
BIO 101A is not a prerequisite for BIO 101B.
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

Biotechnology

BTEC 12A. GLP and GMP Principles (1)
Lec-18 (total hrs), field trips CR/NC avail.
General overview of Food and Drug Administration regulations as they pertain to the biotechnology field. The course will emphasize cGLP, cGMP and SOP practices that pertain to biopharmaceutical laboratory and manufacturing facilities. CSU

BTEC 12B. GMP Compliance (1)
Lec-18 (total hrs), field trips CR/NC avail.
PREREQ.: BTEC 12A
Detailed discussion of the systems (procedures and documents) required to achieve compliance with the FDA Good Manufacturing Practice regulations as they relate to biopharmaceutical manufacturing. CSU

BTEC 21. Basic Mammalian Cell Culture (1)
Lec-14, lab-12 (total hrs), field trips CR/NC avail.
Introduction to techniques for culturing mammalian cells, including media preparation, sterile technique, freezing, thawing, and maintaining cells. Theory includes the selection of media, maintaining sterile conditions, and preventing contamination. Practical experience includes the proper care and use of equipment to culture cells. CSU

BTEC 22. Immunoassay: ELISA (1)
Lec-14, lab-10 (total hrs), field trips CR/NC avail.
Underlying principles of immunoassay 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 24. Introduction to PCR (.5)
Lec-12, lab-8 (total hrs), field trips CR/NC avail.
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

Botany

BOT 10. Plant Biology (4) sp
Lec-3, lab-3, field trips
Emphasis on the structure, metabolism, life history, and evolutionary relationships of the major groups of plants. Lectures on plant ecology, world vegetation types, and commercial uses of plants. CSU/UC

Genetics

GEN 10. Heredity and Evolution (3) fa
Lec-3 CR/NC avail.
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)
Lab-3, field trips CR/NC avail.
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

Microbiology

MB 12. Introduction to Microbiology (4)
Lec-3, lab-4, field trips CR/NC avail.
PREREQ.: CHEM 32 OR DEMONSTRATION OF CHEM 32 EXIT SKILLS
An introduction to microbiology, treating the fundamentals of form and function of microorganisms such as bacteria, fungi, protozoa, and viruses. Emphasis on the role of microorganisms in the transmission of infectious disease and in the development of the immune response. CSU/UC/CAN
M B 51. Sanitation Principles and Practices (1)  
Lec-1  
CR/NC avail.  
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  
CR/NC avail.  
The nature and physiological roles of the dietary nutrients, their food sources and requirements. Relation of diet to health and disease, evaluation of dietary adequacy. Examination of current issues and controversies in nutrition. CSU/UC/CAN

NUTR 51. Elementary Nutrition (2)  
Lec-2  
CR/NC avail.  
A nontechnical presentation dealing with foods, the relationship of food to the human body, and a plan for healthful eating. CSU

**Physiology**

PHYS 1. Introductory Human Physiology (5)  
Lec-3, lab-6  
PREREQ.: CHEM 32, 40, or 1 year HS chemistry  
A course in systems physiology with an emphasis on the quantitative aspects of cellular and molecular mechanisms contributing to homeostasis of the human organism. This course is intended for students transferring to four-year institutions and for those entering graduate-level professional allied health programs. CSU/UC/CAN

PHYS 12. Introduction to Human Physiology (4)  
Lec-3, lab-3  
Not open to students who have completed PHYS 1  
Advise: CHEM 32, 40, or 1 year HS chemistry  
A course in general human physiology which stresses the normal function of the human body, including the physiology of cells, muscles, the nervous system, sensation, digestion, circulation, respiration, metabolism, excretion, endocrinology, and reproduction. This course is intended for students entering nursing and other allied health fields. CSU/UC

**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

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**Broadcast Electronic Media Arts**

**Announcement of Curricula**

**General Information**

The Broadcast Electronic Media Arts department prepares students for university transfer and provides lifelong learners and degree holders the opportunity to upgrade workplace skills and prepare for career transition. Graduates either transfer to a university or seek employment in radio, television, video production, cable, broadcast news, advertising, public relations, sound reinforcement, music recording, interactive media, corporate, and industrial media production.

**Program Emphasis.** The department offers instruction in the design and creation of content for the electronic media with focus on writing, storytelling, teamwork, leadership, production craft skills, and emerging technologies. Media literacy is emphasized throughout the curriculum.

**Admission.** Enrollment is open to all interested students. Please note that some classes have prerequisites, corequisites, and advisories.

**Work Experience and Internships.** Students enrolled in Broadcast Electronic Media Arts classes refine skills in an in-house internship program which provides the College with media services, video production services, programming for education access television, and support for the college public relations office. After basic thinking and production craft skills are mastered, students are supported in internships at industry sites such as radio stations, television stations, video production houses, sound recording studios, and emerging media companies.

**Transfer Information.** All Broadcast Electronic Media Arts courses are credit and degree applicable, and selected courses transfer to the CSU and/or UC systems. Students are encouraged to work with a college counselor and a department program advisor to establish an education plan during the first semester of study. For additional information consult the “Transfer Information” section of this catalog.

**Facilities and Equipment.** Broadcast Electronic Media Arts facilities have undergone extensive upgrades which include installation of a digital video editing lab, digital audio production lab, hybrid sound recording studio, teleproduction studio, and a digital cable FM radio station. San Francisco’s Educational Access Television Channel 27 cable casts citywide from the department’s facilities.

**Additional Information.** Consult the Department Chair for more information at (415) 239-3527.

**Certificate Curricula**

The Broadcast Electronic Media Arts certificate program is recommended for those seeking to acquire entry-level skills, or upgrade and retool skills, and for lifelong learners preparing for career transition. The department offers five certificate programs: 1) Broadcast Journalism, 2) Digital Radio, 3) Sound Design, 4) Sound Recording, and 5) Video Production and Editing. Each course sequence is designed to provide students with an opportunity to develop and refine essential workforce skills for entry-level employment in the electronic media industry.
Requirements for the Certificate of Completion. Students may obtain the Certificate of Completion in Broadcast Electronic Media Arts by completing each course in their program of study with a final grade of C or higher.

**Broadcast Journalism**

This certificate provides students with news research, writing, reporting, and packaging skills for entry-level employment in radio, television, cable, syndicated, Internet, and satellite news organizations. The Broadcast Journalism certificate is recommended for degree holders seeking to upgrade skills for career transition.

**Courses Required for the Certificate in Broadcast Journalism**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCST 100 Intro to BCST Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td>BCST 119 Digital Media Skills</td>
<td>3</td>
</tr>
<tr>
<td>BCST 109 Broadcast Production Lab</td>
<td>0</td>
</tr>
<tr>
<td>BCST 112 Investigative Reporting</td>
<td>3</td>
</tr>
<tr>
<td>or BCST 130 Radio News and Public Affairs</td>
<td>3</td>
</tr>
<tr>
<td>BCST 109 Broadcast Production Lab</td>
<td>0</td>
</tr>
<tr>
<td>BCST 165A/B Industry Internship</td>
<td>2</td>
</tr>
</tbody>
</table>

**Digital Radio**

This certificate provides students with practical production and performance craft skills for entry-level employment in contemporary radio.

**Courses Required for the Certificate in Digital Radio**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>BCST 100 Intro to BCST Electronic Media</td>
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</tr>
<tr>
<td>BCST 119 Digital Media Skills</td>
<td>3</td>
</tr>
<tr>
<td>BCST 109 Broadcast Production Lab</td>
<td>0</td>
</tr>
<tr>
<td>BCST 120 Audio Production</td>
<td>3</td>
</tr>
<tr>
<td>BCST 109 Broadcast Production Lab</td>
<td>0</td>
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</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BCST 130 Radio News and Public Affairs</td>
<td>3</td>
</tr>
<tr>
<td>BCST 109 Broadcast Laboratory</td>
<td>0</td>
</tr>
</tbody>
</table>

**Sound Design**

This certificate combines the study of audio theory and sound design as used in relation to video, TV, film, radio, and multimedia productions. Students learn recording and editing techniques and apply them to the equipment used in audio production facilities and location sound systems. Graduates are prepared for entry-level positions in facilities specializing in video and film production, television, radio production, advertising, and theater.

**Courses Required for the Certificate in Sound Design**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BCST 119 Digital Media Skills</td>
<td>3</td>
</tr>
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<td>BCST 120 Audio Production</td>
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<td>BCST 109 Broadcast Production Lab</td>
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<th>Course</th>
<th>Units</th>
</tr>
</thead>
<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 109 Broadcast Production Lab</td>
<td>0</td>
</tr>
<tr>
<td>BCST 160 College Internship</td>
<td>2</td>
</tr>
</tbody>
</table>

**Sound Recording**

Students learn recording techniques and how to operate the equipment used in recording commercial music. Courses include hands-on exposure to production processes such as tracking, overdubbing, mixing and mastering by participating in recording sessions. 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 in Sound Recording**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCST 119 Digital Media Skills</td>
<td>3</td>
</tr>
<tr>
<td>BCST 120 Audio Production</td>
<td>3</td>
</tr>
<tr>
<td>BCST 109 Broadcast Production Lab</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCST 124 Digital Audio Production</td>
<td>3</td>
</tr>
<tr>
<td>BCST 125 Sound Recording Studio</td>
<td>4</td>
</tr>
<tr>
<td>BCST 109 Broadcast Production Lab</td>
<td>0</td>
</tr>
<tr>
<td>BCST 160 College Internship</td>
<td>2</td>
</tr>
</tbody>
</table>

**Video Production and Editing**

This certificate provides basic video production and editing craft skills for entry-level employment in video production and editing for television, advertising, public relations, multimedia, education, music, theater, film, entrepreneurial projects and media departments of agencies, businesses, and institutions.

**Courses Required for the Certificate in Video Production and Editing**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCST 100 Intro to BCST Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td>BCST 119 Digital Media Skills</td>
<td>3</td>
</tr>
<tr>
<td>BCST 140 Video Production</td>
<td>0</td>
</tr>
</tbody>
</table>
Multimedia Studies is a multi-discipline curriculum in the design, development, tools, and production of computer-based interactive media. Five areas of concentration include Multimedia Animation, Multimedia Web Design and Graphics, Multimedia Image and Sound, Multimedia Performance Arts, and Multimedia Computer Programming. (See Multimedia Studies in the Interdisciplinary Studies section of this catalog for complete details.)

Multimedia Image and Sound combines instruction and practice with concepts, techniques, and technology of audio and video production for interactive digital media. This course of study prepares students for entry-level positions in multimedia image and sound production. Graduates seek employment producing CD ROM titles, world wide web pages, electronic books, and other interactive media.

**Announcement of Courses**

Students enrolled in Broadcast Electronic Media Arts lecture and laboratory courses may be required to purchase additional materials such as audio tape, videotape, headphones, floppy disks, Zip cartridges, Jazz cartridges, DAT tape, and digital multitrack hi-8 tape. Students may be charged a materials use fee.

**CREDIT, DEGREE APPLICABLE**

**BCST 100. Introduction to BCST Electronic Media Arts (3)**

Lec-3  
Advised: ENGL 94  
An introduction to electronic media such as radio, television, and cable. A survey of emerging technologies such as direct satellite broadcast, interactive television, webcasting, and their application to broadcast electronic media. Emphasis on organization history, political development, operation, regulation, programming, business practices, and career orientation. CSU

**BCST 101. Media Literacy (3)**

Lec-3  
Advised: 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. Minorities and the Mass Media (3)**

Lec-3, field trips  
Advised: ENGL 94  
A historical study of the image of African Americans, Asians, Hispanics, and other minorities as projected through the mass media of print, film, radio, television, and recorded music. Ways in which minorities have responded to these images through general and ethnic media outlets. CSU/UC

**BCST 105. Gender and Mass Media (3)**

Lec-3, field trips  
An exploration of the mass mediated messages—radio, television, film, print, and the Internet—and how they influence and define gender roles, with particular emphasis on how women are represented. A critique of roles given to each gender. An update on opportunities for women in each of the mainstream and alternative media industries. CSU

**BCST 106. Queer TV: Television and Lesbian and Gay Identity (3)**

Lec-3  
CR/NC avail.  
Examination of how gays, lesbians, bisexuals, and transgendered people are represented in and by the mainstream electronic media with strong emphasis on television. CSU

**BCST 109. Broadcast Production Laboratory (0)**

Lab-8  
Coreq.: BCST 113, 117, 119, 120, 124, 125, 127, 130, 131, 132, 140, 142, 143, 144, 145, 146, 147, or 150  
Supervised radio, audio, video, television, 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 City College sports events. CSU

**BCST 119. Digital Media Skills (3)**  
Lec-2, conf-1, lab-1  
*Repeat: max. 6 units*  
An overview of computer operations, industry standard software and other equipment common to digital radio, video, audio, and film production and editing. Introduction to the issues and new technology in the audio, radio, video, film industries. An examination of bandwidth, compression, cross-platform movement of audio, video, radio, and film media, media storage, and manipulation of media in the digital realm. CSU

**BCST 120. Audio Production (3)**  
Lec-3, lab-4  
Theory and operation of audio production facilities and equipment. Theoretical and aesthetic aspects of sound, acoustics, audio signal flow, sound recording, sound mixing, sound for video, and sound reinforcement. Proper use of microphones, recorders, mixing boards, and other common audio production equipment. Introduction to digital sound design. CSU

**BCST 124. Digital Audio Production (3)**  
Lec-3, lab-3  
*Prereq.: BCST 120; and BCST 119 or IDST 120 or CS 100M, or demonstration of their exit skills*  
*Repeat: max. 6 units*  
Introduction to the digital audio production process. Basic skills of the entertainment/communications多media 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*  
Advanced multitrack digital and analog production techniques such as recording, editing, mixdown and mastering, microphone placement for musical ensembles, instruments, vocals, and voice, multi-output board signal flow, music mixing theory, sampling; equalization, limiting, compression, reverberation systems and recording techniques. Production of various types of multi-track studio packages such as demonstration tapes and compact discs, audio tracks for music videos, interview programs, commercial spots, documentaries, and drama. CSU

**BCST 126. Sound for Video (3)**  
Lec-3, lab-3  
*Prereq.: BCST 120 and 124 (may be taken concurrently)*  
*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  
*Repeat: max. 6 units*  
A theory and project-intensive course examining and implementing those skills required for the production of advanced digital multi-track audio presentations. Students will develop the skills necessary to produce complex digital audio projects used for music production, used as sound-for-video and film, and used for audio sweetening. An examination of post-production digital recording and mixing techniques appropriate for sound reinforcement, sound design, and mastering on compact disc. CSU

**BCST 130. Radio News and Public Affairs (3)**  
Lec-2, lab-5  
*Prereq.: Completion/concurrent enrollment in BCST 110*  
*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 beats 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  
*CR/NC avail.*  
*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 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 FILM 24, plus BCST 119, IDST 120 or CS 100M, or DEMONSTRATION OF THEIR EXIT SKILLS  
**Repeat: max. 6 units**  
Digital video editing for video and film projects using industry standard AVID Xpress and Media Composer software on a Macintosh platform. Organizing the video edit, routing a networked video signal, digitizing video signal, creating the EDL, editing theory, editing principles, editing aesthetics, titling and 2D/3D effects, and output of final product from network to videotape. Students complete several short video editing projects. CSU

**BCST 144. Desktop Video/Film (3)**  
Lec-3, lab-3  
**PREREQ.:** BCST 140 or FILM 24, plus BCST 119, IDST 120 or CS 100M, or DEMONSTRATION OF THEIR SKILLS  
**Repeat: max. 6 units**  
An introduction to desktop editing skills for video, film, and multimedia projects using FinalCut Pro and other software on a Macintosh platform. CSU

**BCST 145. Field Video Production (3)**  
Lec-3, lab-3  
**Repeat: max. 6 units**  
Aesthetic and technical elements of video field production, with emphasis on concept development, pre-production, production, and post-production. Students collaborate to create video packages for air on San Francisco's Educational Access cable channel and assist with productions for clients of the College's Broadcast Media Services video production unit. CSU

**BCST 146. Digital Video Effects (3)**  
Lec-3, lab-3  
**PREREQ.:** BCST 143  
**Repeat: max. 6 units**  
A survey of video and television production effects using studio, field, and post-production equipment. Emphasis on use of Adobe After Effects, Boris 3-D, AVID MXpress, Adobe Pemiere, and others. Focus is on practical instruction in a video studio and a digital production environment. 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, edit list management, digital video effects, integration of graphics and keys, and video layering. Use of systems such as Avid and Media 100 to edit your own pre-shot video or film to create programs for air, theatrical, or multimedia use. CSU

**BCST 150. Special Projects (2)**  
Conf-1, lab-2, work-3, field trips  
**CR/NC avail.**  
**Repeat: max. 6 units**  
Work on electronic media communications project acceptable to both the student and the instructor. Only a project having significant value in the field of broadcast electronic media arts will be approved. CSU

**BCST 155-156-157 Selected Topics in BCST Electronic Media Arts (1-2-3)**  
Lec-1, 2, 3  
**CR/NC avail.**  
**Repeat: if no subject repeat**  
Selected topics in Broadcast Electronic Media Arts are explored through lectures, discussions, seminars, industry panels, media conferences, satellite downlinks, teleconferences, workshops, film, video, and/or television leading to a critical analysis and understanding of the topic under examination. CSU

**BCST 160A-160B-160C. College Internship (2-2-2)**  
Lec/conf-1.5, work-8  
**CR/NC avail.**  
**Enrollment in the Business Program is open to all inter-**  
**Admission.**  
Observation and supervised off-campus experience in an approved broadcast electronic media industry installation such as a television station, a video production firm, a radio station, a music recording studio or business, a corporate media production department, or a multimedia production team. Resumé writing, communication skills, and job interview techniques. CSU

**BCST 165A-165B. Industry Internship (2-2)**  
Lec/conf-1.5, work-8  
**CR/NC avail.**  
**Repeat: max. 6 units**  
Selected topics in Broadcast Electronic Media Arts are explored through lectures, discussions, seminars, industry panels, media conferences, satellite downlinks, teleconferences, workshops, film, video, and/or television leading to a critical analysis and understanding of the topic under examination. CSU

**LABR 96F. Labor Relations in Broadcasting (3)**  
Lec-3, field trips  
**CR/NC avail.**  
Study of labor relations in various industries, including their history, present status, and current issues. Includes ownership patterns, workplace structure, the changing workforce, management philosophies, unionization, workers' rights, and current concerns. Labor relations as they affect the economy, society, and culture. CSU

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**Business**

**Announcement of Curricula**

**General Information**

For students who desire business training leading directly to their employment, City College of San Francisco offers two-year credit courses of study in ten fields: accounting, business office information processing, finance, paralegal/legal studies, merchandising, real estate, retail management, supervisory practices, travel and tourism, and word processing.

**Admission.** Enrollment in the Business Program is open to all interested students. In some curricula, however, students must satisfy prerequisites before being admitted to certain courses.
Instruction in Business and General Education. Training is designed to help students acquire a high degree of technical skill, familiarize themselves with business principles and procedures, and develop the sense of responsibility essential to success. Each curriculum in the Credit Business Programs includes instruction in both a major field and related subjects such as business correspondence, speech, and business mathematics. Instruction in general education is included so that students may satisfy the College graduation requirements in this area.

Work Experience Training. Students enrolled in the Credit Business Programs may obtain credit for experience in their major fields by enrolling in work experience courses. Students are supervised by both employers and instructors. Students may offer toward graduation a maximum of six semester units of credit earned in off- or on-campus work-experience courses or in any combination of both.

Associate in Science Degree and Award of Achievement. The Business Program is designed so that students may satisfy the requirements for graduation from the College. Upon successful completion of the curriculum, students receive the Associate in Science degree. Students who satisfy these requirements and complete any of the curricula with an average final grade of C plus (2.50 grade-point average) or higher receive the Award of Achievement.

Transfer Information. Students in the Business Program who intend to transfer to other colleges or universities should consult their academic advisers and their counselors and should consult the section of this catalog entitled, “Transfer Information.”

Noncredit Certificate Programs. These programs provide directed training for employment in the modern office. Computer skills, communication skills, and job preparation courses are emphasized in the noncredit sequences to prepare students for entry-level, clerical employment.

Accounting

Degree Curriculum

Students who satisfactorily complete the Curriculum in Accounting, a two-year course of study, are qualified for employment as junior accountants in private, public, and civil-service accounting and as junior auditors in private and civil-service accounting. Positions to which graduates have advanced after gaining experience and undertaking further study include those of accounting supervisor, senior accountant, and senior auditor.

The course of study includes instruction in principles of accounting, intermediate accounting, auditing, cost accounting, microcomputer accounting, and income-tax procedure.

Additional graduation requirements

Courses Required for the Award of Achievement in Accounting

First Semester

Course Units
ACCT 1 Fin Acct ................................. 4
MABS 60 Microcomp Appl-Bus .................. 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 Income Tax Proc ...................... 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 41 Successful Job Search Techniques .... 1

Additional graduation requirements

Recommended electives. BSEN 76, SMBS 135

Business Office Information Processing

Degree Curriculum

The College offers two years of training in principles of business and in specific skills for students who plan careers in business office information processing, spreadsheet applications, and data base management. The course of study is designed so that students may satisfy the requirements of graduation from the College. Students who complete this curriculum satisfactorily are qualified for positions in private industry and civil service as word processors, secretaries, administrative assistants, receptionists, and general office workers.

Students who complete the curriculum and have an overall grade point average of C plus (2.50) or higher for all CCSF credit courses receive the Award of Achievement in Business Office Information Processing.

Courses Required for the Award of Achievement in Business Office Information Processing

First Semester

Course Course Units
ESL 72 Inter ESL Composition ................. 3
or ESL 150 Adv Academic ESL ................. 3
or ENGL 90 or 92 Basic Comp & Read I or II .. 3
WDPR 80 Word Proc Doc Prod .................. 3
MABS 60 Microcomputer Appl for Bus ....... 3
or MABS 61 Adv Microsoft Office ............. 3

Additional graduation requirements

Second Semester

ESL 82 Adv ESL Comp .......................... 3
or ENGL 94 or 96 Inter or Adv Inter Read & Comp ................. 3
BSEN 70 Fund of Engl Gram and Comp ....... 4
WDPR 391 Complete Word Proc ............... 3
or both
WDPR 391A Beg Word Proc ................... 1.5
and WDPR 391B Adv Word Proc ............. 1.5

Additional graduation requirements

Third Semester

BSMA 66 or 68 Bus Math or Math of Bus ..... 4 or 3
BSEN 74 Bus Correspondence ................. 3
MABS 101 Spreadsheets for Bus/Excel ....... 3

Additional graduation requirements
Finance

Degree Curriculum

The two-year program leading to the Associate in Science degree and the Award of Achievement is primarily designed for those planning to enter this industry in entry-level or operational positions and those in the industry seeking advancement. The program is also meant for those students wishing to gain knowledge about this field before transferring to a four-year college or university.

Students who complete the curriculum with an average final grade of C+ (2.50 grade-point average) or higher receive the Award of Achievement in Finance.

Courses Required for the Award of Achievement in Finance

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 110 Prin of Insurance I: Gen Insurance</td>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSMA 66 or 68 Bus Math or Math of Bus</td>
<td></td>
</tr>
<tr>
<td>or MATH 75 or 90 Math Anal for Bus</td>
<td></td>
</tr>
<tr>
<td>or Adv Algebra*</td>
<td>3-5</td>
</tr>
<tr>
<td>GNBS 119 Intro to Bus</td>
<td></td>
</tr>
<tr>
<td>ENGL 1A, 94 or 96, or ESL 82 Reading and Comp</td>
<td></td>
</tr>
<tr>
<td>or BSEN 70 Gram and Comp*</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Certificate of Completion Curriculum

The Certificate of Completion curriculum is designed for students who desire recognition for completing a rigorous course of study in financial services skills but who may not be interested in pursuing a degree. Students completing the curriculum with an average final grade of C+ or higher (2.5 GPA) will receive the Certificate of Completion in Finance. Below is the recommended sequence of required courses.

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 130 Prin of Bank Operations</td>
<td>3</td>
</tr>
<tr>
<td>BSMA 66 or 68 Bus Math or Math of Bus</td>
<td></td>
</tr>
<tr>
<td>or MATH 75 or 90 Math Anal for Bus</td>
<td></td>
</tr>
<tr>
<td>or Adv Algebra*</td>
<td>3-5</td>
</tr>
<tr>
<td>GNBS 119 Intro to Bus</td>
<td></td>
</tr>
<tr>
<td>ENGL 1A, 94 or 96, or ESL 82 Reading and Comp</td>
<td></td>
</tr>
<tr>
<td>or BSEN 70 Gram and Comp*</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 133 Money &amp; Banking</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 50 or ACCT 1 Intro to Acct or Fin Acct</td>
<td>4</td>
</tr>
<tr>
<td>ECON 1 Prin of Economics*</td>
<td></td>
</tr>
<tr>
<td>WDPR 391A Beg Word Proc - Word for Win</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 136 Intro to Fin Planning</td>
<td>3</td>
</tr>
<tr>
<td>MABS 101 Spreadsheets for Bus/Excel</td>
<td></td>
</tr>
<tr>
<td>Two or more electives from those listed below†</td>
<td>6</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 138 Prin of Investment</td>
<td>3</td>
</tr>
<tr>
<td>MABS 67 or CS 101 Database for Bus/Access</td>
<td></td>
</tr>
<tr>
<td>or Win or Intro to Comm Data Proc</td>
<td></td>
</tr>
<tr>
<td>MRKT 122 or 140 Salesmanship or Marketing</td>
<td></td>
</tr>
</tbody>
</table>

One elective from those listed below           | 3     |

Additional graduation requirements

* 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, WKEK 197, SUPV 231, ACCT 2, CLW 18, ECON 3, INTR 170
### International Business

#### Credit Certificate Curriculum

The Certificate Program in International Business fulfills the needs of three groups: students preparing themselves for careers in international business, currently employed individuals whose job responsibilities require expertise in international business practices, and entrepreneurs who want to begin or globalize their business ventures.

#### Requirements for the Certificate of Completion in International Business

Students may obtain the Certificate of Completion in International Business by completing the following courses with an average final grade of C or higher:

<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 164A Export Practices</td>
<td>1.5</td>
</tr>
<tr>
<td>INTR 165A Import Practices</td>
<td>1.5</td>
</tr>
<tr>
<td>INTR 167 International Law</td>
<td>3</td>
</tr>
<tr>
<td>INTR 168 or 169 Field Work</td>
<td>1 or 2</td>
</tr>
<tr>
<td>INTR 170 International Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

**Credit Toward Graduation.** All credit that students earn in International Business may also be applied toward satisfaction of the requirements for graduation from the college.

### Marketing

#### Degree Curriculum

The Degree Curriculum in Marketing, a two-year course of study, offers students interested in careers in advertising, professional sales, marketing research, business management, business promotion, and other marketing jobs specialized training for career advancement and employment. The Marketing curriculum combines classroom instruction, practical experiences, coordinated part-time employment, and internships. Students who complete the curriculum with an average final grade of C-plus (2.50 grade point average) or higher receive the Award of Achievement in Marketing.

**Courses required for the Degree Curriculum and Award of Achievement**

- ACCT 1 or 50 Accounting
- BSMA 66 or 68; INTR 163; MRKT 122, 140, 145, 148, & 170; SMBS 135. Additionally, to receive an Associate of Science Degree, students must satisfy the College graduation requirements.

**Recommended electives:** BSEN 70, 74; CS 101; PSYC 1, 26; SPCH 11, 12; WKEX 197

### Microcomputer Accounting

#### Credit Certificate Curriculum

The program is designed to prepare students to enter the job market in positions that use the microcomputer for Accounts Receivable, Accounts Payable, Payroll, General Ledger, and other accounting functions.

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

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

#### Requirements for the Certificate of Completion in Microcomputer Accounting

Students may obtain the Certificate of Completion in Microcomputer Accounting by completing each of the following courses with a final grade of C or higher:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 50 Intro to Acct or ACCT 1† Fin Acct</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 53 Acct on Microcomp</td>
<td>3</td>
</tr>
<tr>
<td>MABS 60 Microcomp Applic-Bus</td>
<td>3</td>
</tr>
<tr>
<td>MABS 101 Spreadsheets for Bus/Excel</td>
<td>3</td>
</tr>
<tr>
<td>BSMA 66 or 68 Bus Math or Math of Bus</td>
<td>4 or 3</td>
</tr>
<tr>
<td>WDPR 78** Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>LERN 41 Successful Job Search Techniques</td>
<td>1</td>
</tr>
</tbody>
</table>

†Students must earn a grade of C or higher in ACCT 50 or ACCT 1.
**Students may satisfy the requirements for WDPR 78 by passing an examination in typing.

### Paralegal/Legal Studies

#### Degree Curriculum

Today’s busy law offices need paralegals qualified to do certain work now being done by lawyers, but which, under law, lawyers are not required to do. These paralegals work on a level between that of
the lawyer and that of the clerical staff. The work of the paralegal has been recognized by the American Bar Association, the State Bar of California, and the Bar Association of San Francisco as an important step in helping the legal profession meet the increasing demand for its services and in providing these more efficiently and promptly.

**Associate in Arts Degree and Award of Achievement.**

City College 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, the Certificate of Completion, and the Award of Achievement in Paralegal/Legal Studies.

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

**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; ERISA law; labor law; medical law; debtors’ rights and creditors’ remedies; corporate law; intellectual property law; immigration law; communication law; work experience; and microcomputers for business.

**Employment.** Those who complete the curriculum satisfactorily are qualified for employment as paralegals in law offices, government offices, and other businesses.

**Courses Required for the Award of Achievement in Paralegal/Legal Studies**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 51 Intro to Legal Assist</td>
<td>3</td>
</tr>
<tr>
<td>LA 52 Intro to Legal Writing</td>
<td>3</td>
</tr>
<tr>
<td>CLW 18 Commercial Law</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 71 Civil Litigation</td>
<td>3</td>
</tr>
<tr>
<td>CLW 19 Commercial Law</td>
<td>3</td>
</tr>
<tr>
<td>LA 75 Legal Research &amp; Writing</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 26 Human Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 55 Tort Law &amp; Claims Investigation</td>
<td>3</td>
</tr>
<tr>
<td>LA 60 Wills, Trust, and Probate Admin</td>
<td>3</td>
</tr>
<tr>
<td>LA 80 Law Office Management and Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 65 Family Law</td>
<td>3</td>
</tr>
<tr>
<td>LA 70 Civil and Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>LA 72 Investig, Disc, &amp; Trial Prep</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

In addition, students must achieve a satisfactory score on the City College English placement examination or must complete BSEN 70 with a final grade of C or higher.

**Recommended electives:** ACCT 1; ADMJ 52; BSEN 70, 76; HUM 11, 12; LA 54, 61, 62, 63, 64, 66, 67, 81, 92, 97, 98, 99; LIBR 57, 58A; MABS 60; WDPR 78, 79, 391A-B

---

**Credit Certificate Curriculum**

The program of study for the Certificate of Completion in Paralegal/Legal Studies is designed to prepare students for employment as paralegals.

**Admission.** Enrollment is open to all interested students who already hold a degree OR have completed 30 units of general education or law-related courses with a 2.00 grade point average or higher at an accredited post-secondary school OR who will complete the 30 units concurrently with this program. The student will be required to furnish a transcript of records for courses completed at another school.

**Requirements for the Certificate of Completion in Paralegal/Legal Studies**

Each course must be completed with a letter grade of C or higher. The following is the sequence for required courses:

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 51 Intro to Legal Assisting</td>
<td>3</td>
</tr>
<tr>
<td>LA 52 Intro to Legal Writing</td>
<td>3</td>
</tr>
<tr>
<td>CLW 18 Commercial Law</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 71 Civil Litigation</td>
<td>3</td>
</tr>
<tr>
<td>CLW 19 Commercial Law</td>
<td>3</td>
</tr>
<tr>
<td>LA 75 Legal Research &amp; Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 80 Law Office Management and Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Elective ...........................................3

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 72 Investigation, Discovery, and Trial Prep</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Elective ...........................................3

Please note that a minimum of two electives from the Paralegal/Legal Studies Program must also be completed.

---

**Office Technology**

**Noncredit Programs**

Office Technology refers to courses and certificate programs which provide training for the modern office. This comprehensive title includes such courses and subject areas as accounting, business, English and communication, job preparation, keyboarding, shorthand, and word processing. Please consult a counselor regarding these noncredit certificate programs.

---

**Administrative Assistant**

**Program Goal.** Prepare students for entry and mid-level administrative support and related positions requiring intermediate to advanced computer skills including word processing, spreadsheets, graphics, and database.

**Advisory Entrance Requirements:**

Typing: 25 net wpm

**Course** | **Hours**
---|---
SECY 9348 Bus English.................................90
SECY 9346 Effective Bus Comm .........................90
SECY 9374 Keyboarding - All Levels *
### Clerical Assistant

**Program Goal.** Prepare students for entry-level jobs in the accounting and related fields. This program provides both manual and computerized instruction in maintaining records and in preparing appropriate reports and analyses. Students will also learn spreadsheet programs to assist in preparation of coordinating computer spreadsheets.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECY 9348 Business English</td>
<td></td>
</tr>
<tr>
<td>SECY 9346 Effective Business Communication</td>
<td></td>
</tr>
<tr>
<td>SECY 9374 Keyboarding - All Levels - (ten-key module must be completed)</td>
<td>180</td>
</tr>
<tr>
<td>or SECY 9377 Keyboarding Lab</td>
<td>90-180</td>
</tr>
<tr>
<td>SECY 9399 Office Technology</td>
<td></td>
</tr>
<tr>
<td>or SECY 9375 Clerical Keyboarding</td>
<td>180</td>
</tr>
<tr>
<td>SECY 9348 Business English</td>
<td>90</td>
</tr>
<tr>
<td>SECY 9346 Effective Business Communication</td>
<td>90</td>
</tr>
</tbody>
</table>

**Plus FOUR elective courses from the following:**
- WOPR 996 Word Processing Advanced
- COMP 9902 Graphics for Bus (PowerPoint)
- COMP 9899 Desktop Publishing-Beginning
- COMP 9907 Desktop Publishing-Intermediate
- COMP 9904 Spreadsheets-Intermediate
- COMP 9909 Spreadsheets-Advanced
- COMP 9901 Databases-Beginning
- COMP 9910 Databases-Intermediate
- COMP 9908 Current Topics/Internet
- COMP 9908 Current Topics/Outlook
- COMP 9917 Building Individual Web Sites
  - or COMP 9918 Building Bus Web Sites
  - or COMP 9902 Graph for Bus (Adobe Photoshop)
- WOPR 9999 Word Processing - Special Topics

* Two extra elective courses may be substituted for the keyboarding course with successful completion of a 5-minute timed test with 45+ wpm and an accuracy rate of 90%.

**Exit Requirements.** Successful completion of all courses with a grade of B or higher. (Students may not repeat a class more than once.)

Typing: 50 net wpm with no more than 10% error rate

Completion of courses within three years.

**Offered by:**
- Downtown ........................................267-6500
- John Adams Campus ..............................561-1925
- Mission Campus (not all courses avail.) ......550-4384
- Southeast Campus (not all courses avail.)...550-4300

**Financial Assistance.** The Office Assistant Certificate Program is eligible for financial assistance. Please consult a counselor for further information.

**Note:** Not all courses required for this certificate program are offered at every campus. It may be necessary to attend more than one campus in order to complete the program.

### Computerized Accounting

**Program Goal.** Prepare students for entry-level jobs in the accounting and related fields. This program provides both manual and computerized instruction in maintaining records and in preparing appropriate reports and analyses. Students will also learn spreadsheet programs to assist in preparation of coordinating computer spreadsheets.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECY 9348 Business English</td>
<td></td>
</tr>
<tr>
<td>SECY 9346 Effective Business Communication</td>
<td></td>
</tr>
<tr>
<td>SECY 9374 Keyboarding - All Levels - (ten-key module must be completed)</td>
<td>180</td>
</tr>
<tr>
<td>or SECY 9377 Keyboarding Lab</td>
<td>90-180</td>
</tr>
<tr>
<td>SECY 9399 Office Technology</td>
<td></td>
</tr>
<tr>
<td>or SECY 9375 Clerical Keyboarding</td>
<td>180</td>
</tr>
<tr>
<td>SECY 9348 Business English</td>
<td>90</td>
</tr>
<tr>
<td>SECY 9346 Effective Business Communication</td>
<td>90</td>
</tr>
</tbody>
</table>

**Plus TWO elective courses from the following:**
- WOPR 9996 Word Processing Advanced
- COMP 9902 Graphics for Bus (PowerPoint)
- COMP 9899 Desktop Publishing-Beginning
- COMP 9907 Desktop Publishing-Intermediate
- COMP 9904 Spreadsheets-Intermediate
- COMP 9909 Spreadsheets-Advanced
- COMP 9901 Databases-Beginning
- COMP 9910 Databases-Intermediate
- COMP 9908 Current Topics/Internet
- COMP 9908 Current Topics/Outlook
- COMP 9917 Building Individual Web Sites
  - or COMP 9918 Building Bus Web Sites
  - or COMP 9902 Graph for Bus (Adobe Photoshop)
- WOPR 9999 Word Processing - Special Topics

* Two extra elective courses may be substituted for the keyboarding course with successful completion of a 5-minute timed test with 45+ wpm and an accuracy rate of 90%.

**Exit Requirements.** Successful completion of all courses with a grade of B or higher. (Students may not repeat a class more than one time.)

Typing: 45 net wpm with no more than 10% error rate

Completion of courses within three years.

**Offered by:**
- Downtown ........................................267-6500
- John Adams Campus ..............................561-1925
- Mission Campus (not all courses avail.) ......550-4384
- Southeast Campus (not all courses avail.)...550-4300

**Financial Assistance.** The Office Assistant Certificate Program is eligible for financial assistance. Please consult a counselor for further information.

**Note:** Not all courses required for this certificate program are offered at every campus. It may be necessary to attend more than one campus in order to complete the program.
COMP 9905 Computer Apps Intro..................45
COMP 9900 Spreadsheets - Beginning...........45
COMP 9904 Spreadsheets - Intermediate.........45
COMP 9909 Spreadsheets - Advanced...........45
SECY 9400 Job Preparation..........................45

Exit Requirements. Successful completion of all courses with a grade of B or higher. (Students may not repeat a class more than one time.)
Completion of courses within three years.

Offered by:
John Adams Campus..................................561-1925
Mission Campus (not all courses avail.).......550-4384
Chinatown Campus (not all courses avail.)....561-1850


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.

Construction Administrative Assistant

Program Goal. The Construction Administrative Assistant Program prepares students for a key position in the construction industry. Students study the basic procedures of this industry, terminology, filing systems, jobsite 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.

Courses

<table>
<thead>
<tr>
<th>Course description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECY 9399 Office Technology Laboratory</td>
<td>90</td>
</tr>
<tr>
<td>COMP 9900 Spreadsheets - Beginning</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9901 Databases - Beginning</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9889 Computer - Overview/Apps</td>
<td>90</td>
</tr>
<tr>
<td>WOPR 9990 Word Processing (MultiLevel)</td>
<td>90</td>
</tr>
</tbody>
</table>

Microcomputer Business Applications

Program Goal. Prepare students for all levels of administrative positions including support. Students will learn various business software programs in addition to extensive word processing and general office support skills.

Advisory Admission Requirements:
Typing: 25 net wpm

Courses

<table>
<thead>
<tr>
<th>Course description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 9905 Computer Apps Intro or COMP 9889 Comp - Overview/Apps</td>
<td>45</td>
</tr>
<tr>
<td>SECY 9377 Keyboarding Lab or SECY 9374 Keyboarding - All Levels</td>
<td>90</td>
</tr>
<tr>
<td>SECY 9348 Bus English</td>
<td>90</td>
</tr>
<tr>
<td>SECY 9346 Effective Bus Comm</td>
<td>90</td>
</tr>
<tr>
<td>SECY 9400 Job Preparation</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9901 Databases - Beginning</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9900 Spreadsheets - Beginning</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9904 Spreadsheets - Intermediate</td>
<td>45</td>
</tr>
<tr>
<td>WOPR 9486 Word Processing - Beginning</td>
<td>45</td>
</tr>
<tr>
<td>WOPR 9995 Word Processing - Intermediate</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9896 Micros - Individual Projects</td>
<td>45</td>
</tr>
</tbody>
</table>

Plus THREE courses from the following:
COMP 9899 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

Exit Requirements. Successful completion of all courses with a grade of B or higher. (Students may not repeat a class more than one time.)
Completion of courses within three years.

Offered by:
John Adams Campus..................................561-1925
Mission Campus (not all courses avail.).......550-4384
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.

Real Estate

Degree Curriculum

The curriculum in Real Estate, a two-year course of study, is designed to give students a sound foundation in theory and practice so that they may hold a salaried position while they prepare for specialized realty work, and to help them obtain the California real estate salesperson’s license. The curriculum is sponsored by the Department of Real Estate of the State of California, the California Association of Realtors, and the San Francisco Board of Realtors.

Entry positions open to graduates who pass the California State examination for a salesperson’s or broker’s license include those of sales agent, junior appraiser, rental agent, or property manager for a bank or land-development company; or in the property department of a corporation, a savings-and-loan company, or an insurance company. Graduates may also search titles and close transactions in the escrow departments of any of these establishments or for escrow companies.

Students interested in obtaining a real estate salesperson’s or a broker’s license may obtain information by telephoning the San Francisco office of the State of California Department of Real Estate at 557-2136.

The course of study includes instruction in the following: principles of real estate, real estate practice, real estate economics and investments, legal aspects of real estate, principles of real estate appraisal, and principles of real estate finance.

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.

Courses Required for the Associate in Science Degree in California Real Estate

Students must satisfy the City College graduation requirements and must complete the following courses:

<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 Pract</td>
<td>3</td>
</tr>
</tbody>
</table>
Credit Certificate Curriculum

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.

Courses Required for the California Real Estate Certificate

Students may obtain the California Real Estate Certificate by completing the following courses:

<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 Pract</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 Econ</td>
<td>3</td>
</tr>
<tr>
<td>RE 191 Prin of Real Estate Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>Electives: real estate or other bus courses</td>
<td>6</td>
</tr>
</tbody>
</table>

The six semester units in the elective courses indicated above must be completed in real estate or other acceptable business courses.

If the candidate for the California Real Estate Certificate holds a valid California real estate salesperson’s or broker’s license, a three-unit course in real estate or another area of business may be substituted in lieu of RE 181.

Retail Management

Credit Certificate Curriculum

The program of study for the Certificate of Completion in Retail Management is designed to prepare students for employment as retail managers.

Admission. Enrollment is open to all interested students. However, students may be required to satisfy prerequisites before being admitted to certain courses.

Requirements for the Certificate of Completion in Retail Management

Students may obtain the Certificate of Completion in Retail Management by completing the required 10 courses totaling 31/32 units. Each course must be completed with a grade of C or higher or Credit.
Finance
Core Course Hours/Weeks
SMBU 9412 Profit from Using Fin States .............3
SMBU 9437 Keeping Score On Your Finances .........3
SMBU 9783 Getting the Right Loan .....................3

ELECTIVES:
SMBU 9784 Finance for Small Business .............3
SMBU 9776 Record Keeping ..............................3
SMBU 9418 Small Business and Taxes ................3
SMBU 9785 Contract Administration ....................3

Marketing
Core Course Hours/Weeks
SMBU 9462 Marketing Analysis ........................3
SMBU 9470 Marketing Strategy ...........................3
SMBU 9471 Pricing Prod and Serv ........................3
SMBU 9450 Effective Advertising .........................3

ELECTIVES:
SMBU 9463 Telephone as a Sales Tool .................3
SMBU 9774 Selling and Sales Management ..............3
SMBU 9454 Getting Government Business ..............3

Export/Import and International Business
Core Course Hours/Weeks
SMBU 9457 Export Marketing ............................3
SMBU 9460 Export/Import Documents .................3
SMBU 9458 Export-Financing ............................3
SMBU 9459 Export/Import Basics .......................3
SMBU 9456 Export Shipping and Insurance ..........3

ELECTIVES:
SMBU 9773 U.S. Competitiveness ........................3
SMBU 9455 Trade With Asia .............................3
SMBU 9788 Trade With Europe ..........................3
SMBU 9786 Trade With the Americas .................3
SMBU 9787 Trade With Africa ...........................3

Exit Requirements. Completion of the core courses and one three-unit elective course.

Offered by: Small Business Institute, 267-6577

Supervision and Business Management

Credit Certificate Curriculum
Enrollment in supervision courses is for those who desire to advance to supervisory positions and also for others who are currently employed as supervisors and desire to upgrade their supervisory skills.

Requirement for the Certificate of Completion in Supervision
Students may obtain the Certificate of Completion in Supervision by completing the following courses with an average final grade of C (2.00 grade-point average) or higher:

Course Units
SUPV 231 Intro to Super/Management ..................3
SUPV 232 Organizational Behavior & Dev .............3
SUPV 233 Human Resource Mgmt ........................3
SUPV 234 Communication for Bus Mgmt ...............3

Credit Toward Graduation. All credits that students earn in obtaining the Certificate of Completion in Supervision may be applied toward satisfaction of the requirement for graduation from the college.

Noncredit Certificate Program
Program Goal. Courses in the Certificate Program are designed for persons preparing for positions in business or government, and for experienced persons upgrading their supervisory and business management skills. The curriculum consists of basic core subjects plus elective courses. Class contact time is 18 hours per course. Topics stressed include leadership skills, communication, motivation, personnel and human relations; computing, problem-solving, and decision-making; planning, organizing, staffing, directing, and controlling operations.

The Community College Certificate is awarded upon completion of 4 core areas and 4 elective courses listed below:

Core Course Hours
Supervision and Management
SUMA 9412 The Supervisor in Management ........18
SUMA 9416 Organizational Leadership .................18
SUMA 9479 Management Practices ....................18

Personnel Responsibilities of Supervisors
SUMA 9413 Personnel Management ....................18
SUMA 9417 Affirm Action & Opportunity ............18
SUMA 9423 Developing & Appraising Staff ..........18

Human Relations and Organizational Behavior
SUMA 9414 Human Relations ............................18
SUMA 9442 Assertiveness and Conflict ...............18
SUMA 9443 Interpersonal Communication ............18

Concepts of Government and Administration
SUMA 9415 Business and Government .................18
SUMA 9434 Budgeting and Control .......................18
Total .......................................................198

Elective Courses (4 courses/72 Hours)
COMP 9252, 9869, 9905; SUMA 9416, 9419, 9424, 9425, 9429,
9436, 9438, 9440, 9452, 9454, 9455, 9456, 9457, 9458, 9463, 9473,
9480.

Exit Requirements. Successful completion of 270 hours of classroom instruction in core and elective courses. Credit by petition is available.

Admission Requirements. High school diploma, GED, or high school proficiency certificate.

College Credit Available. Participants who complete the Community College Certificate Program in Supervision and Business Management will be eligible to receive up to 15 semester units of credit through City College of San Francisco, satisfying the requirements of the major field of study in supervision and management for the Associate Degree. This credit by petition is awarded upon completion of one course of three or more semester units offered for credit by City College.

Offered by: Supervision and Management Program (Downtown), 267-6577
Total Quality Management (TQM)

See Engineering and Technology listings.

Travel and Tourism

Degree Curriculum

The curriculum in Travel and Tourism offers two different Certificates of Completion, as well as a two-year course of study with special emphasis in either Marketing, Management, or Destination Development. The specific course of study that the student will follow is an integral part of the course content of the Principal of Travel and Tourism classes. Upon completion of TRTV 157 and TRTV 159, the student will know if they will pursue their Travel and Tourism Degree in marketing, management, or in destination development.

The Travel and Tourism program prepares students for jobs with the airlines as reservation agents, marketing representatives, customer service personnel to name just a few of the jobs, the same kinds of jobs with hotels, tour companies, cruise lines, consulate and tourist information offices and with travel agencies (corporate, leisure, special interest, group or meeting and planning agencies). Many of the students enrolled in this program are pursuing a second career, so careful evaluation of their current job skills help determine where they fit into this quickly changing and growing industry.

The curriculum in Travel and Tourism provides practical training in the specific vocabulary used in the industry, the reference books used in all sectors, how to read and design tour and cruise brochures, common business practices, airline computer operations and formats, airfare constructions, group sales pricing, special interest tour development. The Destination classes are designed to advise the student of all there is to know about travel in a specific region of the world. Students learn about visa requirements, how to get there, competitive airfares to the destination, which tour companies sell the destination, 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.

Courses Required for the Award of Achievement in Travel and Tourism

First Semester

Course
ESL 150 Advanced Academic ESL
or ENGL 90 or 92 Bas Comp & Reading ..............3
WDPR 78 Keyboarding: ......................................1
WDPR 79 Speedbuilding: Typing............................1
GNBS 119 Intro to Bus ........................................3

Units

Second Semester

ESL 160 High-Adv Academic ESL
or ENGL 94 or 96 Inter or Adv Inter
Read & Comp.....................................................3
PSYC 26 Human Relations....................................3
MABS 60 Microcomp Appl for Bus .....................3
TRTV 157 Prin of Travel and Tourism..................3

Units

Third Semester

BSMA 66 or 68 Bus Math or Math of Bus .. ...... 3 or 4

Units

Fourth Semester

TRTV 160 or 161 Field Work ..............................1 or 2

Units

Recommended electives: WDPR 80, ACCT 50, MRKT 122, SMBS 135, SUPV 221A, SPCH 12, CNT 164

Students who complete the curriculum with an average final grade of C or higher will receive the award of Achievement in Travel and Tourism.

Certificate Program

The Certificate of Completion in Travel and Tourism (17 units) fulfills the needs of two groups: those who desire to prepare for employment with travel agencies and related services and those currently employed professionals who wish to improve their on-the-job skills in this industry.

Course
TRTV 157 Prin of Travel and Tourism .................3
TRTV 159 Adv Prin Travel and Tourism.................3
TRTV 160 or 161 Field Work ..............................1 or 2
TRTV 162 Destination: Europe
  or TRTV 164 Destination: So Pacific
  or TRTV 165 Destination: USA & Canada
  or TRTV 166 Destination: Asia
  or TRTV 168 Destination: Africa & Mid East
  or TRTV 170 Destin: Cent/So Amer & Mexico 3
MABS 60 Microcomp Appl for Bus .....................3

Units

*English requirement*..............................................3

*English or ESL requirement based on skill level or SPCH 1A, 11, 12, or 38.

Certificate as a Destination Specialist in Travel and Tourism

Complete any five (15 units) of the following courses:

Course
TRTV 162 Destination: Europe............................3
TRTV 164 Destination: So Pacific............................3
TRTV 165 Destination: USA/Canada .................3
TRTV 166 Destination: Asia.............................3
TRTV 168 Destination: Africa/Mid East ...............3
TRTV 170 Destination: Cent/So Amer & Mex........3

Units

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.

Announcement of Courses

Accounting

CREDIT, DEGREE APPLICABLE COURSES

ACCT 1. Financial Accounting (4)
Lec-5
Prereq.: ENGL 92 or ESL 72 or 150
Advise: BSMA 66 or 68

Introduction to accounting: the accounting process, terminology.
basic theory, and methods of income measurement. Understanding, analyzing, and interpreting financial statements. CSU/UC/CAN

ACCT 2. Managerial Accounting (4)
Lec-5
PREREQ.: ACCT 1
An introduction to cost determination, cost analysis and control, and performance evaluation: preparation and use of economic information for internal management purposes. CSU/UC/CAN

ACCT 50. Introduction to Accounting (4)
Lec-5
NOTE: ACCT 1 may be elected in lieu of ACCT 50 to satisfy the requirement in any curriculum in business.
Not open to students who have completed or are concurrently enrolled in ACCT 1
Advise: BSMA G, H or J or MATH E; and ESL 62 or 68
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

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 asset, liability, and proprietorship, together with a study of special analytical procedure. CSU

ACCT 52. Intermediate Accounting (4) sp
Lec-5
PREREQ.: ACCT 51
Continuation of ACCT 51. Problems in stockholders equity, 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 50 or ACCT 1
Advise: MABS 60 and BSMA 66 or 68
Integration of accounting principles and microcomputers in the operation of microcomputer-based accounting systems. Comparison, analysis, and use of microcomputer accounting software systems. Emphasis will be placed on Accounts Receivable, Accounts Payable, Payroll, General Ledger, and Financial Statement Analysis and software systems commonly found in computerized accounting environments. CSU

ACCT 54. Auditing (3) sp
Lec-3
PREREQ.: ACCT 2
Advise: ACCT 51
The objectives, scope, and history of auditing: the audit program; working papers; internal checking and auditing procedure for balance sheet and profit-and-loss accounts. CSU

ACCT 55. Cost Accounting (3) fa
Lec-3
PREREQ.: ACCT 2
Fundamental accounting procedures covering job order, process, and standard cost systems; budgetary control; direct costing; cost reports for management use. CSU

ACCT 56. Municipal Governmental Accounting (3) fa
Lec-3
PREREQ.: ACCT 1
A study of the general accounting process, terminology, reporting practices, compliance issues, budgeting policies, entities, legal issues, and practice and methods of accounting utilized in municipal entities. CSU

ACCT 59. Federal Income Tax (3)
Lec-3
Study of the Federal Income Tax Laws: income tax problems and the preparation of income tax returns. CSU

ACCT 59B. California Income Tax (1)
Lec-1
CR/NC avail.
PREREQ.: ACCT 59
Study of California State Income Tax, income tax problems, and the preparation of California income tax returns. CSU

NONCREDIT COURSES
ACBO 9200. Accounting (90 hrs)
Advise: ESLN 3500, ABE 2074 and 2075
An open-entry first year course in accounting for both service and merchandising businesses. Proprietorship, partnership and corporate forms of organization. Financial statements, the general ledger, journals, and payroll. Maybe be repeated twice until all modules are completed.

ACBO 9203. Principles of Accounting (180 hrs)
Advise: ESLN 3400, ABE 2074
Fundamental principles and procedures of accounting. Proprietorship, partnership and corporate forms of organization. Financial statements, the general ledger, journals, and payroll. Journalizing transactions, posting journals to both the general ledger and subsidiary ledgers, footing accounts, and spreadsheet applications of these same accounting concepts.

ACBO 9204. Accounting - Corporate (90 hrs)
Advise: ACBO 9203 or 9200
Continuation of ACBO 9203. Emphasis on a merchandising business organized as a corporation. Accounting for uncollectible accounts receivable, plant assets, inventory, long-term notes and interest, dividends declaration and distribution. Preparation of financial statements and closing procedures.

ACBO 9205. Computerized Accounting (90 hrs)
Advise: SECY 9354 and 9356; ACBO 9200
Intensive practical application of theory and procedures of accounting utilizing computerized accounting systems in single proprietorship, partnership, and corporate forms of ownership.

BSEN 70. Fundamentals of English Grammar and Composition (4)
Lec-5
Advise: ENGL 92 or ESL 82 or placement in ENGL 94
Understanding the sentence in all its complexities in order to correct errors when proofreading. Study of proper punctuation; practice in writing composition with mature ideas properly organized in well-constructed, correct sentences. CSU
BSEN 74. Business Correspondence (3)
Lec-3
Advise: Eligible for ENGL 92 or ESL 82 or placement in ENGL 94
Practice in writing business letters and memoranda; class discussion on style, structure, and aims of written business messages as they relate to a comprehension of the flow of business communications; experience in using correct, forceful English in business. CSU

BSEN 76. Business and Technical Report Writing (3)
Lec-3
Advise: ENGL 92 or ESL 82 or placement in ENGL 94
Practice in techniques of primary and secondary research and in writing informal, formal, and technical reports which describe clearly, solve problems, present ideas persuasively, and evaluate alternatives. Computers and word processing and editing software programs are available as writing tools. CSU

NONCREDIT COURSES:

BUSG 9901. Business Vocabulary (45 hrs)
Advise: ESLN 3800
Helps students with the correct usage of English words in written and spoken communication. Emphasis is on business terms.

BUSG 9903. Introduction to Business English (90 hrs)
Improving grammar and punctuation skills to aid in composing and proofreading business correspondence and other documents. Improving writing skills such as organization, clarity and efficiency.

CMNC 9231. Communication Skills: Interviewing Process (18 hrs)
Advise: BUSG 9903
Analysis of communication processes and development of skills in interpersonal and telephone interviewing. Includes practice on standardized employment tests, resumés, and applications.

CMNC 9232. Effective Communication (18 hrs)
Review of the basics of communication including listening, speaking, non-verbal behavior, interpersonal skills, and overcoming barriers in communication.

CMNC 9234. Assessment/Counseling Workshop (18 hrs)
Advise: BUSG 9903
Provides career planning information and interest/skills testing for persons pursuing careers in business, governments, or community services.

CMNC 9235. Technical Report Writing (18 hrs)
Focuses on delivering technical information that is logically organized, clearly and concisely expressed, and suited to the reader’s needs. Emphasis on planning appropriately; organizing materials; creating sentences which are clear and concise; choosing layout for maximum effectiveness and readability; proofreading and editing effectively.

Business Mathematics

CREDIT, NON-DEGREE APPLICABLE COURSES:

BSMA G. Arithmetic Review and Basic Business Arithmetic (3) (offered only in the evening)
Lec-3 CR/NC only
Required of all business students who do not make a satisfactory score on the City College placement examination in mathematics. BSMA G may be elected in lieu of BSMA H or J. Not open to students who have completed BSMA H or J with a final grade of C or higher, or Credit, or MATH E with a final grade of Credit. Students who pass BSMA G have satisfied the graduation requirements for mathematics.

A review of arithmetic and its application to business problems in the fundamental processes; fractions; decimals; percentage; and the principles of problem-solving.

BSMA H. Arithmetic Review and Basic Business Arithmetic (3)
Lec-5 CR/NC only
Students who need a thorough review of mathematics should take this course rather than BSMA J to meet first-semester requirements. Counselors may require students to take BSMA H instead of BSMA J. Not open to students who have completed BSMA G or J with a final grade of C or higher, or Credit, or MATH E with a final grade of Credit.

Students who pass BSMA H have satisfied the graduation requirements for mathematics.

BSMA J. Elementary Mathematics (2)
Lec-2 CR/NC only
Students who pass BSMA J have satisfied the graduation requirements for mathematics.

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 are enrolled in or 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; con-  
tracts, 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 are enrolled in or 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)**
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 oppor-  
tunities within the field. CSU  
Formerly INS 110

**FIN 130. Principles of Bank Operations (3)**
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)**
Lec-3  
The nature and significance of money in both a historical and con-  
temporary 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 establish-  
ment of retirement plans. CSU

**FIN 138. Principles of Investment (3)**
Lec-3  
CR/NC avail.  
The principles and practices in the investment field and successful  
investment policies for the individual investor. The risks and prob-  
lems in establishing an investment program, sources of investment  
information, and tools utilized in security and market analysis. An  
analysis of the securities markets, investment companies, mutual  
funds, and individual stocks and bonds. CSU

**General Business**

**CREDIT, DEGREE APPLICABLE COURSES:**

**GNBS 119. Introduction to Business (3)**
Lec-3  
This course emphasizes the role of enterprise in society and the  
international nature of business. For some, this course will be their  
only exposure to business; others will go on to additional training,  
education, and specialization with transfer to upper-division institu-  
tions in business and other fields. CSU/UC

**NONCREDIT COURSES:**

**CIST 9830. Employment Testing**
Designed to improve test-taking skills required for specific employ-  
ment 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 tak-  
ing 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.

**Insurance**

**CREDIT, DEGREE APPLICABLE COURSES:**

**INS 111. Introduction to Life, Health, and Group Insurance (3)**
Lec-3  
Principles and practices of life and disability, hospital and surgical  
insurance, miscellaneous medical coverages, and group insurance.  
Analysis of policy forms, claim forms, and rating. Designed for  
insurance students and for secretarial and other office personnel  
whose duties include working with insurance forms. CSU

**INS 114. Property and Casualty Insurance (3)**  
Lec-3  
History of insurance and major property and casualty coverages,  
insurance company organizations. Major contracts including the  
standard form fire insurance contract, endorsements and allied lines,  
transportation coverages, the automobile contract, workers’ compen-  
sation insurance, and general liability lines. CSU

**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 164A. Exporting Practices (1.5)
Lec-3 (8 wks)
Essential considerations in importing exporting, including terminology, marketing abroad, organization, regulation, documentation, shipment, and financing involved with international movement of merchandise; patterns of selected countries and commodities. CSU

INTR 165A. Importing Practices (1.5)
Lec-3 (8 wks)
Essential considerations in importing, including terminology, steps involved in importing a product or service from beginning to end, introduction to the United States Customs Service, the role of customs brokers, duty rate and structure determination, and basic laws affecting imports. 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 168. Field Work: International Business (1)
Work-5
Repeat: max. 2 units
On-the-job training and experience in exporting, importing, or international marketing functions with companies engaged in international business. Placement of students is determined according to cooperating firm’s requirements. CSU

INTR 169. Field Work: International Business (2)
Work-10
Repeat: max. 4 units
On-the-job training in exporting, importing, or international marketing functions with companies engaged in International Business. Placement of students is determined according to cooperating firm’s requirements. CSU

INTR 170. International Finance (3)
Lec-3
Repeat: max. 6 units
An in-depth examination of the process of international banking and financial transactions. Case studies will emphasize techniques, terminology, philosophies, and various successful as well as unsuccessful approaches to international export-import financing. Special focus will be given to preparing small and medium-sized business enterprises to compete in a global environment. CSU

INTR 172. The Internet for International Business (2)
Lec-2, lab-2
Repeat: max. 6 units
A practical exploration of conducting successful international business using the tools and resources of today’s Internet, including E-commerce marketing and trade leads, product and trade data access, research and search engines, web site alternatives, transportation tracking, governmental resources and assistance, electronic submission of customs documentation, electronic payment and financing, internet software tools and business related hardware options. CSU

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 I (3 hrs)
An analysis of trade relationships between U.S. and the nations of the Western Pacific, in particular the developed economies of Australia, Hong Kong, Japan, New Zealand, Republic of Korea, and Taiwan. A discussion of future trends and prospects for the future.

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 II (3 hrs)
An overview of trade relationships between U.S. and the developing economies of South and East Asia, including India, Indonesia, Malaysia, People’s Republic of China, Philippines, Singapore, Thailand, and Vietnam.

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.

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 multipage 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

Microcomputer Applications for Business

CREDIT, DEGREE APPLICABLE COURSES:

MABS 60. Microcomputer Applications for Business (3)
Lec-3, lab-3
CR/NC avail.
Advise: WDPR 78
Not open to students who are enrolled in or who have completed LA 81
Introduction to the fundamental concepts and skills of the operating system and the three most frequently used computer software program applications used in business: word processing, electronic spreadsheets, and database management. CSU/UC

MABS 61. Advanced Microsoft Office for Windows (3)
Lec-3, lab-3
CR/NC avail.
PREREQ.: MABS 60 or demonstration of MABS 60 exit skills
Creating spreadsheet, database, word processing, and presentation projects using advanced features in Microsoft Office. Preparing documents for the World Wide Web by utilizing Office’s built-in tools. CSU

MABS 67. Database for Business/Access for Windows (3)
Lec-3, lab-3
CR/NC avail.
Advise: WDPR 78
Introduction to a relational dynamic database environment using Access for Windows. Experience creating and modifying business databases; data manipulation and retrieval, and report generation. CSU

MABS 88. Microcomputer Applications Laboratory (0)
Lab-10
CONEQ.: ANY BUSINESS DEPARTMENT CREDIT OR NONCREDIT CLASS
An open laboratory for students who are completing homework assignments for Business Department credit and noncredit classes. Enroll in the lab. CSU

MABS 101. Spreadsheets for Business/Excel (3)
Lec-3, lab-3
CR/NC avail.
Advise: WDPR 78 or ability to type 25 wpm; BSMA 66 or 68
Experience in creating, modifying, and printing spreadsheets using Excel software on either IBM-PC compatible or Macintosh computers. Includes creating charts, working with database features, and the use of macros. CSU

MABS 160. Survey of Business Data Processing (3)
Lec-3, lab-0.5
An introduction for business students stressing the principles, terminology, and programming of a business data processing system. The concepts of a management information system, its uses, limitations, and impact on organizations reviewed. An introduction to the pro-
gramming language BASIC is given by the entering and testing of business problem using computers. CSU

Lec-1, lab-1

Advise: WDPR 78

Introduction to the creation of business presentations using PowerPoint for Windows. Topics include developing on-screen slides; inserting tables, pictures, and spreadsheets into the presentation; and constructing a slide show utilizing transitions and timings. CSU

MABS 301. Novell Network Administration (2)
Lec-2

Basic and fundamental network management tasks are covered in lecture and hands-on lab assignments using a Novell Local Area Network. Includes user support, directory structures, security, backups, menus, mail, and use of file server and workstation utilities. Prepares students to take the Certified Novell Administrator examination. CSU

MABS 302. Novell Administration: Advanced (1)
Lec-1

Advanced network management concepts and tasks using a Novell Local Area Network including: server configuration, management, and maintenance; performance monitoring; accounting; advanced services; network configuration to support other protocols (e.g., TCP/IP and Mac). Prepares to take the Certified Novell examination for this subject. CSU

MABS 405. Developing Web Sites - FrontPage (3)
Lec-3, lab-3

Advise: MABS 60 (knowledge of Microsoft Windows and Microsoft Office)

Practical instruction in designing and publishing business web pages on the Internet using Microsoft FrontPage. Web sites will include: page division with frames, interactive input forms, tables, hyperlinks, graphics, animated images and multimedia. Exploration of how an enterprise might plan, design, produce, promote, and maintain a business web site. CSU

MABS 406. Developing Web Sites - Dreamweaver (3)
Lec-3, lab-3

Advise: MABS 60

Designing and publishing business web pages on the Internet using Macromedia Dreamweaver. Web sites will include page division with frames, interactive input forms, tables, hyperlinks, graphics, animated images and multimedia. The course will explore how an enterprise might plan, design, produce, promote, and maintain a business web site. CSU

NONCREDIT COURSES:

COMP 9245. Introduction to Computers/Operating Systems (27 hrs)

Advise: SECY 9388

Explores the utilization of the microcomputer in diverse environments; survey of computer systems and techniques; history of computer and information sciences; computer equipment and programming systems, design, development, and implementation. The use of computers in the solution of typical business management problems and tasks is emphasized.

COMP 9867. Spreadsheets - Level 1 (15 hrs)

Advise: ESLN 3500; COMP 9245

Introduces spreadsheet software and terminology. Students learn to create, edit, and print spreadsheets. Additional topics include formatting data and entering labels, formulas, and functions. Students are encouraged to do hands-on practice outside of class.

COMP 9869. Computer Lab Orientation (9 hrs)

Advise: ESLN 3400; SECY 9388

A hands-on introduction to the hardware, software, operating system and lab procedures.

COMP 9888. Spreadsheets - Level 3 (15 hrs)

Advise: COMP 9895

Introduces students to the following Excel 2000 spreadsheet concepts: brief review of Level 1 and 2 concepts, creating databases in Excel, recording macros, debugging recorded macros, writing basic macros using Excel’s Visual Basic structure.

COMP 9889. Overview/Applications (90 hrs)

Advise: ESLN 3500; SECY 9388

A thorough introduction to microcomputers, with hands-on experiences using popular applications to solve common business problems. Projects in word processing, spreadsheets and databases are emphasized. Information processing concepts and vocabulary, and information about jobs using computers is included.

COMP 9894. Databases - Level 1 (12 hrs)

Advise: ESLN 3500; COMP 9245

Techniques and applications of database management. Topics include creating and altering a database, searching techniques and creating reports.

COMP 9895. Spreadsheets - Level 2 (15 hrs)

Advise: COMP 9867

Introduces students to the following Microsoft Excel 2000 concepts: brief review of Level 1 concepts, design of advanced formulas and functions, basic Excel charting concepts, techniques for handling multiple worksheets, 3D worksheet concepts, advanced printing features, inserting graphics and using Excel 2000 drawing tools.

COMP 9896. Microcomputers - Individual Projects (45 hrs)

Advise: Completion of at least one 45 hour applications course or equivalent experience

Students will undertake individual projects using micro applications such as word processing, spreadsheets, databases, and desktop publishing. Projects will be individualized or worked on in teams and will be determined in consultation with the instructor. Students will learn strategies and problem solving techniques related to practical applications including importing and exporting files between any two programs.

COMP 9899. Desktop Publishing - Beginning (45 hrs)

Advise: ABE 2074; SECY 9388; COMP 9245

Survey of the hardware, software, terminology and techniques used in microcomputer-based publishing. Additional topics include page layout features and popular equipment configurations. Experience in the basics of layout, importing text and graphics, and preparation of camera-ready copy for business applications.

COMP 9900. Spreadsheets - Beginning (45 hrs)

Advise: ABE 2088; ESLN 3500; SECY 9388; COMP 9245

Comprehensive introduction to using spreadsheet software to solve business problems. Students learn to set up, format, save and print spreadsheets. Additional topics include using logical and mathematical functions and creating graphs from spreadsheet data.
COMP 9901. Databases - Beginning (45 hrs)
Adviser: ABE 2088; ESLN 3500; SECY 9388; COMP 9245
Development of practical skills in the use of microcomputer database software for information management. Topics include designing and building database structures, entering and editing records, searching, sorting and selecting records, and generating various kinds of reports.

COMP 9902. Graphics for Business (45 hrs)
Adviser: 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)
Software programs change frequently as vendors enhance their products by adding new features or introducing new programs with more capabilities. This course explains the features and enhancements of the latest release of a software program (to be named in the schedule) and provides hands-on practice. Content varies, may be repeated when content changes.

COMP 9904. Spreadsheets - Intermediate (45 hrs)
Adviser: COMP 9900
Designed for proficiency in using spreadsheet software to solve business problems. Students learn enhanced worksheet design for business applications, database management techniques, and creating and executing simple and complex macros (stored procedures).

COMP 9905. Computer Applications - Introduction (45 hrs)
Adviser: ABE 2074; ESLB 3821; SECY 9388
An introduction to computers and their uses in business. Students will write and print a short business letter, create and sort a mailing list, and enter and edit a bookkeeping worksheet, using common computer programs. The course will include at least 20 hours of hands-on lab time.

COMP 9906. Databases - Level 2 (15 hrs)
Adviser: COMP 9894
An overview course introducing the student to the intermediate features of databases. Students will be shown through hands-on exercises how to create a custom screen, manage numbers and dates, manage multiple files, and write and run a simple program. Students are encouraged to do hands-on practice outside of class.

COMP 9907. Desktop Publishing - Intermediate (45 hrs)
Adviser: COMP 9899
The production of camera-ready copy for flyers, business reports, newsletters, etc. using desktop publishing software. Experience in using typographical controls and page layout tools to format for visual impact and readability.

COMP 9908. Micro Applications - Current Topics (45 hrs)
Adviser: ABE2074 or ESLF 3821; SECY 9388 or 25 net wpm keyboarding; Any hands-on introductory computer course of at least 27 hours or equivalent experience
Use of the latest state-of-the-art microcomputer software and its application to business and office procedures. Students work with industry-specific software or explore new features in the latest version of an older software release. Taught-hands-on in a computer lab. Course content varies.

COMP 9909. Spreadsheets - Advanced (45 hrs)
Adviser: COMP 9904
Emphasis on solving real-life business problems with advanced spreadsheets. Includes data sharing and data analysis techniques for computing projections, probabilities and estimates.

COMP 9910. Databases - Intermediate (45 hrs)
Adviser: COMP 9901
Development of practical intermediate skills in the use of microcomputer database software for information management. Topics include creating custom forms, creating complex search criteria for performing multiple searches, queries and sorts, creating complex reports and queries, performing complex calculations, managing multiple related databases, and simple programming.

COMP 9911. Databases - Advanced (45 hrs)
Adviser: COMP 9910
Development of practical advanced skills in the use of microcomputer database software for information management. Topics include creating custom applications, using an applications generator, programming techniques, keystroke macros, intelligent custom forms, and interfacing with other programs.

COMP 9913. Microcomputer Lab (90 hrs)
An open laboratory in which students may complete their microcomputer assignments or word processing assignments.

COMP 9914. Desktop Publishing - Advanced (45 hrs)
Adviser: COMP 9907
Setting type to specifications and learning specialized features such as marking text and graphics for printing spot color overlays, automatic table of contents generation and automatic index generation. Individual projects.

COMP 9915. Building Individual Web Sites (45 hrs)
Adviser: Completion of beginning word processing, spreadsheet, and database courses and at least one intermediate word processing, spreadsheet or database course
Integrating the individual applications and services contained in Office 97 into a functional unit for building custom solutions to business problems, individually, in a workgroup, and on the Web, using readily available Office 97 capabilities such as data access, reporting, and analysis, information publishing, messaging and query operations, document collaboration, and macros.

COMP 9917. Building Individual Web Sites (45 hrs)
Adviser: Completion of at least one word processing, spreadsheet, or database course
Using the Internet for business information gathering and dissemination. Designing, maintaining, and publishing business web sites. Creating web pages and Internet business applications using FrontPage and Office 97.

CMSP 9241. Introduction to Computers/ABE (90 hrs)
Adviser: ABE 2070, ABE 2073, SECY 9388
A course in basic computer literacy.

Paralegal/Legal Studies

CREDIT, DEGREE APPLICABLE COURSES:

L A 51. Introduction to Legal Assisting (3)
Lec-3
Prereq.: ENGL 96 or BSEN 70 or placement in ENGL 1A
Introduction to law, the legal system, and the roles of the paralegal; exploration of job descriptions and functions of the paralegal; the relationship and comparison of paralegal and lawyer; introduction to legal terminology and basic research. CSU

L A 52. Introduction to Legal Writing (3)
Lec-3
Prereq.: ENGL 96 or BSEN 70 or placement in ENGL 1A
Basic techniques of writing including review of grammar, spelling
and word usage, sentence structure, basic writing, punctuation, capitalization and oral and electronic communication skills as they relate to the legal field. CSU

L A 53A. Commercial Law (3)
Lec-3
PREREQ.: BSEN 70 OR ENGL 96 OR PLACEMENT IN ENGL IA
Not open to students who have completed CLW 18.
The nature, purpose, and sources of law; the historical development of the law and its function with respect to society and business; contracts, agency, personal property, and bailments. CSU/UC
L A 53A = CLW 18

L A 53B. Commercial Law (3)
Lec-3
PREREQ.: L A 53A/CLW 18
Not open to students who are enrolled in or have completed CLW 19. Continuation of L A 53A or CLW 18.
Sales, partnerships, corporations, the regulation of business, and negotiable instruments. CSU/UC
L A 53B = CLW 19

L A 54. Business and Corporate Law (3)
Lec-3
Advise: L A 75
Legal aspects of various business enterprises, including corporations, sole proprietorships, partnerships, and joint ventures. Common procedural and organizational aspects, legal problems and the role of the attorney and paralegal in approaching these problems. CSU

L A 55. Tort Law and Claims Investigation (3)
Lec-3
Advise: L A 75
The law of torts and its application, including a survey of the substantive law of torts; procedures for case analysis, interviewing clients and witnesses, discovery techniques; liability insurance; the paralegal’s role prior to and at the time of trial. CSU

L A 60. Wills, Trusts, and Probate Administration (3)
Lec-3
Advise: L A 75
Fundamental principles of the law of wills and trusts, including simple will and trust forms; organization and jurisdiction of a California probate court; administration of estates in California probate courts, including gift, inheritance, and estate taxes; practice in documentation. CSU

L A 61. Environmental Law (3)
Lec-3
Advise: L A 75
Fundamentals of environmental law, including names and structure and purpose of federal and state environmental laws; regulations and agencies implementing federal and state environmental laws; regional and local environmental laws, regulations, and agencies; administrative and legislative procedure; clients’ environmental issues; and documentation of environmental issues. CSU

L A 62. Legal Aspects of Employee Benefits and Executive Compensation (3)
Lec-3
Advise: L A 75
Study of types of employee benefit and executive compensation plans and their purposes, roles of governmental agencies, and basic legal requirements and how to demonstrate compliance with them; the basics of legal research in ERISA; plan documents and employee communications. CSU

L A 63. Labor Law (3)
Lec-3
An overview of the legal frameworks and doctrines governing labor-management relations and the workplace rights of minorities and other employees. Designed to provide practical legal background for the study and practice of labor relations. CSU

L A 64. Debtors’ Rights and Creditors’ Remedies (3)
Lec-3
Advise: L A 75
An examination of the rights of debtors and the remedies of creditors before, during, and after a lawsuit. A review of forms and documents used. CSU

L A 65. Family Law (3)
Lec-3
Advise: L A 75
The legal aspects of marriage and the dissolution and annulment thereof; community property; guardianship; adoption; rights and responsibilities of stepparents and juveniles; child support and alimony. CSU

L A 66. Intellectual Property (3)
Lec-3
Advise: L A 75
Principles of intellectual property law in trademarks, copyrights, and patents including international conventions and differences between ideas and expression of ideas, fair-use doctrine, and the notion of public domain. CSU

L A 67. Immigration Law (3)
Lec-3
Advise: L A 75
This course identifies eligible immigrants, classes of visas, citizen- ship eligibility and application, and special conditions. Topics include I.N.S. structure, procedures, and filings; factual, country, and legal research; and immigration case management and technology. Hands-on approach. CSU

L A 68. Medical Law (3)
Lec-3
Advise: L A 53A or CLW 18 AND L A 75
General business law (including the law of contracts, corporate legal structures, and antitrust liability) as it applies to the establishment of health care organizations. The law of health care management, including such topics as managed care, professional liability and patients’ rights, and health care as a legal right. CSU

L A 69. Communications Law (3)
Lec-3
Advise: BCST 100, 103, CLW 18/L A 53A, OR JOUR 19
Students will examine the major legal issues faced by the media in the United States. Topics include the First Amendment, prior restraint, defamation, obscenity, fair trial, and free press. Additional topics include broadcasting, cable, and new electronic media as well as the evolving legal and ethical issues associated with the Internet. CSU

L A 70. Civil and Criminal Evidence (3)
Lec-3
Not open to students who are enrolled in or have completed ADMJ 53.
The rules of civil and criminal evidence and the admissibility of such evidence in court; deposition comprehension and interrogatory summarizing. CSU
L A 71. Civil Litigation (3)
Lec-3
PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN L A 75
Introduction to civil litigation process from client interview through appeal, including drafting of various litigation documents. CSU

L A 72. Investigation, Discovery, and Trial Preparation (3)
Lec-3
PREREQ.: L A 71 AND 75
In-depth coverage of investigation, discovery, and trial preparation in civil litigation. Manage and analyze data. CSU

L A 75. Legal Research and Writing (3)
Lec-3
PREREQ.: L A 71 AND 75
The proper techniques of primary and secondary research; extensive practice in the techniques of writing legal memoranda. CSU

L A 80. Law Office Management and Procedures (3)
Lec-3
PREREQ.: L A 81/MABS 60; L A 53A/CLW 18
Students gain knowledge of the legal industry, knowledge of how a law office functions, and practical skills. They study law office management systems, personnel management, accounting, and operations. Students receive hands-on training in the use of law office equipment and in the preparation of legal documents and correspondence. CSU

L A 81. Microcomputer Applications for Business (3)
Lec-3
Not open to students who are enrolled in or who have completed MABS 60.
Introduction to the Fundamental Concepts and skills of DOS and the three most frequently used computer software program applications used in business: word processing, electronic spreadsheets, and database management. CSU

L A 92. Legal Aspects of Real Estate (3)
Lec-3
California real estate law (including rights incident to property ownership and management, agency, and contracts) as applied to real estate transfer, conveyancing, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. CSU

L A 97. Work Experience (3)
Work-minimum paid supervised 225 hrs. or unpaid supervised 180 hrs. plus coordinating conferences and individual meetings
COREQ.: ENROLLMENT IN AT LEAST 4 ADDITIONAL UNITS AND CONSENT OF INSTRUCTOR
Advis: Completion/concurrent enrollment in L A 51, 52, 71, or 75
Repeat: max. 6 units, including units from L A 98 and 99
Max. units of work experience per semester: 3
Supervised employment involving legally-related duties. CSU

L A 98. Work Experience (2)
Work-minimum paid supervised 150 hrs. or unpaid supervised 120 hrs. plus coordinating conferences and individual meetings
COREQ.: ENROLLMENT IN AT LEAST 5 ADDITIONAL UNITS AND CONSENT OF INSTRUCTOR
Advis: Completion/concurrent enrollment in L A 51, 52, 71, or 75
Repeat: max. 6 units, including units from L A 97 and 99
Max. units of work experience per semester: 3
Supervised employment involving legally-related duties. CSU

L A 99. Work Experience (1)
Work-minimum paid supervised 75 hrs. or unpaid supervised 60 hrs. plus coordinating conferences and individual meetings
COREQ.: ENROLLMENT IN AT LEAST 6 ADDITIONAL UNITS AND CONSENT OF INSTRUCTOR
Advis: Completion/concurrent enrollment in LA 51, 52, 71, or 75
Repeat: max. 6 units, including units from L A 97 and 98
Max. units of work experience per semester: 3
Supervised employment involving legally-related duties. CSU

Office Technology

CREDIT, DEGREE APPLICABLE COURSES:

WDPR 78. Keyboarding (1)
Lab-5 (8 wks) CR/NC avail.
Open to students who have had no previous training in typing. No credit given to students who have passed a course in beginning typing at City College or any other educational institution.
Development of keyboard control; accuracy, speed, and concentration exercises; equipment operation and care.
Completion requirement: Ability to type by the touch method, 25 words a minute gross in a series of three-minute tests with an average of not more than one error per minute. CSU

WDPR 79. Speedbuilding: Keyboarding (1)
Lab-5 (8 wks) CR/NC avail.
PREREQ.: WDPR 78 OR THE ABILITY TO TYPE 25 WORDS A MINUTE FOR 3 MINUTES WITH NO MORE THAN 3 ERRORS.
Repeat: max. 4 units
A review of good typing techniques, manipulation of machine parts, and keyreaches. Emphasis on the development of speed and control. CSU

WDPR 80. Word Processing Document Production (3)
Lec-3, lab-3
PREREQ.: WDPR 79 OR THE ABILITY TO TYPE 35 WORDS A MINUTE WITH NO MORE THAN ONE ERROR A MINUTE
Advis: ENGL 90 or ESL 72 or 150
Entering, formatting, proofreading, and revising business documents such as letters, single- and multi-page reports, outlines, tables, minutes, and resumés to an acceptable office standard using a word processing system. Students also interpret proofreading marks, compose brief office messages, and continue to enhance their keyboarding skills. CSU

WDPR 391. Complete Word Processing - Word for Windows (3)
Lec-3, lab-3 CR/NC avail.
PREREQ.: WDPR 79 OR THE ABILITY TO TYPE AT LEAST 35 WORDS A MINUTE WITH NO MORE THAN ONE ERROR A MINUTE
Advis: ESL 72 or 150
Open to students who are enrolled in or have completed WDPR 391A or 391B.
Experience creating, formatting, editing, and printing documents on the IBM personal or compatible computer using Word for Windows. Features covered include the spelling and grammar checkers, page numbering, and tables. Advanced features include headers and footers, footnotes, merge features, macros (automatic keyboard repetition), style sheets, newspaper and parallel columns, sorting, and other features as time permits. CSU

WDPR 391A. Beginning Word Processing - Word for Windows (1.5)
Lec-3, lab-3 (8 wks) CR/NC avail.
PREREQ.: WDPR 79 OR THE ABILITY TO TYPE 35 WORDS A MINUTE WITH NO MORE THAN ONE ERROR A MINUTE
Advis: ESL 72 or 150
Open to students who are enrolled in or have completed
Experience creating, formatting, editing, and printing documents on the IBM Personal or compatible computers using Word for Windows. Features covered include the spelling and grammar checkers, page numbering, and creating tables with the table feature. CSU

**WDPR 391B. Advanced Word Processing - Word for Windows (1.5)**
Lec-3, lab-3 (8 wks) CR/NC avail.
**PREREQ.: WDPR 391A**
Not open to students who are enrolled in or have completed WDPR 391.

Explore Word for Windows’ sophisticated document preparation features on the IBM Personal Computer or a compatible computer. Create documents using headers and footers, footnotes, merge features, macros (automatic keystroke repetition), style sheets, newspaper and parallel columns, sorting, and other features as time permits. CSU

**WDPR 431. Desktop Publishing - PC PageMaker (3)**
Lec-2, lab-3 CR/NC avail.
Hands-on experience using PageMaker (on IBM-PC compatible computers) to design and build a publication. Students work with graphics and text, design pages, and handle common business and technical writing applications. CSU

**NONCREDIT COURSES:**

**SECY 9341. Business Math With Spreadsheets I (90 hrs)**
**Advis: HSEN 2267 and ESLN 3500**
Use of spreadsheet software to make common business calculations such as discounts, commissions, markup, credit charges, simple and compound interest, and present value.

**SECY 9346. Effective Business Communication (90 hrs)**
**Advis: Basic knowledge of word processing. Completion of business English strongly recommended.**
Students will learn skills and strategies to become more effective writers. These skills provide students with the necessary foundation for continued development and advancement in their careers through improved written communication.

**SECY 9348. Business English (90 hrs)**
**Advis: ESLN 3800**
Development of written communication skills: punctuation, business vocabulary, capitalization, composition of business correspondence, spelling, proofreading, and use of office reference materials.

**SECY 9354. Business Machines/10 Key (90 hrs)**
Emphasis on developing speed and accuracy on the 10-key keypad. Practice in the efficient and effective use of function keys for business computations.

**SECY 9374. Keyboarding - All Levels (180 hrs)**
**Advis: ESLN 3500**
An open-entry, open-exit course providing individualized and group instruction as appropriate for beginning through advanced keyboarding students.

**SECY 9375. Clerical Keyboarding (180 hrs)**
**Advis: ESLN 3500**
Prepares students for entry-level clerical employment. Keyboarding for accuracy and speed, instruction in formatting office correspondence, practice in simulated office keyboarding tasks, and operation of the ten-key calculator by touch.

**SECY 9377. Keyboarding Laboratory (90 hrs)**
Allows students to refresh their skills, prepare for timed writings before employment interviews, tutorial refresher for WordPerfect, 10-key course practice.

**SECY 9388. Keyboarding For Computers (45 hrs)**
**Advis: ESLN 3400**
Students will acquire basic knowledge of the keyboard to interact more efficiently with desktop computers, computer terminals, or electronic communication systems. Instruction covers introduction to the keyboard and development of basic keyboarding skills.

**SECY 9392. Secretarial Office Practice (90 hrs)**
**Advis: SECY 9374; ESLG 3500 and 3600**
Students produce standard office documents using electric or electronic typewriters. Students learn to accurately type and transcribe documents. Composing typical office correspondence, producing statistical reports, and accurately assessing personal productivity.

**SECY 9399. Office Technology - Laboratory (180 hrs)**
**Advis: ESLN 3300; ABE 2074 or equivalent; SECY 9374 or keyboarding speed of 25 nwpm; COMP 9905**
An advanced microcomputer keyboarding/office production course with emphasis on current office procedures and practices. Word processing and document formatting skills on the microcomputer are developed and enhanced. Modules on telecommunications, Internet, ten-key printing calculator, and machine transcription are provided.

**SECY 9400. Job Preparation (45 hrs)**
Learn to prepare resumés, write cover letters and thank you letters, access and perform job-hunting techniques.

**WOPR 9486. Word Processing - Beginning Word 97 (45 hrs)**
**Advis: ABE 2074; ESLB 3821; SECY 9394**
In this hands-on course, students learn how to create, edit, save and print business documents. Covers formatting procedures (such as changing margins, line spacing and tab stops) and emphasizing text (such as underlining and centering). Techniques for handling multi-page reports are introduced.

**WOPR 9990. Word Processing (Multi-Level) (90 hrs)**
**Advis: SECY 9348; SECY 9374**
Identification and use of equipment typical of a word processing center. Operation of text-editing equipment to create, store, edit, and print various types of documents suitable for personal use.

**WOPR 9991. Word Processing - Level 1 (15 hrs)**
**Advis: ABE 2003; ESLB 3821; SECY 9388**
Introduces basic concepts and components of word processing applications through actual practical experience with word processing and software.

**WOPR 9993. Word Processing - Level 2 (15 hrs)**
**Advis: WOPR 9991**
An overview of the intermediate features of word processing: create, edit, and print out a document. Outlines, headers and footers, page numbers, simple macros and columns.

**WOPR 9994. Word Processing - Level 3 (15 hrs)**
**Advis: WOPR 9993**
Advanced features and techniques of word processing including sorting, styles, tables, borders, calculating, and mail merge.

**WOPR 9995. Word Processing - Intermediate (45 hrs)**
**Advis: WOPR 9486**
Special word processing features to create, revise and print business documents. Topics cover moving and copying text, indenting paragraphs, changing format for part of document (margins, line spacing,
tab stops) and hyphenation. Additional topics include using a spelling checker and backing up documents. Techniques for controlling page ends in multipage reports are introduced. Hands-on practice.

**WOPR 9996. Word Processing - Advanced (45 hrs)**
*Advises: WOPR 9995*

**WOPR 9997. Word Processing - Special Topics (45 hrs)**
*Advises: WOPR 9996*
In this hands-on course students concentrate on: (a) advanced features that are specific to a particular word processing system (b) features that are useful for document processing in a specific industry (e.g. legal).

## Real Estate

**CREDIT, DEGREE APPLICABLE COURSES:**

**RE 97. Work Experience in Real Estate (3)**
Work-225 total paid, supervised hrs., or 180 total unpaid, supervised hrs., conf- var.
*COREQ: ENROLLMENT IN AT LEAST 4 ADDITIONAL UNITS AND WRITTEN CONSENT OF INSTRUCTOR*
Repeat: max. 6 units
Supervised employment involving real estate duties. CSU

**RE 181. Principles of Real Estate (3)**
Lec-3
The fundamental real estate course covering the basic laws and principles of California real estate; background and terminology necessary to advanced study in specialized courses. Designed to assist those preparing for the real estate salesperson licensing examination. CSU

**RE 182. Escrow Fundamentals (3)**
Lec-3
Basic methods and techniques of escrow procedures and legal responsibilities of individuals engaged in escrow work. Types of instruments used on the job and their preparation, closing statements, disbursement of funds, proration calculations, public and ethical responsibilities. CSU

**RE 183. Real Estate Property Management (3)**
Lec-3
An introductory course dealing with real estate property management and its relation to the areas of management, agency, contracts, rentals (e.g., lease and rental agreements), basic rent rules, rent control, tenant selection, insurance, repairs and maintenance, evictions, discrimination, landlord and tenant rights, public and private housing facilities, government regulations and participation, and the real estate industry. CSU

**RE 184. Real Estate Practice (3)**
Lec-3
Day-to-day functions and operations of the real estate broker and salesperson; real estate brokerage, including listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. CSU

**RE 185. Legal Aspects of Real Estate (3)**
Lec-3
California real estate law (including rights incident to property ownership and management, agency, and contracts) as applied to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. CSU

**RE 186. Principles of Real Estate Finance (3)**
Lec-3
Analysis of real estate financing, including lending policies in financing residential, commercial and special purpose properties. Emphasis on various methods of financing. CSU

**RE 187. Tax Aspects of Real Estate Transactions (3)**
Lec-3
The impact of federal and California State income-tax and other tax laws upon the purchase, sale, exchange, and use of real property. Taxation with regard to depreciation, capital gains, installment sales, pre-paid interest, and tax-saving opportunities. Real property taxation, federal gift and estate taxes, and transfer taxes. CSU

**RE 189. Real Estate Economics (3)**
Lec-3
Use of economic analysis as the basis for prudent real estate purchase and investment. Urban land and real estate economics and effective demand. Impact of financing and government policy with respect to the market of investors. Economic advantages and disadvantages of various types of real estate purchase and investment. Personal investment profiles. CSU

**RE 191. Principles of Real Estate Appraisal (3)**
Lec-3, field trips
A basic course in real estate valuation with emphasis on residential property. Definitions and concepts; principles of valuation; the appraisal process; analysis of city, neighborhood and site data; architectural styles and utility; depreciation; valuation by market data, cost and income approaches; correlation of approaches and final estimate of value; the appraisal report; and the professional appraiser. CSU

**RE 192. Advanced Real Estate Appraisal (3)**
Lec-3
Advanced study in appraisal and valuation techniques with emphasis on income, commercial, and industrial properties. Case testimony reports for governmental agencies. CSU

**RE 193. Real Estate Computer Applications (3)**
Lec-3
Exploration of basic computer functions, along with the latest computer software dealing with the real estate appraisal, property management, finance, escrow, sales, listings, record keeping and other related areas of real estate. CSU

**RE 194. Affordable Housing Property Management (3)**
Lec-3
Introduction to affordable housing property management and its relation to the areas of management, agency, contracts, rentals (e.g., lease and rental agreements), basic rent rules, rent control, tenant selection, insurance, repairs and maintenance, evictions, discrimination, landlord and tenant rights, HUD rules and regulations, public and private housing facilities, government regulations and participation, and the real estate industry. CSU

## Small Business

**CREDIT, DEGREE APPLICABLE COURSES:**

**SMBS 135. Ownership and Operations of a Small Business (3)**
Lec-3
CR/NC avail.
An introduction to organizing and managing a successful small business enterprise. Emphasis on formulating a business plan, preparing
financial statements, conducting marketing research, finding sources of financing, developing marketing and business strategies, and responding to legal and ethical issues. CSU

NONCREDIT COURSES:

SMBU 9399. Human Resources - Small Business
Interpersonal behavior as related to the administration of a small business. Focus on personal components such as: organizational structure, communications, motivation, selection and placement, management development and leadership.

SMBU 9403. Small Business Bookkeeping (54 hrs)
Advised: ABE 2074 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)
Advised: ABE 2074, 2075 or equivalent
An on-going series of seminars/workshops for small business owners. Access to resources, procurement of bank loans, marketing, manufacturing, finance and human relations. Seminars/workshops will be based on participant interchange and the development of practical solutions to specific problems.

SMBU 9447. Business Laws for Small Businesses (3 hrs)
An overview of business law designed to acquaint the small business operator with the law. Employment, contracts, negotiable instruments and methods of obtaining legal advice.

SMBU 9448. Purchasing Products and Services (3 hrs)
Learn how to locate the suppliers of goods and services for your new or established business. Also discussed are alternate sources planning, saving money on purchase orders and delivery costs, and dealing with vendors.

SMBU 9449. Staffing Your Business (90 hrs)
A practical course in determining staffing needs, developing effective hiring procedures, establishing employee and business policies, and training and motivating employees.

SMBU 9450. Effective Advertising (3 hrs)
Development of advertising skills for the small business operator. Budget, selection of medium, motivation, use of color, the copy and follow-up.

SMBU 9451. Business Licenses and Permits (3 hrs)
An overview of the various licenses and permits required to operate a small business.

SMBU 9452. Supervising Employees (3 hrs)
Development and improvement of management skills. Various management techniques that focus on employee needs, and how they can be used in supervising and motivating employees.

SMBU 9453. Business Communication (3 hrs)
Emphasis on improving communication skills. Importance of communications in business, effective listening, effective questioning, summarizing techniques, and presentation skills.

SMBU 9454. Getting Government Business (3 hrs)
An overview of the process of selling goods and services to the government, including the various types of procurement, proposal submittal, content of proposals, requirements, and implementation.

SMBU 9456. 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 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, schedul-
ing 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 9772. Finding the Right Location (3 hrs)
Discussion of the considerations that should be made to ensure the selection of the optimal business location. Size requirements, neighborhood demographics, availability of services, codes and zoning regulations and competition.

SMBU 9774. 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 9775. Business Planning (6 hrs)
For pre-business and new business owners. Basic information on the initial planning process for a successful start-up and management of a new business.

SMBU 9776. 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 9777. Buying a Business (6 hrs)
Basic steps involved in the purchase of a business: Evaluation of the merits of the business, determination of purchase price, and financing of purchase.

SMBU 9778. 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 9779. Understand Your Lease (3 hrs)
Practical and key aspects of a small business lease. Examination of the leasing process from the search for a location through termination of the leasing relationship.

SMBU 9780. Drug Abuse in the Workplace (3 hrs)
What employers and supervisors need to know in order to establish and maintain a drug-free workplace. Setting policy, establishing a drug-free awareness program, identifying potential problems, methods of screening, employee assistance programs, treatment referral, reentry after treatment, confidentiality issues.

SMBU 9781. Legal Structure for a Business (3 hrs)
An evaluation of each of the legal structures a business can assume.

Corporations, partnerships, sale proprietorships, the process of incorporation.

SMBU 9782. Home Based Business (3 hrs)
A practical overview of operating a home-based business. Licenses and permits, equipment, procedures, and commonly encountered problems.

SMBU 9783. Getting the Right Loan (3 hrs)
Fundamentals in identification and evaluation of the various types of loans available to small businesses, and a discussion of alternative sources of funding.

SMBU 9784. Finance for Small Business (3 hrs)
Examination of the initial and on-going financial needs of a small business, with attention to basic financial analysis, statements, ratios, and trends.

SMBU 9785. Contract Administration (3 hrs)
An introduction to the processes of contract administration.

SMBU 9789. Introduction to Franchising (3 hrs)
An overview of the nature 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.

**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 231. Introduction to Supervision/Management (3)**
Lec-3
Basics of supervision and management including planning, organizing, recruiting, training, decision-making, communication, management/employee relations, motivation, discipline, rewards/incentives, and 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, managing 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)**
Lec-3
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

**NONCREDIT COURSES:**

**SUMA 9412. The Supervisor in Management (18 hrs)**  
Advise: ESLN 3500 and ABE 2074  
Position of supervisor in the management structure. Skills needed, functions of planning, organizing, staffing, directing, and controlling, communicating, motivating, decision-making, priority setting and time management.

**SUMA 9413. Personnel Management (18 hrs)**  
Advise: ESLN 3500 and ABE 2074  
Personnel responsibilities of line supervisors. Selection and training of employees, motivating, dealing with problem employees, group dynamics, leadership, and working with unions and protected groups.

**SUMA 9414. Human Relations (18 hrs)**  
Advise: ESLN 3500 and ABE 2074  
Interpersonal and organizational behavior in work situations. Organizational psychology and intergroup relations, the individual in the group, theories of motivation, communication, management philosophy, and leadership styles.

**SUMA 9415. Business and Government (18 hrs)**  
Interaction of business and government. Serving the public through provision of goods and services and employment; planning; regulating; executive, legislative, and judicial functions; international aspects; ethics and responsibility; comparison of business and public management.

**SUMA 9416. Administrative Management Methods (18 hrs)**  
Advise: ESLN 3500; ABE 2074  
Overview of office management and administrative management methods. Principles, practices, and tools that link office activities into a coherent system; office automation; data processing; records management; and personnel responsibilities of the office manager.

**SUMA 9417. Affirmative Action and Opportunity (18 hrs)**  
Advise: ESLN 3500; ABE 2074  

**SUMA 9418. Women in Management (18 hrs)**  
Advise: ESLN 3500; ABE 2074  
Situational study of the managerial woman. Social, legal, and economic factors that caused inequality, and programs for change; selecting and assessing women for management positions; cultural bias and sex role stereotypes; motivation and preparation for success in management.

**SUMA 9419. Business Law**  
The legal system as a resource for business and for the public. Topics include the law of contracts, business organization, agency, recognition of a legal situation, commercial law, labor law, civil and criminal law, and the attorney-client relationship.

**SUMA 9422. Management by Objectives (18 hrs)**  
Advise: ESLN 3500; ABE 2074  
Development of skill in using objectives to set priorities and to plan, organize, staff, direct, and control work programs. Delegating responsibility, communicating, motivating employees, coaching and counseling, and evaluating performance.

**SUMA 9423. Developing and Appraising Staff (18 hrs)**  
Advise: ESLN 3500; ABE 2074  
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)
Advis: ESLN 3500; ABE 2074
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)
Advis: ESLN 3500; ABE 2074
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)
Advis: ESLN 3500; ABE 2074
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)
Advis: ESLN 3500; ABE 2074
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; ABE 2074
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; ABE 2074
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; ABE 2074
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; ABE 2074
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; ABE 2074
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; ABE 2074
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; ABE 2074
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; ABE 2074
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; ABE 2074
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; ABE 2074
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; ABE 2074
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; ABE 2074
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; ABE 2074
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; ABE 2074
Development of skills in planning and facilitating meetings, problem-solving, making presentations, group process analysis, and communication.
SUMA 9473. Management Seminar (18 hrs)
Advises: ESLN 3500; ABE 2074
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)
Advises: ESLN 3500; ABE 2074
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)
Advises: ESLN 3500; ABE 2074
Overview of basic principles and problems of supervision. Management styles, effective communication, motivation, participation, decision-making, time management, delegation, and performance evaluation.

SUMA 9479. Management Practices (18 hrs)
Advises: ESLN 3500; ABE 2074
Selected management concepts that enhance effectiveness. Assuming leadership of workgroups, recognizing organizational culture, handling group crises, setting priorities, delegating, managing time, conducting productive meetings, maintaining a safe and healthful environment, team-building, and organizational ethics and politics.

SUMA 9481. Economics (18 hrs)
Advises: ESLN 3500; ABE 2074
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)
Advises: ESLN 3500; ABE 2074
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)
Advises: ESLN 3500; ABE 2074
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)
Advises: ESLN 3500; ABE 2074
An overview of marketing as distribution of goods and services. Marketing environment, identifying consumer needs, product strategy, channels of distribution, wholesaler, retailer, sales promotion, advertising, personal selling, pricing strategy, and international marketing.

SUMA 9485. U.S. Business and Organizations (27 hrs)
Overview of American business and non-profit organizations/operations. Insight into all aspects of an organization: management, information systems, operations, human resources, finance, marketing - as well as corporate culture, protocol, and career options.

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**Total Quality Management (TQM)**

See Engineering and Technology listings.

**Travel and Tourism**

**CREDIT, DEGREE APPLICABLE COURSES:**

TRTV 157. Principles of Travel and Tourism (3)
Lec-3
An overview of the components and satellite industries that make up the business of Travel and Tourism: airlines, hotels and resorts, ground transportation, bus, rail, cruise lines, tour companies, etc. Emphasis on the specific and basic terminology of the industry, on researching the development of a destination, packaging and then selling it. Designed to give the student the basics for all components of the industry. CSU

TRTV 159. Advanced Principles of Travel and Tourism (3)
Lec-3
Methods of developing a travel destination, advertising and selling that destination; dynamics of tourism sales and marketing concepts including wholesale and retailing practices of the travel industry. CSU

TRTV 160. Transportation Field Work (1)
Work-5 CR/NC only
Advises: 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 161. Transportation Field Work (2)
Work-10 CR/NC only
Advises: Consent of the Travel and Tourism program advisor
Repeat: max. 4 units
On the job laboratory training in customer service with airlines, travel agencies, and other passenger service companies. Placement of students is determined according to cooperating firm’s requirements. CSU

TRTV 162. Destination: Europe (3)
Lec-3
An introduction (from the travel and tourism perspective) to the countries of Europe: their location, languages spoken, religions practiced, holidays observed, culture(s), time zones, topography, points of tourist interest, documentation required, and ease of travel between countries. Also included are the hotels and resorts of the area, the transportation systems that serve it, and the development of typical itineraries for the region. CSU

TRTV 164. Destination: The South Pacific, the World’s Islands and Antarctica (3)
Lec-3
An introduction (from the travel and tourism perspective) to the South Pacific, the world’s islands, and Antarctica: the locations, languages spoken, religions practiced, holidays observed, cultures, time zones, topography, points of tourist interest, documentation required, and ease of travel between political partitions of the regions. Also included are the hotels and resorts of the area, the transportation systems that serve it, and the development of typical itineraries for the regions. CSU
TRTV 165. Destination: The United States and Canada (3)
Lec-3
An introduction (from the travel and tourism perspective) to the United States and Canada: the locations, languages spoken, religions practiced, holidays observed, cultures, time zones, topography, points of 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 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

Word Processing

See curricula and course listings under Office Technology in this section of the catalog.

Work Experience

CREDIT, DEGREE APPLICABLE COURSES:

WKEX 197. Work Experience (3)
Work-15 CR/NC only
Prereq.: Students must be concurrently enrolled in at least seven semester units, including this course, and working in their major field.
Repeat: max. 6 units
This course involves student work experience with cooperating employers. Students should be aware that the course content and methodology may vary semester to semester. However, a minimum of one orientation lecture, two work site contacts by the instructor, and two semester conferences between instructor and student are required. CSU

WKEX 301. General Career Work Experience (1)
Work-5 CR/NC only
Prereq.: Approval of the employer. Students must enroll for at least six semester units in addition to this course. Students may not enroll in this course if they are enrolled in another work experience course.
Repeat: max. 6 units
An orientation to the world of work and a solid foundation for career planning, using the resources of both the College and the employer. Designed for the student who may not yet have selected a specific occupational goal, but who is presently employed. CSU

WKEX 302. General Career Work Experience (2)
Work-10 CR/NC only
Prereq.: Approval of the employer. Students must enroll for at least five semester units in addition to this course. Students may not enroll in this course if they are enrolled in another work experience course.
Repeat: max. 6 units
An orientation to the world of work and a solid foundation for career planning, using the resources of both the College and the employer. Designed for the student who may not yet have selected a specific occupational goal, but who is presently employed. CSU

WKEX 303. General Career Work Experience (3)
Work-15 CR/NC only
Prereq.: Approval of the employer. Students must enroll for at least four semester units in addition to this course. Students may not enroll in this course if they are enrolled in another work experience course.
Repeat: max. 6 units
An orientation to the world of work and a solid foundation for career planning, using the resources of both the College and the employer. Designed for the student who may not yet have selected a specific occupational goal, but who is presently employed. CSU

WKEX 805. Work Experience (1)
Work-5 CR/NC only
Prereq.: Arrangement with the course instructor and the instructor or administrator for whom the student works. Students must enroll for at least six semester units in addition to this course. Students may not enroll in another work experience course at the same time.
Repeat: combination WKEX 805, 806, 807 max. 6 units
Designed to introduce students to the world of work: punctuality, personal appearance, direction taking, job completion and workplace diplomacy. The content of this course varies.

WKEX 806. Work Experience (2)
Work-10 CR/NC only
Prereq.: Arrangement with the instructor and the department work experience coordinator. Students must enroll for at least five semester units in addition to this course. Students may not enroll in another work experience course at the same time.
Repeat: combination WKEX 805, 806, 807 max. 6 units
Designed to introduce students to the world of work: punctuality, personal appearance, direction taking, job completion and workplace diplomacy. The content of this course varies.

WKEX 807. Work Experience (3)
Work-15 CR/NC only
Prereq.: Arrangement with the instructor and the department work experience coordinator. Students must enroll for at least four semester units in addition to this course. Students may not enroll in this course if they are enrolled in another
WORK EXPERIENCE COURSE AT THE SAME TIME.
Repeat: combination WKEX 805, 806, 807 max. 6 units
DesIGNED to introduce students to the world of work: punctuality, personal appearance, direction taking, job completion and workplace diplomacy. The content of this course varies.

Chemistry

Announcement of Courses

CREDIT, NON-DEGREE APPLICABLE COURSES:
CHEM C. Introduction to Calculation in Chemistry (1)
Conf-1.5                CR/NC only
COREQ.: CHEM 101A
Recommended as a supplement to be taken concurrently with CHEM 101A for students who need additional help.
Illustration and discussion of problem-solving methods for calculations in CHEM 101A.

CHEM D. Chemistry Calculations (1)
Conf-1.5                CR/NC only
COREQ.: CHEM 103A
Recommended as a supplement to be taken concurrently with CHEM 103A for students who need additional help.
Illustration and discussion of problem-solving methods for calculations in CHEM 103A.

CHEM E. Organic Problem-Solving Methods I (1)
Conf-1.5                CR/NC only
COREQ.: CHEM 212A
Recommended as a supplement to be taken concurrently with CHEM 212A for students who need additional help.
Illustration and discussion of problem-solving methods in CHEM 212A.

CHEM F. Organic Problem-Solving Methods II (1)
Conf-1.5                CR/NC only
COREQ.: CHEM 212B
Recommended as a supplement to be taken concurrently with CHEM 212B for students who need additional help.
Illustration and discussion of problem-solving methods in CHEM 212B.

CREDIT, DEGREE APPLICABLE COURSES:
CHEM 17. Problem-Solving Methods (3)
Lec-3
PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN MATH 840, OR 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                CR/NC avail.
Open to all students. No previous chemistry or physics required. Satisfies the requirements of nursing and related majors that require one semester of chemistry. Also satisfies the recommended prerequisite for PHYS 12 and M B 12.
Students taking a major that requires two semesters of chemistry should enroll in CHEM 33 after completing CHEM 32. Students preparing to enroll in CHEM 101A or 103A should enroll in CHEM 40.
Basic concepts of inorganic and organic chemistry, biochemistry, and physics as they apply to the chemistry and physics of the human body. CSU
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.: HS ALGEBRA OR MATH 840 OR PLACEMENT IN MATH 860 OR HIGHER
Advise: Completion/concurrent enrollment in CHEM 17.
Students may enroll in this course to remove a high school deficiency in chemistry. Designed to prepare the beginning student as well as to strengthen the re-entry student for CHEM 101A or 103A.
Students who take CHEM 40 will not receive credit if they have completed CHEM 101A or 103A within the previous three years.
Students who plan to enroll in CHEM 101A or 103A are advised to take MATH 860 concurrently.
An introductory study of the fundamental laws and concepts of classical and modern chemistry, including dimensional analysis, nomenclature, stoichiometry, gases, solutions and atomic and molecular structures. CSU/UC

CHEM 55. Ethical Issues in Science (3) fa
Lec-3, field trips
Principles of ethics and their application in scientific work. Issues to be considered include professional ethical standards, relationship of science to public policy, role of government regulations and rationale for scientific research. Case studies will be drawn from areas of current concern in biotechnology, genetic engineering, and other scientific fields. CSU
CHEM 55 = BIO 55

CHEM 65A. Introduction to GC-MS (0.5)
Lec-7, lab-6 (total hrs)                CR/NC avail.
Principles and applications of gas chromatography and mass spectrometry, including the technique’s growing use in biotechnology, qualitative analysis and identification of unknown compounds, quantitative analysis of solutes, and method development using a computer interface. CSU

CHEM 65B. Introduction to HPLC (0.5)
Lec-7, lab-6 (total hrs)                CR/NC avail.
Principles and applications of HPLC, with a focus on uses in biotechnology, qualitative and quantitative analysis, and method development using a computer interface. CSU

CHEM 65C. Introduction to Capillary Electrophoresis (0.5)
Lec-7, lab-6 (total hrs)                CR/NC avail.
Principles and practical applications of capillary electrophoresis, including biotechnology applications, qualitative analysis and identification of unknown compounds, quantitative analysis of solutes, and method development using a computer interface. CSU
CHEM 65D. Introduction to AA Spectroscopy (0.5)
Lec-7, lab-6 (total hrs) CR/NC avail.
Principles and 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 CR/NC avail.
Repeat: if no subject repeat
Investigation in depth of selected topics in chemistry, such as: considering current issues and innovations, expanding subjects covered briefly in introductory courses, exploring topics not studied in other classes in chemistry, or instruments newly available. CSU

CHEM 85. Seminar in Chemistry (1)
Lec-1.5 CR/NC avail.
Repeat: max. 4 units
Discussions on current research in chemistry, biochemistry, and related fields. Presentations on career opportunities for students studying chemistry, as well as on study strategies for chemistry courses. CSU

CHEM 90-91-92. Laboratory Projects in Chemistry (0.5-1-2)
Lab-1.5, 3, 6, field trips CR/NC avail.
Repeat: if no subject repeat
Investigation in depth of selected laboratory techniques in chemistry, such as: methods of analysis using instruments available at CCSF or elsewhere; computer modeling using research-quality software; or groups of experiments not part of the curriculum in a currently-offered chemistry course at CCSF. CSU

CHEM 101A. General College Chemistry (5)
Lec-4, lab-6
PREREQ.: CHEM 32, 40, OR 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, thermochemistry, atomic structure, periodic table, chemical bonding, molecular structure, solids and liquids, and an introduction to chemical equilibrium. CSU/UC/CAN

CHEM 101B. General College Chemistry (5)
Lec-3, lab-6
PREREQ.: CHEM 101A OR 103A
Chemical kinetics, applications of aqueous equilibrium, chemical thermodynamics, oxidation and reduction, electrochemistry, symmetry, crystal structures and solid state chemistry, transition metal ions, descriptive chemistry of selected elements, and introduction to organic chemistry. CSU/UC/CAN

CHEM 101L. General Chemistry Lab I (2)
Lab-6
PREREQ.: A LECTURE COURSE EQUIVALENT TO CHEM 101A
CHEM 101L is open to students who have previously passed the lecture portion of first-semester general chemistry and who now need to satisfy the laboratory requirement. Students who have passed CHEM 101A or CHEM 103A may not receive credit for CHEM 101L.
The laboratory component of CHEM 101A. CSU

CHEM 102L. General Chemistry Lab II (2)
Lab-6
PREREQ.: A LECTURE COURSE EQUIVALENT TO CHEM 101B
CHEM 102L is open to students who have previously passed the lecture portion of second-semester general chemistry and who now need to satisfy the laboratory requirement. Students who have passed CHEM 101B may not receive credit for CHEM 102L.
The laboratory component of CHEM 101B. CSU

CHEM 103A. General Chemistry for Engineering (4)
Lec-4, lab-3
PREREQ.: CHEM 32, 40, OR 50, OR AN ADVANCED PLACEMENT TEST SCORE OF 3 OR HIGHER, OR PLACEMENT IN CHEM 101A/103A BY EXAMINATION AND ADVISING; AND MATH 860 OR PLACEMENT IN ANY MATH COURSE HIGHER THAN MATH 860
Designed for students majoring in all engineering programs except chemical engineering. Students who have passed CHEM 101A may not receive credit for CHEM 103A.
Stoichiometry, gas behavior, solution properties and reactions, thermochemistry, atomic structure and bonding, properties of solids and liquids, special projects. CSU/UC

CHEM 107. Computers in Chemistry (2) sp
Lec-1, lab-3
PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN CHEM 101A OR 103A
Spreadsheet programs and the BASIC programming language will be used as tools for problem solving, calculations, graphing and visual presentation of chemical data. Students will also use mathematical utilities programs in chemical settings. All projects utilize the principles taught in general chemistry. No prior computer experience is required. CSU/UC

CHEM 110. Chemistry for Nonscientists (3)
Lec-3, field trips CR/NC avail.
Open to all students except those who have completed CHEM 101A, 103A, or more advanced courses.
A non-mathematical presentation of chemical principles with emphasis on their relevance to modern life. Designed for non-science majors. CSU/UC

CHEM 110L. Laboratory for Nonscientists (1)
Lab-3 CR/NC avail.
PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN CHEM 110
Laboratory practice in modern and commonly used chemical techniques. CSU/UC

CHEM 205. Quantitative Analysis (4)
Lec-2, lab-6
PREREQ.: CHEM 101B
Recommended that CHEM 205 be taken soon after CHEM 101B
The fundamentals of quantitative analysis. Solubility, acid-base, redox, complex formation equilibria and their applications in volumetric and gravimetric analysis. Selected topics in instrumental analysis. CSU/UC/CAN

CHEM 208A. Organic Chemistry (4)
Lec-3, lab-3
PREREQ.: CHEM 101A OR 103A
Students who have passed CHEM 212A may not receive credit for CHEM 208A.
The first semester of a one-year course in organic chemistry for students not majoring in chemistry or biochemistry. CHEM 208A/208B is designed for students majoring in the life sciences, including pre-medical students. CSU/UC
CHEM 208B. Organic Chemistry (4)
Lec-3, lab-3
PREREQ.: CHEM 208A OR 212A
Students who have passed CHEM 212B may not receive credit for CHEM 208B.
The continuation of CHEM 208A. CSU/UC

CHEM 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

Certificate Curricula

Child Development: Administration

A “Certificate of Completion” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.

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

Area of Specialization: Administration

CDEV 90 Early Childhood Admin I | 3
CDEV 91 Early Childhood Admin II | 3

Child Development: Family Childcare

A “Certificate of Completion” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.
The Family Childcare Certificate requires completion of 6 units from the courses listed below:

Course | Units
--- | ---
CDEV 70 Family Childcare | 3
CDEV 41F Serving Children with Special Needs | 1
CDEV 41G Comm with Parents and Guardians | 1
CDEV 41H Environments in Family Childcare | 1
CDEV 41I Adv Business Practices | 1
CDEV 41J Infant/Toddler Development | 1
CDEV 41K Infant/Toddler Curriculum | 1

A “Certificate of Completion” 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.

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 Elective Courses | 6

Child Development: Infant/Toddler Care

A “Certificate of Completion” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.

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

Area of Specialization: Infant/Toddler Care

CDEV 61 Infant/Toddler Growth and Develop | 3
CDEV 62 Infant/Toddler Curr | 3

Announcement of Curricula

Child Development

Admission. Enrollment is open to all students interested in working with children in Early Childhood Programs.

Associate of Arts Degree and Award of Achievement. The Child Development Program is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete the required courses with an average final grade of C (2.00 grade point average) or higher receive the Award of Achievement in Child Development.

For students interested in the Associate of Arts Degree and Award of Achievement (in Child Development) from City College, the requirements are as follows:

12 units of the CORE courses (with a grade of C or better):
- CDEV 65 Introduction to Early Childhood Programs
- CDEV 67 Child, Family and Community
- CDEV 53 Child Growth & Development
- CDEV 66 Introduction to EC Curriculum

18 units selected from any courses offered by the Child Development Program.

2 Units of Health 14, ADV. First Aid Emergency Care.

GENERAL EDUCATION REQUIREMENTS for graduation from City College as listed in this catalog.

The Degree curriculum requires a total of 60 semester units. After completing 30 units from the Child Development Department AND the 18-24 units of General Education Requirements, a student may enroll in any course (as elective) to total the 60 units for an A.A. Degree.

Child Development and Family Studies

Certificate Curricula

Child Development: Administration

A “Certificate of Completion” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.

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

Area of Specialization: Administration

CDEV 90 Early Childhood Admin I | 3
CDEV 91 Early Childhood Admin II | 3

Child Development: Family Childcare

A “Certificate of Completion” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.
The Family Childcare Certificate requires completion of 6 units from the courses listed below:

Course | Units
--- | ---
CDEV 70 Family Childcare | 3
CDEV 41F Serving Children with Special Needs | 1
CDEV 41G Comm with Parents and Guardians | 1
CDEV 41H Environments in Family Childcare | 1
CDEV 41I Adv Business Practices | 1
CDEV 41J Infant/Toddler Development | 1
CDEV 41K Infant/Toddler Curriculum | 1

A “Certificate of Completion” 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.

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 Elective Courses | 6

Child Development: Infant/Toddler Care

A “Certificate of Completion” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.

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

Area of Specialization: Infant/Toddler Care

CDEV 61 Infant/Toddler Growth and Develop | 3
CDEV 62 Infant/Toddler Curr | 3

Announcement of Curricula

Child Development

Admission. Enrollment is open to all students interested in working with children in Early Childhood Programs.

Associate of Arts Degree and Award of Achievement. The Child Development Program is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete the required courses with an average final grade of C (2.00 grade point average) or higher receive the Award of Achievement in Child Development.

For students interested in the Associate of Arts Degree and Award of Achievement (in Child Development) from City College, the requirements are as follows:

12 units of the CORE courses (with a grade of C or better):
- CDEV 65 Introduction to Early Childhood Programs
- CDEV 67 Child, Family and Community
- CDEV 53 Child Growth & Development
- CDEV 66 Introduction to EC Curriculum

18 units selected from any courses offered by the Child Development Program.

2 Units of Health 14, ADV. First Aid Emergency Care.

GENERAL EDUCATION REQUIREMENTS for graduation from City College as listed in this catalog.

The Degree curriculum requires a total of 60 semester units. After completing 30 units from the Child Development Department AND the 18-24 units of General Education Requirements, a student may enroll in any course (as elective) to total the 60 units for an A.A. Degree.

Certificate Curricula

Child Development: Administration

A “Certificate of Completion” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.

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

Area of Specialization: Administration

CDEV 90 Early Childhood Admin I | 3
CDEV 91 Early Childhood Admin II | 3

Child Development: Family Childcare

A “Certificate of Completion” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.
The Family Childcare Certificate requires completion of 6 units from the courses listed below:

Course | Units
--- | ---
CDEV 70 Family Childcare | 3
CDEV 41F Serving Children with Special Needs | 1
CDEV 41G Comm with Parents and Guardians | 1
CDEV 41H Environments in Family Childcare | 1
CDEV 41I Adv Business Practices | 1
CDEV 41J Infant/Toddler Development | 1
CDEV 41K Infant/Toddler Curriculum | 1

A “Certificate of Completion” 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.

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 Elective Courses | 6

Child Development: Infant/Toddler Care

A “Certificate of Completion” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.

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

Area of Specialization: Infant/Toddler Care

CDEV 61 Infant/Toddler Growth and Develop | 3
CDEV 62 Infant/Toddler Curr | 3
**Child Development: Professional Development and Advocacy**

A “Certificate of Completion” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses. CDEV 72, Supervised Field Experience, is strongly recommended for those students planning to work in classroom settings with children.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CDEV 53 Child Growth and Development</td>
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<td>3</td>
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<tr>
<td>CDEV 67 The Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 66 Intro to Early Childhood Curr</td>
<td>3</td>
</tr>
</tbody>
</table>

**Area of Specialization: Professional Development and Advocacy**

Child Development Elective Courses from the following (6 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 41B Mentor Teacher Seminar</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41C Mentor Director Seminar</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41D Professional Advising – CDEV Permit</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41E Starting a Childcare Center in SF</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 105 Superv Adults in Early Childhood Prog</td>
<td>2</td>
</tr>
<tr>
<td>LABR 94A-C Labor Relations in Childcare</td>
<td>1-3</td>
</tr>
<tr>
<td>CDEV 93 Cultural Diversity in Early Childhood Ed</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 111-113 Work Exp in Child Development</td>
<td>1-3</td>
</tr>
<tr>
<td>CDEV 41L Advocacy and Professional Standards</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 72 Supervised Field Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

**Child Development: School-Age Care**

A “Certificate of Completion” will be granted upon successful completion of the required number of units in course work. A grade “C” or better is required in all certificate courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 53 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 65 Orientation to Early Childhood 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>
</tbody>
</table>

**Area of Specialization: School-Age Care**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 95 School-Age Curr</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 97 School-Age Child Growth and Develop</td>
<td>3</td>
</tr>
</tbody>
</table>

**Child Development: Violence Interventions in Early Childhood**

A “Certificate of Completion” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.

<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 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>CDEV 100 Violence and Its Impact on Children</td>
<td>3</td>
</tr>
</tbody>
</table>

**Area of Specialization: Violence Intervention**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 101 Violence Intervention Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 102 Practicum and Fieldwork</td>
<td>3</td>
</tr>
</tbody>
</table>

**Transfer to CSU Credential Programs**

The Teacher Prep Center in the Child Development and Family Studies Department at City College of San Francisco can help you if you are interested in transfer or need support to obtain elementary credentials or an advanced degree. We have information, resources and advice for students interested in teaching as a career. For additional information, please call the Teacher Prep Center at the Ocean Avenue Campus, Bungalow 213 at (415) 239-3890.

**Child Development**

**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

CDEV 41-42-43. Selected Topics in Child Development (1-2-3)
Lec-1, 2, 3, field trips CR/NC avail.
*The content of these courses varies. Students may re-enroll for additional credit if they do not repeat the same topic.*

Investigation in depth of selected topics in Child Development. CSU

**CDEV 41A.** The High/Scope Curriculum

**CDEV 41B.** The Mentor Teacher Seminar

**CDEV 41C.** The Mentor Director Seminar

**CDEV 41D.** The Child Development Permit and Professional Growth Advising

**CDEV 41E.** Starting a Childcare Center in San Francisco

**CDEV 41F.** Serving Children with Special Needs in Family Childcare

**CDEV 41G.** Communicating with Parents and Guardians in Family Childcare

**CDEV 41H.** Environments in Family Childcare

**CDEV 41I.** Advanced Business Practices in Family Childcare

**CDEV 41J.** Infant/Toddler Development in Family Childcare

**CDEV 41K.** Infant/Toddler Curriculum in Family Childcare

**CDEV 41L.** Advocacy and Professional Standards

**CDEV 41M.** Substitute Teaching in ECE Programs

**CDEV 41N.** Music and Movement in Family Child Care

**CDEV 41O.** Outdoor Learning in Family Child Care

**CDEV 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
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; home-school 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, lab-6
Repeat: max. 6 units
Supervised work experience in group programs for elementary-age children. Observation and evaluation of school-age children, planning group activities and the role of adults in elementary schools will be examined. CSU

CDEV 72. Supervised Field Experience in Early Childhood (3)
Lec-1, lab-6
PREREQ.: CDEV 53 AND CDEV 66 AND CDEV 67
Repeat: max. 6 units
Supervised work experience in group programs for young children. Observation and evaluation of young children, planning group activi-
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 current research in brain development, neuropsychology and nutrition. Necessary changes in attitudes and responses of the involved adults. CSU

CDEV 97. School-Age Child: Growth and Development (3)
Lec-3
Introduction to human growth and development from ages five through twelve, covering physical, cognitive, language and social development of the child. Developmental theories will be introduced and issues affecting the lives of school-age children in contemporary society will be explored. CSU

CDEV 98. Sensory-Motor Development and Activities in Early Childhood Programs (3)
Lec-3
PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN CDEV 53
Introduction to sensory-motor development in young children (birth - age 8) with a focus on large and small motor skills. Emphasis on understanding the critical factors that promote sensory-motor processing and interaction. Includes activities that enhance the role of the early childhood educator. CSU

CDEV 100. Violence and Its Impact on Children and Their Families (3)
Lec-3
Exploration of violence in America and its impact on the physical and psychological well-being of children, their families and early childhood teachers. Emphasis on the relationship of self-awareness and multicultural awareness as critical factors in understanding appropriate early childhood violence prevention and intervention strategies. CSU

CDEV 101. Introduction to Violence Intervention for Children and Their Families (3)
Lec-3
Overview of violence prevention strategies that are appropriate for early childhood programs. Building on skills developed in CDEV 100, this course focuses on early childhood teachers the knowledge and skills to respond to the needs of children and families who experience stress and chronic violence. CSU

CDEV 102. Practicum and Fieldwork in Violence Intervention for Children (3)
Lec-2 (9 wks), lab-12 (1 wk)
PREREQ.: CDEV 100 AND 101
Application of skills learned in CDEV 100 and 101. Students work with young children impacted by violence. Developing basic observation, communication, and intervention skills appropriate for early childhood settings. CSU

CDEV 105. Supervising Adults in Early Childhood Programs (2)
Lec-3 (12 wks)
PREREQ.: CDEV 90 or 91
Methods and principles of supervising adults in early childhood classrooms. Emphasis on the role of the experienced teacher who functions as the supervisor to center staff. Explores the head teacher’s relationship to new teachers while simultaneously addressing the needs of children, parents and other staff. CSU

CDEV 108. Communicating with Parents and Guardians (3)
Lec-48 (total hrs)
An overview of the importance of communication in childcare and school settings. Family needs, differences, challenges and expectations are stressed, with special attention paid to cultural, racial, economic, gender and family structure differences and their impacts on communication strategies. The value of positive parent-teacher relationships in the provision of quality childcare and education is analyzed, and communication techniques and strategies are explored. CSU

CDEV 111-112-113. Work Experience in Child Development (1-2-3)
Conf-1, work-5,10,15
CR/NC only
PREREQ.: CDEV 71 OR 72
COREQ.: ENROLLMENT IN AT LEAST 7 SEMESTER UNITS INCLUDING THIS COURSE AND CONSENT OF INSTRUCTOR
Repeat: combination max. 6 units
On or off-campus experience in child development or elementary school settings. The focus will be on providing practical experience in the methods and principles of teaching in early childhood and school-age classrooms. Emphasis on the role of the teacher in the field experience setting. Students gain practical, verifiable experience working with young children in a work environment. CSU

CDEV 150. Orientation to Education (3)
Lec-3
This course will provide an opportunity for students to explore the teaching profession as a career. Various settings for teaching, with specific emphasis on K-12 opportunities. California state requirements for becoming a credentialed teacher, the educational preparation involved and the steps to securing field experience and a teaching position. History of education in America will be presented, and an overview of the roles of the teacher will be covered. Students will
also assess their individual strengths as they relate to the demands of the profession and identify the developmental needs of children in group settings. CSU

**ESL 51A. ESL for Child Development (3)**

Lec-3 CR/NC avail.

**PREREQ.:** PLACEMENT IN ESL 52 AND 54; OR 48 OR 120; MAY BE TAKEN CONCURRENTLY WITH EITHER CDEV 65 OR 66, OR ALONE

Repeat: max. 9 units

English as a second language support for Child Development (CDEV) 65 and 66 for limited English speakers. Reading strategies to successfully manage CDEV course load; writing strategies to successfully complete CDEV class reports and tests. Vocabulary building in child development terminology. Instructor will conduct periodic conferences with CDEV instructors on student progress and achievement. CSU

**Family Studies**

**CREDIT, DEGREE APPLICABLE COURSES:**

**CDEV 151. Introduction to Foster Parenting (2)**

Lec-2

Exploration of the role of the foster parent. Emphasis on human development from birth through adolescence, communication skills, sociological/psychological fostering issues and cultural/community resources. Elements on ways in which the foster parent can nurture the foster child. CSU

**CDEV 152. Positive Parenting (2)**

Lec-2

Basic knowledge of parent and child growth and development. Nurturing approaches to utilizing positive stress management techniques in parenting and living. Designed for parents whose children are presently in out-of-home care or in danger of being placed in out-of-home care. CSU

**CDEV 155. Advanced Positive Parenting (3)**

Lec-3

An in-depth analysis of positive parenting knowledge, skills and behaviors, as well as a careful examination of the societal pressures faced by families and corresponding support services. Developed for parents who have reunited their families (after legal and social intervention). CSU

**NONCREDIT COURSES:**

**Infancy and Early Childhood**

**CDEV 8002. Parents and Infants (45-90 hrs)**

Informal lecture and discussion on infant development during the first seven months of life and issues of concern to new parents. Covers characteristics of normal development, daily routines and feeding practices, and impact of the infant on the family.

**CDEV 8003. Infant Development (45-90 hrs)**

Informal discussion on the growth and development of infants 8-14 months of age held in an enriched play environment. Topics covered include physical, emotional, social and cognitive growth, influence of environment on development, feeding concerns, and the infant’s impact on family.

**Preschool and School-Age Children**

**CDEV 8100. Child Observation (45-270 hrs)**

An exploration of child growth and development through observation and interaction with preschool children; child rearing practices; effective parenting; positive decision making in family life; utilization of community resources.

**CDEV 8101. State Preschool Program (72 hrs)**

Presents child growth and development and teaching techniques utilized in the classroom and home. Provides a preschool learning environment for children, educational opportunities for income eligible parents, and supportive services for families. One hour parenting class per week. (Parent attends 4-16 hours.)

**CDEV 8104. Parent Participating Class (270-306 hrs)**

An exploration of early childhood development with an emphasis on parent/child relationships, community resources and parent/child communication. Discussion of the developmental needs of children 2-5 years. (Parent attends 5-17 hours.)

**CDEV 8112. Preschool Child in Day Care (54-270 hrs)**

A study of the growth and development of preschool children in day care.

**CDEV 8117. Current Issues in Childcare (90-450 hrs)**

Classes designed for parents and guardians of children enrolled in childcare programs. Each class focuses on a specific aspect of childcare affecting parents/guardians of preschool and school-age children. Topics include the relationship of the childcare program to the family and how childcare relates to the needs of children.

**Parenting**

**CDEV 8202. Foster Parenting (18 hrs)**

The role of the foster parent. Emphasis on human development from birth through adolescence. Topics include separation and grieving; drug and sexual education for adolescents; the role of foster parents and biological parents; community resources including the agency and placement worker.

**CDEV 8206. Parenting in the Business Community (45-90 hrs)**

General principles of human development from birth through adolescence. Emphasis on problems of working and/or single parents, family dynamics, and community resources for childcare. (Classes may be made available on-site at large businesses.)

**Chinese**

Announcement of Curricula

**Certificate Curriculum**

**Chinese (Mandarin)**

The Certificate of Completion in Chinese (Mandarin) provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Chinese (Mandarin). Each course must be completed with a final grade of C or higher. Credit. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

**Core Courses**

- CHIN 1 Elementary Chinese .......................... 5
- CHIN 1A, 1B Elementary Chinese ................. 3-3
CHIN 1A-1B. Elementary Chinese (3-3)  
Lec-3, lab-2  
**PREREQ.: FOR CHIN 1A: CHIN 1A OR DEMONSTRATION OF CHIN 1A EXIT SKILLS**  
Advisement: Eligible for ENGL 94 or ESL 82 or completion of any City College or university foreign language course  
Beginner’s course. Grammar, composition, and reading. Practice in speaking and understanding Mandarin. CSU/UC/CAN  
CHIN 1A + 1B = CHIN 1

CHIN 2. Continuation of Elementary Chinese (5)  
Lec-5, lab-2  
**PREREQ.: CHIN 1 or 1B OR DEMONSTRATION OF CHIN 1/1B EXIT SKILLS**  
Second semester course. Continuation of the study of grammar, composition, and reading. Practice in speaking and understanding Mandarin. CSU/UC/CAN

CHIN 2A-2B. Continuation of Elementary Chinese (3-3)  
Lec-3, lab-2  
**PREREQ.: FOR CHIN 2A: CHIN 1 or 1B OR DEMONSTRATION OF CHIN 1/1B EXIT SKILLS**  
**PREREQ.: FOR CHIN 2B: CHIN 2A OR DEMONSTRATION OF CHIN 2A EXIT SKILLS**  
Continuation of the study of grammar, composition, and reading. Practice in speaking and understanding Mandarin. CSU/UC/CAN  
CHIN 2A + 2B = CHIN 2

CHIN 3. Intermediate Chinese (5)  
Lec-5, lab-1  
**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. Intermediate Chinese (3-3)  
Lec-3, lab-1  
**PREREQ.: FOR CHIN 3A: CHIN 2 or 2B OR DEMONSTRATION OF CHIN 2/2B EXIT SKILLS**  
**PREREQ.: FOR CHIN 3B: CHIN 3A OR DEMONSTRATION OF CHIN 3A EXIT SKILLS**  
Grammar, composition and reading. Practice in speaking and understanding Mandarin. Understanding of Chinese culture. CSU/UC  
CHIN 3A + 3B = CHIN 3

CHIN 4. Continuation of Intermediate Chinese (5)  
Lec-5, lab-1  
**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. Continuation of Intermediate Chinese (3-3)  
Lec-3, lab-1  
**PREREQ.: FOR CHIN 4A: CHIN 3 OR 3B OR DEMONSTRATION OF CHIN 3/3B EXIT SKILLS**  
**PREREQ.: FOR CHIN 4B: CHIN 4A OR DEMONSTRATION OF CHIN 4A EXIT SKILLS**  
Grammar, composition and reading. Practice in speaking and understanding Mandarin. Understanding of Chinese culture. CSU/UC  
CHIN 4A + 4B = CHIN 4

The 12 unit sequence of Chinese 10A-10B-10C-10D permits three repeats for a total of 21 units. It is the student’s prerogative to choose which courses will be repeated.

CHIN 10A. Beginning Conversational Cantonese (3)  
Lec-3, lab-2  
**CR/NC avail.**  
**PREREQ.: 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 idioms rather than on formal grammar and literature. Students will learn romanization with tone markings rather than Chinese characters. CSU

CHIN 10B. Continuation of Beginning Conversational Cantonese (3)  
Lec-3, lab-2  
**CR/NC avail.**  
**PREREQ.: CHIN 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 idioms rather than on formal grammar and literature. Students will learn romanization with tone markings rather than Chinese characters. CSU

CHIN 10C. Intermediate Conversational Cantonese (3)  
Lec-3, lab-2  
**CR/NC avail.**  
**PREREQ.: CHIN 10B OR DEMONSTRATION OF CHIN 10B EXIT SKILLS. NOT OPEN TO NATIVE SPEAKERS OF CANTONESE.**  
Third semester course. Continuation of extensive oral training in Cantonese. Designed for students who wish to continue acquiring more advanced skills of the spoken language with a minimum of formal grammar. Students will learn romanization with tone markings rather than Chinese characters. CSU

Announcement of Courses

Students of beginning Mandarin are directed to consider CHIN 1, 1A, 12A, 14A, 16.

**CREDIT, DEGREE APPLICABLE COURSES:**

**CHIN 1. Elementary Chinese (5)**  
Lec-5, lab-2  
**CR/NC avail.**  
Advisement: Eligible for ENGL 94 or ESL 82 or completion of any City College or university foreign language course  
Beginner’s course. Grammar, composition, and reading. Practice in speaking and understanding Mandarin. CSU/UC/CAN

Elective Courses

CHIN 12A Beg Conversational Mandarin ..........3-3  
CHIN 12B Cont of Beg Conversational Mandarin....3-3  
CHIN 12C Intermed Conversational Mandarin.....3-3  
CHIN 14A Conv Mandarin/Spkrs of Other Lang.....3-3  
CHIN 14B Conv Mandarin/Speaker of Other Lang...3-3  
CHIN 14C Intermed Conversational Mandarin.....3-3  
CHIN 29A, 29B Chin Literature in Translation...3-3  
CHIN 39, 49 Maj Achieve/Chin Thought & Cul...3-3

**CHIN 2. Continuation of Elementary Chinese (5)**  
Lec-5, lab-2  
**CR/NC avail.**  
**PREREQ.: FOR CHIN 1A: CHIN 1A OR DEMONSTRATION OF CHIN 1A EXIT SKILLS**  
Second semester course. Continuation of the study of grammar, composition, and reading. Practice in speaking and understanding Mandarin. CSU/UC/CAN

CHIN 3. Intermediate Chinese (5)  
Lec-5, lab-1  
**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. Intermediate Chinese (3-3)  
Lec-3, lab-1  
**PREREQ.: FOR CHIN 3A: CHIN 2 OR 2B OR DEMONSTRATION OF CHIN 2/2B EXIT SKILLS**  
**PREREQ.: FOR CHIN 3B: CHIN 3A OR DEMONSTRATION OF CHIN 3A EXIT SKILLS**  
Grammar, composition and reading. Practice in speaking and understanding Mandarin. Understanding of Chinese culture. CSU/UC  
CHIN 3A + 3B = CHIN 3

CHIN 4. Continuation of Intermediate Chinese (5)  
Lec-5, lab-1  
**CR/NC avail.**  
**PREREQ.: CHIN 3 OR DEMONSTRATION OF CHIN 3 EXIT SKILLS**  
Fourth semester course. Grammar, composition and reading. Practice in speaking and understanding Mandarin. Understanding of Chinese culture. CSU/UC

CHIN 4A-4B. Continuation of Intermediate Chinese (3-3)  
Lec-3, lab-1  
**CR/NC avail.**  
**PREREQ.: FOR CHIN 4A: CHIN 3 OR 3B OR DEMONSTRATION OF CHIN 3/3B EXIT SKILLS**  
**PREREQ.: FOR CHIN 4B: CHIN 4A OR DEMONSTRATION OF CHIN 4A EXIT SKILLS**  
Grammar, composition and reading. Practice in speaking and understanding Mandarin. Understanding of Chinese culture. CSU/UC  
CHIN 4A + 4B = CHIN 4

The 12 unit sequence of Chinese 10A-10B-10C-10D permits three repeats for a total of 21 units. It is the student’s prerogative to choose which courses will be repeated.

CHIN 10A. Beginning Conversational Cantonese (3)  
Lec-3, lab-2  
**CR/NC avail.**  
**PREREQ.: 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 idioms rather than on formal grammar and literature. Students will learn romanization with tone markings rather than Chinese characters. CSU

CHIN 10B. Continuation of Beginning Conversational Cantonese (3)  
Lec-3, lab-2  
**CR/NC avail.**  
**PREREQ.: CHIN 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 idioms rather than on formal grammar and literature. Students will learn romanization with tone markings rather than Chinese characters. CSU

CHIN 10C. Intermediate Conversational Cantonese (3)  
Lec-3, lab-2  
**CR/NC avail.**  
**PREREQ.: CHIN 10B OR DEMONSTRATION OF CHIN 10B EXIT SKILLS. NOT OPEN TO NATIVE SPEAKERS OF CANTONESE.**  
Third semester course. Continuation of extensive oral training in Cantonese. Designed for students who wish to continue acquiring more advanced skills of the spoken language with a minimum of formal grammar. Students will learn romanization with tone markings rather than Chinese characters. CSU
CHIN 10D. Continuation of Intermediate Conversational Cantonese (3)
Lec-3, lab-2 CR/NC avail.
Prereq.: CHIN 10C or Demonstration of CHIN 10C Exit Skills.
Not open to native speakers of Cantonese.
Fourth semester course. Continuation of extensive oral training in Cantonese.
Designed for students who wish to continue acquiring more advanced skills of the spoken language with a minimum of formal grammar. Students will learn romanization with tone markings rather than Chinese characters. CSU

The 9 unit sequence of Chinese 12A-12B-12C permits three repeats for a total of 18 units. It is the student’s prerogative to choose which courses will be repeated.

CHIN 12A. Beginning Conversational Mandarin (3)
Lec-3, lab-2 CR/NC avail.
Not open to native speakers of Mandarin nor to speakers of other Chinese languages. These students should consider CHIN 14A, Conversational Mandarin for Speakers of Other Chinese Dialects: Level I.
Extensive oral training in Mandarin. Emphasis on practical vocabulary, pronunciation, and idiomatic usage. Designed for students who wish to acquire basic skills of spoken Mandarin rather than reading and writing in Chinese characters. CSU

CHIN 12B. Continuation of Beginning Conversational Mandarin (3)
Lec-3, lab-2 CR/NC avail.
Prereq.: CHIN 12A or 1A or Demonstration of CHIN 12A or 1A Exit Skills.
Not open to native speakers of Mandarin nor to speakers of other Chinese languages. These students should consider CHIN 14B, Conversational Mandarin for Speakers of Other Chinese Dialects: Level II.
Second semester course. Continuation of extensive oral training in Mandarin. Emphasis on practical vocabulary, pronunciation, and idiomatic usage. Designed for students who wish to acquire basic skills of spoken Mandarin rather than reading and writing in Chinese characters. CSU

CHIN 12C. Intermediate Conversational Mandarin (3)
Lec-3, lab-2 CR/NC avail.
Prereq.: CHIN 12B or CHIN 1 or 1B or Demonstration of CHIN 12B, 1 or 1B Exit Skills.
Not open to native speakers of Mandarin. Open to all students with limited or no background in Chinese.
Third semester course. Continuation of extensive oral training in Mandarin. Designed for students who wish to continue acquiring more advanced skills of the spoken language with a minimum of formal grammar. CSU

The 9 unit sequence of Chinese 14A-14B-14C permits three repeats for a total of 18 units. It is the student’s prerogative to choose which courses will be repeated.

CHIN 14A. Conversational Mandarin for Speakers of Other Chinese Dialects: Level 1 (3)
Lec-3, lab-2 CR/NC avail.
Not open to native speakers of Mandarin. Open to all beginning students of Mandarin who can speak at least one Chinese dialect. Recommended for Chinese speaking students and for students who have some knowledge of Chinese.
Beginner’s course in Mandarin. Emphasis on practical vocabulary, pronunciation, and idiomatic usage. Designed for students who wish to acquire basic skills of spoken Mandarin rather than formal grammar and literature. CSU

CHIN 14B. Conversational Mandarin for Speakers of Other Chinese Dialects: Level 2 (3)
Lec-3, lab-2 CR/NC avail.
Prereq.: CHIN 14A or Demonstration of CHIN 14A Exit Skills
Not open to native speakers of Mandarin. Open to all students who can speak at least one Chinese dialect. Recommended for Chinese speaking students and for students who have some knowledge of Chinese.
Continuation of oral training in Mandarin. Emphasis on practical vocabulary, pronunciation, and idiomatic usage. Designed for students who wish to acquire basic skills of spoken Mandarin rather than formal grammar and literature. CSU

CHIN 14C. Intermediate Conversational Mandarin for Chinese Speaking Students (3)
Lec-3, lab-2 CR/NC avail.
Prereq.: CHIN 14B or Demonstration of CHIN 14B Exit Skills
Not open to native speakers of Mandarin. Open to all students who can speak at least one Chinese dialect. Recommended for Chinese speaking students and for students who have some knowledge of Chinese.
May not be offered every semester.
Continuation of extensive oral training in Mandarin. Emphasis on practical vocabulary, pronunciation and idiomatic usage. Designed for students who wish to continue acquiring skills of spoken Mandarin rather than formal grammar and literature. CSU

CHIN 16. Chinese Characters for Beginners (3)
Lec-3 CR/NC avail.
A beginner’s course, taught in English.
Open to all students with limited or no background in written characters. Recommended to be taken concurrently with CHIN 1, 1A/1B, or CHIN 12 series, or CHIN 10 series.
An intensive study of 300 commonly used characters to enhance reading and writing Chinese. CSU/UC

CHIN 17. Continuation of Chinese Characters for Beginners (3)
Lec-3 CR/NC avail.
Prereq.: CHIN 16 or Demonstration of CHIN 16 Exit Skills
A continuation course, taught in English.
Open to all students with limited or no background in written characters. Recommended to be taken concurrently with CHIN 1, 2A/B, or CHIN 12 series, or CHIN 10 series.
An intensive study of additional 300 commonly used characters to enhance reading and writing Chinese. CSU/UC

CHIN 22. Basic Chinese Composition Online (3) CR/NC avail
Prereq.: CHIN 2/2B
On-line introduction to basic Chinese writing skills including comprehension, vocabulary, and grammar through readings and discussions of contemporary issues concerning China and Taiwan. CSU/UC

CHIN 29A-29B. Chinese Literature in Translation (3-3)
Lec-3 CR/NC avail.
Advise: Eligible for ENGL 1A
CHIN 29A not prerequisite to 29B. No knowledge of Chinese required.
Reading and discussion of representative works in English translation. CSU/UC

CHIN 31A-31B. Intermediate Mandarin Chinese for Bilingual Students (3-3)
Lec-3, lab-1 CR/NC avail.
Prereq.: Oral fluency in at least one Chinese dialect other than standard Mandarin and knowledge of approximately 800-1000 Chinese characters
Chinese 31A is not a prerequisite for Chinese 31B. These courses may be taken non-sequentially.

Intensive training in written and spoken Mandarin with emphasis on reading and composition. Linguistic ability in both English and Chinese are used as a basis for increasing vocabulary and enhancing reading and writing skills through short stories, poems, essays and composition. Advanced training in written and spoken Mandarin.

CSU/UC

These courses are designed for bilingual students who are effective in oral communication in at least one Chinese dialect other than standard Mandarin, but need formal training in both receptive and productive skills in Mandarin.

CHIN 39. Major Achievements of Chinese Thought and Culture (3)
Lec-3
Advis: Eligible for ENGL 1A
No knowledge of Chinese required. Not open to students who are enrolled in or have completed CHIN 49.
Consideration of the humanistic traditions of China, the most recent archaeological discoveries, and their relation to those of other countries in East Asia. CSU/UC

CHIN 49. Major Achievements of Chinese Thought and Culture (3)
Lec-3 CR/NC avail.
No knowledge of Chinese required. Not open to students who are enrolled in or have completed CHIN 39.
Consideration of the humanistic traditions of China, the most recent archaeological discoveries, and their relation to those of other countries in East Asia. CSU

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

CLAS 35. Tragic Dramas of Greece (3)
Lec-3 CR/NC avail.
PREREQ.: ENGL 96 or PLACEMENT IN ENGL 1A
An intensive consideration of the tragic dramas of Greece from a literary standpoint. CSU/UC

Computer Networking and Information Technology

Announcement of Curricula

General Information

For students who wish to transfer to a four-year college, or who want computer training that will lead to employment, the Computer Networking and Information Technology Department offers certificate programs. Areas of study include microcomputer user support, networking, and telecommunications.

Transfer to Other Colleges and Universities. Students who complete the two-year Associate in Science degree program may choose to continue their education and earn the Bachelor’s degree. City College of San Francisco has transfer agreements with many of the California State University and University of California campuses.

Students who are interested in transferring after completion of the two-year degree program should consult the “Transfer Information” section of this catalog and discuss their plans with their program advisor or counselor.

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 microcomputer user support, networking, telecommunications, and web site administration.

Requirements for the Certificate of Completion. A student may obtain the Certificate of Completion by completing each of the courses offered in the certificate program with a grade of C or higher while maintaining a 2.00 GPA at City College. Credit/No-Credit grades will not be accepted toward completion of a certificate program. Core courses must be taken at CCSF.

Four 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 Technical Support

This program provides instruction in the support of a typical workplace computer environment including hardware, operating systems, and application programs. Students in this program practice diagnostic troubleshooting, technical and logical problem solving, and customer relations skills.

Course/Routers track

Course Units

Routing and Switching (Cisco)

The program of study for the Certificate in Routing & Switching (Cisco) includes instruction and practice in the theory, design, configuration, and operation of simple Local and Wide Area Networks. This course of study prepares students for entry-level positions in network administration and for the Cisco Certified Network Associate (CCNA) and Network+ exams.

Course/Routers track

Course Units

CS 260 Unix System Administration ........................................3
CNIT 100 Intro to Computers Using PCs.................................3
CNIT 103 Microcomputer Hardware .......................................3
CNIT 104 Microcomputer Hardware ADV.................................3
CNIT 105 Help Desk Operations ...........................................2
CNIT 106 Introduction to Networks ......................................3
CNIT 135A Internet..........................................................3
CNIT 150 Introduction to Local Area Networks ......................3
CNIT 155 Unix and Network Administration .......................3
CNIT 197 Work Experience or CS 198A.................................1
CNIT 198 Work Experience or CS 198B.................................2
CNIT 204 Windows Network Essentials ..................2
CNIT 241 Supporting Windows Networks I ...............3
CNIT 205 Advanced Routing ................................3

**Web Site Administration**

The program of study for the Certificate in Web Site Administration includes instruction and practice in the design, configuration, programming, and operation of web sites. This course of study prepares students for entry-level positions in web site administration and for the I-Net+ exam.

**Course Units**

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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CNIT 106 Introduction to Networks</td>
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<td>or CNIT 201 Internetwork Design</td>
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<td>or CNIT 240 Windows Network Essentials</td>
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<td>CNIT 135B Intermediate Internet</td>
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<td>CS 110A Introduction to Programming</td>
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<td>or CS 111A Intro to Programming/Java</td>
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<td>CS 110B Programming Fundamentals I</td>
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<td>or CS 111B Prog Fundamentals I/Java</td>
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<td>or CNIT 135C Advanced Internet</td>
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<td>CNIT 251 SQL Server Administration</td>
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<td>CNIT 245 Internet Info Server Admin</td>
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<td>CS 260 Unix System Administration</td>
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<tr>
<td>CNIT 169B Unix Network Administration</td>
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**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**CNIT 100. Introduction to Computers Using PCs (3)**

Lec-3, lab-3

A computer literacy course using IBM-compatible computers.

Students use computers to complete their class assignments. CSU/UC/CAN

Formerly CIS 100P.

**CNIT 102W. World Wide Web (1)**

Lec-1, lab-1

CR/NC avail.

Introduction to the World Wide Web Internet service. Use of browsers and search tools. Create home pages. Use web browsers to access other Internet services such as email, ftp, newsgroups and telnet. CSU

Formerly CIS 102W.

**CNIT 103. Microcomputer Hardware (3)**

Lec-3, conf-1, lab-2

PREREQ.: CS 101 or CNIT 100 OR 165

This course provides the knowledge and skills needed to install hardware, configure, repair, and maintain an IBM-compatible microcomputer. Topics include hardware components and peripherals, assembly, upgrading, and basic troubleshooting methodology. CSU

Formerly CIS 104.

**CNIT 104. Microcomputer Hardware Advanced (3)**

Lec-3, lab-2

PREREQ.: CNIT 103

This course provides the knowledge and skills needed to configure, diagnose, troubleshoot, repair, and maintain microcomputer hardware systems. Topics include advanced discussion of hardware components, operating systems, preventive maintenance, and performance optimization. Also included is an overview of printer technology, installation and configuration. CSU

Formerly CIS 104A.

**CNIT 105. Help Desk Operations (2)**

Lec-2, conf-1, lab-2

PREREQ.: CNIT 104

Advised: CNIT 106 or 164 or 165

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 106. Introduction to Networks (3)**

Lec-3, lab-2

PREREQ.: CNIT 100 OR 165

An analysis of technologies for connecting computers and computer related devices into LANs. Upon completion of this course, the student will get a good overview of the following major components of a network: network orientation, connecting network components, physical or wireless linking, network functions (OSI), network architecture, network operations, network administration and support, topologies, protocols, larger networks (WANs) and solving network problems. CSU

Formerly CIS 131.

**CNIT 135A. Internet (3)**

Lec-3, lab-3

Repeat: max. 9 units

CR/NC avail.

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 requisite to shell account use. CSU

Formerly CIS 135A.
CNIT 135B. Intermediate Internet (3)
Lec-3, lab-3
Advising: CNIT 135A
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 CIS 135B.

CNIT 135C. Advanced Internet (3)
Lec-3, lab-3
Prereq.: CNIT 135B and one of CS 110A, 141A, or 184
Repeat: max. 9 units
Topics in professional web site creation and management. Creation of original scripts to make web pages interactive, generate HTML content, process form data, and work with commercial databases. Creation of XML documents. Establishing web servers on a variety of platforms. CSU
Formerly CIS 135C.

CNIT 164. MS-DOS for Windows (2)
Lec-2, conf-1, lab-2
Advising: CNIT 165
An advanced course covering the use of the MS-DOS command line interface. This course is especially for students planning to take a certificate in Windows NT or 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 CIS 164.

CNIT 165. Windows (3)
Lec-3, lab-3
Repeat: max. 6 units
Advising: CNIT 100
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 CIS 165.

CNIT 169B. Unix Network Administration (3)
Lec-3, lab-3
Prereq.: CS 260; and CNIT 106 or 201 or 240
Configuring and maintaining Unix network services. Adding hosts, network services such as DNS, NFS, NIS, e-mail, web server, troubleshooting, and network security. Routing, routing protocols, and configuring routing tables. CSU
Formerly CIS 169B.

CNIT 197. Internship and Work Experience (1)
Conf-2, work-5
Prereq.: CNIT 135B or 104 and 106 or 201 or 241
Coreq.: Enrollment in 7 units of coursework including this course or consent of instructor
Repeat: max. 3 units
Work experience is supervised on- or off-campus work involving the use of computers. Internship programs are joint ventures between institutions or companies in the Bay area and the Computer 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 135B or 104 and 106 or 240 or 201
Coreq.: Enrollment in 7 units of coursework including this course or consent of instructor
Repeat: max. 6 units
Work experience is supervised on- or off-campus work involving the use of computers. Internship programs are joint ventures between institutions or companies in the Bay area and the Computer 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 135B or 241
Repeat: max. 9 units
Large-scale individual projects in Computer Networking and Information Technology to be defined in cooperation with an instructor-supervisor. The project must be in an area not covered by other course offerings. CSU

CNIT 201. Internetwork Design (3)
Lec-2, conf-1, lab-3
Advising: CNIT 100
Networking, network terminology and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, network standards and personal safety. This is the first course of the Cisco Networking Academy series. CSU
Formerly CIS 330.

CNIT 202. Router Technologies (3)
Lec-2, conf-1, lab-3
Prereq.: CNIT 201
Installation, configuration, customization, maintenance and troubleshooting of Cisco routers and other components. This is the second course of the Cisco Networking Academy series. CSU
Formerly CIS 331.

CNIT 203. Switching and Routing (3)
Lec-2, conf-1, lab-3
Prereq.: CNIT 202
Configuration of advanced routing protocols (e.g. IGRP), Local Areas Networks (LANs), and LAN switching. Design and management of advanced networks using Virtual LANs, Access Control Lists. Third course in preparation for Cisco CCNA certification. CSU
Formerly CIS 332.

CNIT 204. WAN and Project Based Learning (3)
Lec-2, conf-1, lab-3
Prereq.: CNIT 203
Design and configuration of advanced wide area network (WAN) projects using Cisco IOS command set. Fourth course in preparation for Cisco CCNA certification examination. CSU
Formerly CIS 333.

CNIT 205. Advanced Routing (3)
Lec-2, conf-1, lab-3
Prereq.: CNIT 204 or Cisco Certified Network Associate (CCNA)
Advanced routing using Cisco routers connected in local-area networks (LANs) and wide-area networks (WANs) typically found at medium to large network sites. Upon completion of this course, the student will be able to select and implement the appropriate Cisco IOS services required to build a scalable routed network. CSU

Formerly CIS 334

**CNIT 206. Remote Access (3)**
Lec-2, conf-1, lab-3  
**Prereq:** CNIT 204 or Cisco Certified Network Associate (CCNA) Certification

Advanced routing using Cisco routers connected in local-area networks (LANs) and wide-area networks (WANs) typically found at medium to large network sites. Upon completion of this course, the student will be able to select and implement the appropriate Cisco IOS services required to build a scalable routed network. CSU

**CNIT 240. Windows Network Essentials (2)**
Lec-2, conf-1  
*Advis: CNIT 165 and 106*

An overview of networking concepts and an introduction to their implementation in the Microsoft Windows Operating Systems, including tasks and operations involved in the daily management and ongoing support of a network, with hands-on experience to become familiar with the Windows Server user interface. Particular emphasis on TCP/IP. CSU  
Formerly CIS 325.

**CNIT 241. Supporting Windows Network I (3)**
Lec-3, conf-1  
**Prereq:** CNIT 240

This course provides the knowledge and skills needed to install and configure Microsoft Windows Network Operating Systems, including installation as a stand-alone operating system and as a network client, and installation and configuration of Windows Server as a network file server. Security, printing, performance, optimization, and disaster recovery are also covered. Hands-on practice provided. CSU  
Formerly CIS 326.

**CNIT 242. Managing Windows Networks (3)**
Lec-3, conf-1  
**Prereq:** CNIT 240

Provides knowledge and skills required for Network Administrators and Information Technology Professionals to implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows platform. These skills are generally required in medium size organizations that maintain over 200 user desktops and servers. The course covers terminology and procedures for configuration and management of Active Directory, Domain Name Service, Dynamic Host Configuration Protocol, Web and Intranet Services, Remote Access, and Group Policies. CSU  
Formerly CIS 361.

**CNIT 243. Network Communications Server (3)**
Lec-3, conf-1  
**Prereq:** CNIT 241  
*Advis: CNIT 106*

Configure and manage communications in a Windows Server network. Includes setting up network security, remote access, Domain Name Server, DHCP (Dynamic Host Configuration Protocol), remote installation, connectivity and troubleshooting. Hands-on practice provided using Windows Exchange Server. CSU

**CNIT 244. Windows Network Infrastructure (3)**
Lec-3, conf-1  
**Prereq:** CNIT 240

This course covers the knowledge and skills needed to configure and manage Microsoft Windows 2000 Server. Topics include setting up network security, remote access, Domain Name Server, DHCP (Dynamic Host Configuration Protocol), remote installation, connectivity and troubleshooting. Hands-on practice provided using Windows 2000 Server. CSU  
Formerly CIS 327.

**CNIT 245. Internet Information Server Administration (2)**
Lec-2, conf-1  
**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 (2)**
Lec-2, conf-1  
**Prereq:** CNIT 240

This course covers the knowledge and skills needed to design, implement, administer, and maintain a Microsoft Windows 2000 Active Directory database. Topics include concepts and terminology, publishing resources, group policies, and security settings. Hands-on practice provided using Windows 2000 Server. CSU  
Formerly CIS 328.

**CNIT 248. Windows Network Services Design (3)**
Lec-3  
**Prereq:** CNIT 240 OR 106 OR 201

This course covers the knowledge and skills essential to designing and evaluating a Microsoft Windows 2000 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. Designing Windows Network Security (3)**
Lec-3  
**Prereq:** CNIT 240

Implementation of security measures, or analysis of an existing network environment in consideration of security threats or risks (to defend against hacker attacks, viruses, and to ensure data privacy and integrity). Terminology and procedures for development, implementation, and configuration of a security plan, specifically for Microsoft Windows networks. CSU

**CNIT 251. SQL Server Administration (2)**
Lec-2, conf-1  
**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.
Announcement of Curricula

General Information

For students who wish to transfer to a four-year college, or who want computer training that will lead to employment, the Computer Science Department offers both two-year degree programs and certificate programs. Areas of study include computer programming, multimedia, databases, and Unix/Open Systems administration.

Degree Curriculum

Graduates of the two-year program in Computer Science will have the skills in computer programming required for transfer to a four-year college or for employment as programming assistants, maintenance programmers, and other entry level or trainee positions. Upon successful completion of the curriculum, students receive the Associate of Science (AS) degree.

Options. Students may choose from two options for their course of study toward a degree.

1. **Computer Science.** The Computer Science option prepares students for transfer to four-year colleges for further study in the area of computer science, as well as providing training for entry level employment as computer programmers and analysts.

2. **Computer and Information Science.** The Computer and Information Science option prepares students for entry-level positions in microcomputer applications and user support, or for transfer to four-year colleges for further study in areas such as Information Science. Those who want to prepare themselves for a career in other fields requiring microcomputer theory and practice will 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/Open Systems, databases (such as Oracle), and systems tools. Additional requirements may include the fundamentals of accounting, quantitative methods and communication skills.

Award of Achievement. Students who wish to earn an Award of Achievement must:
- Satisfy the requirements for the Associates Degree.
- Maintain a City College grade point average of B or higher.
- Earn a letter grade of B or higher in all CS courses taken towards the Award of Achievement.

Transfer to Other Colleges and Universities. Students who complete the two-year Associate in Science degree program may choose to continue their education and earn the Bachelor’s degree. City College of San Francisco has transfer agreements with many of the California State University and University of California campuses. Students who are interested in transferring after completion of the two-year degree program should consult the “Transfer Information” section of this catalog and discuss their plans with their program advisor or counselor.

Courses Required for the Award of Achievement in Computer Science

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 110A/111A</td>
<td>Intro to Programming (C++/Java)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 110A</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Additional graduation requirements</td>
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Second Semester

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<tr>
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<th>Course Name</th>
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<tbody>
<tr>
<td>CS 110B/111B</td>
<td>Prog Fundamentals I (C++/Java)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 110B</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHYC 4A</td>
<td>Physics for Sci and Engr</td>
<td>3</td>
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Third Semester

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>CS 110C/111C</td>
<td>Prog Funda II (C++/Java)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 115</td>
<td>Discrete Math</td>
<td>3</td>
</tr>
<tr>
<td>PHYC 4B</td>
<td>Physics for Sci and Engr</td>
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Courses Required for the Award of Achievement in Computer and Information Science

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<tbody>
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<td>CS 101</td>
<td>Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CS 110A/111A</td>
<td>Intro to Programming (C++/Java)</td>
<td>3</td>
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<tr>
<td>ACCT 1</td>
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<td>SPCH 1A</td>
<td>Elem of Pub Speak</td>
<td>3</td>
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<td>or SPCH 11</td>
<td>Basic Publ Speak</td>
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<td>or SPCH 12</td>
<td>Fund of Oral Comm</td>
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<tr>
<td>or ESL 79</td>
<td>Adv Speak &amp; Pronunc</td>
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<tr>
<td>MATH 75</td>
<td>Math Anal for Bus</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2</td>
<td>Managerial Accounting</td>
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<tbody>
<tr>
<td>CS 110C/111C</td>
<td>Prog Fundamentals II (C++/Java)</td>
<td>3</td>
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</tbody>
</table>
The program of study for the certificate in Computer Programming: Visual Basic with Database includes instruction and practice in the programming language Visual Basic and in database design and theory, as well as computer systems and the principles of automatic business data processing. This course of study prepares students for entry-level positions in computer programming in a variety of settings.

### Course

<table>
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<tr>
<td>CS 176 Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>or CS 101 Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CS 111A Intro to Programming/Java</td>
<td>3</td>
</tr>
<tr>
<td>CS 111B Programming Fundamentals I/Java</td>
<td>3</td>
</tr>
<tr>
<td>CS 111C Programming Fundamentals II/Java</td>
<td>3</td>
</tr>
<tr>
<td>CS 150A Client-Side Databases</td>
<td>3</td>
</tr>
<tr>
<td>or CS 151A Server-Side Databases</td>
<td>3</td>
</tr>
</tbody>
</table>

**Computer Programming: Java**

The program of study for the certificate in Computer Programming: Java includes instruction and practice in the programming language Java, as well as computer systems and the principles of automatic business data processing. This course of study prepares students for entry-level positions in computer programming in a variety of settings.

### Course

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</tr>
<tr>
<td>CS 111A Intro to Programming/Java</td>
<td>3</td>
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<tr>
<td>CS 111B Programming Fundamentals I/Java</td>
<td>3</td>
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<tr>
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</tr>
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<td>or CS 151A Server-Side Databases</td>
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</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/Open Systems**

The program of study for the certificate in Unix/Open Systems includes instruction and practice in using and administrating a Unix/Open System. This course of study prepares students for entry-level positions in Unix operations and administration.

**Select one course from each group.**

**Introduction to Networking**

- CNIT 106 Introduction to Networks...............3
- CNIT 201 Internet Network Design................3

**System Administration**

- CS 260 Unix System Administration..............3

**Beginning Programming**

- CS 110A Intro to Programming....................3
- CS 111A Intro to Programming/Java...............3

**Intermediate Programming**

- CS 110B Programming Fundamentals I.............3
- CS 111B Programming Fundamentals II/Java.......3

**Unix Networking**

- CNIT 169B Unix Network Administration.........3
Electives

CS 151A Server-Side Databases ..........................3
CNIT 135B Intermediate Internet..........................3
CS 176 Systems Analysis and Design ......................3
CS 261 Unix Systems Programming ........................3

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

CS 100M. Introduction to Computers Using Macintosh (3)
Lec-3, lab-3
Formerly CIS 100M.
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
Formerly CIS 101.

CS 110A. Introduction to Programming (3)
Lec-3, conf-1, lab-3
Advise: MATH 840 and CNIT 100
Introduction to computer programming and problem-solving. No prior programming experience required. Concepts include: problem-solving techniques, program design, charting, control structures, data structures, algorithms, use of the C++ programming language, a programming environment and hardware. Students use computers and other methods to complete assignments. CSU/UC
Formerly CIS 110A.

CS 110B. Programming Fundamentals I (3)
Lec-3, conf-1, lab-3
Prereq.: CS 110A
This course covers pointers, arrays with structured elements, file handling, dynamic memory allocation, and building abstract data types. Programming assignments require planning, good coding practices, and documentation. Applications include both numerical and non-numerical problems. CSU/UC/CAN
Formerly CIS 110B.

CS 110C. Programming Fundamentals II (3)
Lec-3, conf-1, lab-3
Prereq.: CS 110B
A course in the analysis and design of computer algorithms and the underlying data structures using an object-oriented approach. Analysis in the timing and efficiency of algorithms. Study of lists, stacks, queues, trees, 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
Formerly CIS 110C.

CS 111A. Intro to Programming/Java (3)
Lec-3, Conf-1, lab-3
Advise: MATH 840 and CNIT 100
Intro to computer programming and problem solving. No prior programming experience required. Course concepts include: problem solving techniques, program design, charting, control structures, data structures, algorithms, use of the Java programming language, a programming environment and hardware. Students use computers and other methods to complete assignments. CSU/UC
Formerly CIS 110I.

CS 111B. Programming Fundamentals I/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
Formerly CIS 110K.

CS 111C. Programming Fundamentals II/Java (3)
Lec-3, conf-1, lab-3
Prereq.: CS 111B OR CIS 144
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, backtrack, 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
Formerly CIS 110L.

CS 112A. Intro to Visual Basic.NET (3)
Lec-3, conf-1, lab-3
Advise: CNIT 100 or 165, and MATH 840
A beginning course in computer programming and problem solving using Visual Basic.NET. Students develop Windows-oriented application programs with emphasis on standard programming concepts and algorithms, interface design, and event processing using the .Net development platform. CSU

CS 113A. Introduction to Perl Programming (3)
Lec-2, conf-1, lab-3
Advise: CS 160A
An introduction to the interpreted language called Perl, the Practical Extration and Report Language. Recommended for anyone working with files and text. This course covers the semantics and syntax of the Perl language, and includes discussion on the practical kinds of problems that Perl can solve and provides examples. Students write stand-alone programs that perform various tasks, including text and file manipulation. CSU

CS 113B. Object Oriented Perl Programming (3)
Lec-2, conf-1, lab-3
Prereq.: CS 113A
A continuation of the concepts and principles introduced in CS 113A, Introduction to Perl Programming using an object-oriented approach to problem solving and program development. Packages, objects, references, nested data structures, advanced regular expressions, CGI and DBM topics are covered. Students write stand-alone and CGI programs to solve common data processing and system administration tasks. CSU
CS 141B. Visual Basic with Database (3)
Lec-3, conf-1, lab-3
Prereq.: CS 150A
Design and write applications using the Visual Basic and Visual Basic for Applications (VBA) programming languages in conjunction with the Access database. These applications will run under the Windows environment. CSU
Formerly CIS 141B.

CS 150A. Client-Side Databases (3)
Lec-3, lab-3
Advise: CNIT 100
Introduction to single-user database management systems. Design and development of relational database systems using client-based software. Students will use SQL and other database tools to define and manipulate the database. This course uses Microsoft Access software and includes a brief introduction to VBA (Visual Basic for Applications). CSU
Formerly CIS 134A.

CS 151A. Server-Side Databases (3)
Lec-3, lab-3
Prereq.: CS 150A or 110A or 111A
An advanced course in the design and development of multi-user database systems covering networked microcomputers and mainframe applications using server-based software. This course uses Oracle software and includes an introduction to PL/SQL. CSU
Formerly CIS 134B.

CS 151B. Oracle Database Administration (3)
Lec-3, lab-3
Prereq.: CS 150A or 151A
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
Formerly CIS 134B.

CS 160A. Introduction to the Unix Operating System (2)
Lec-2, lab-2
Introduction to the Unix operating system. Unix file management and common utilities. Major Unix features and structural overview. CSU

CS 160B. Unix Shell Scripting (2)
Lec-2, lab-2
Prereq.: CS 160A
Analyze, create, write, and debug Unix shell scripts. Students review basic scripting techniques and develop scripting skills needed for Unix System Administration courses. CSU

CS 171. Analysis of Spreadsheets (3)
Lec-3, lab-3
Survey of the various spreadsheet software available for microcomputers. Advantages, disadvantages, and internals of the most popular currently used spreadsheets. Comparisons of cost, characteristics, user-friendliness, and use. Graphing, database maintenance, and programming spreadsheet macros with Visual Basic for Applications. CSU
Formerly CIS 171.

CS 176. Systems Analysis and Design (3)
Lec-3, lab-1
Prereq.: CS 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
Formerly CIS 136.

CS 181. Computer Graphics (3)
Lec-3, lab-3
Advise: CNIT 135A
Introduction to computer graphics. Focus on technical aspects of graphics. Use and analysis of photo editing, vector and animation software. Use of hardware such as scanners and digital cameras. Simple graphics programming. CSU
Formerly CIS 133.

CS 182. QuickTime for Webstreaming (3)
Lec-3, lab-3
Prereq.: CS 100M, CNIT 100 or IDST 120, or demonstration of their exit skills
Advise: CS 183A
Repeat: max. 6 units
An introduction to the technical specifications and parameters of Apple’s QuickTime file format. QuickTime file authoring for Webstream content. QuickTime architecture, interface, roster of codecs. Strategies for sourcing and processing base image for maximum web performance. Analysis of QuickTime vs. AVI architecture, cross platform compatibility issues. CSU
Formerly CIS 182.

CS 183A. Multimedia Tools (3)
Lec-3, lab-3
Advise: CS 100M or CNIT 100 or IDST 120
Repeat: max. 6 units
Hands-on survey of multimedia theory and practice. Team approach to the design and production of interactive multimedia projects. Multimedia applications, including authoring, video capture, audio capture, and animation. Multimedia hardware, including Macintosh and Windows platforms, audio and video capture cards, and peripherals. CSU
Formerly CIS 183.

CS 183B. Multimedia Programming (3)
Lec-3, conf-1, lab-3
Prereq.: CS 183A or 181 or IDST 146
Repeat: max. 6 units
An introductory course in computer programming for the creation of multimedia projects. Program design and implementation, including algorithms, data structures, control structures, style, and debugging techniques. CSU
Formerly CIS 184.

CS 183C. Advanced Multimedia Programming (3)
Lec-3, conf-1, lab-3
Prereq.: CS 183B
Repeat: max. 6 units
Object-oriented programming for the creation of multimedia projects. Advanced data structures, including multidimensional arrays, queues, stacks, and linked lists. Inheritance, encapsulation, and polymorphism. CSU
Formerly CIS 185.

CS 198A-198B-198C. Internship and Work Experience (1-2-3)
Conf-2, work-5, 10, 15
Prereq.: CNIT 104, 106, 135B; CS 110B, 111B, 150A, 151A, 176, 141B, 260 or 183B
Repeat: max. 6 units
Work experience is supervised on- or off-campus work involving the use of computers. Internship programs are joint ventures between
institutions or companies in the Bay area and the Computer and Information Science Department. Students must be employed in any area including, but not limited to, entry level programmer, operator, technician, or computer assistant. CSU
Formerly CIS 198A-198B-198C.

CS 199. Independent Study (1-3)
Ind st-5,10,15
PREREQ.: CIS 144; CNIT 135C; CS 110C, 111C, 141B, 183B, OR 260
Repeat: max. 6 units (new subj.)
Large-scale individual projects in computer programming to be defined in cooperation with an instructor-supervisor. Student opportunity to complete independent programming study. CSU (UC upon review)
Formerly CIS 199.

CS 211. Advanced Java Programming (3)
Lec-3, lab-3
PREREQ.: CS 111B OR CIS 144
Introduces advanced Java language features and packages that are essential for building client server applications. Topics include multithreading, Swing, collections, networking, JDBC, servlets, Remote Method Invocation, and JavaBeans. Students gain experience working with and developing both client-side and server-side programs. CSU/UC
Formerly CIS 145.

CS 260. Unix System Administration (3)
Lec-3, lab-3
PREREQ.: CS 110A OR CS 111A
Examination of the skills necessary to effectively perform the responsibilities of a UNIX system administrator, such as setting up new users, installing terminals, installing software, maintaining the file system, backing up files, startup and shutdown of the system and maintaining security. Shell programming is used as an aid for automating system administration tasks. CSU
Formerly CIS 169A.

CS 261. Unix Systems Programming (3)
Lec-3, lab-3
PREREQ.: CS 110B
An overview of Unix system calls, the functions in the standard library which access the lowest level resources of the Unix operating system. Emphasis on writing programs for controlling file I/O, terminal I/O and buffering characteristics, process handling, signal handling, pipes, file locking, network-based inter-process communication using sockets, and RPC. Concrete examples of the Unix system call interface using the C and/or C++ programming languages. CSU
Formerly CIS 170.

CS 270. Computer Architecture with Assembly Language (3)
Lec-3, conf-1, lab-3
PREREQ.: CS 110B OR 111B
This course emphasizes the organization and operation of real computer systems at the assembly-language level. The mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied, as well as the internal representation of simple data types and structures. Numerical computation is examined, noting the various data representation errors and potential procedural errors. CSU/UC
Formerly CIS 123.

CIS 144. Java Programming (3)
Lec-3, conf-1, lab-3
PREREQ.: CS 110B
Introduction to the general-purpose programming language Java. Includes development environment, objects and classes, inheritance, graphics programming, applets, exceptions, I/O, multithreading, and networking. Creation of interactive applets for the World Wide Web and stand-alone applications that incorporate the basic features of the language. Object-oriented principles of program design and development are emphasized throughout the class. CSU/UC

Consumer Education

Certificate Curriculum

Nutrition Assistant

(Starts Fall Semester of even numbered years only.)

Admission Requirements. Admission to the program is based on the following:

1. Graduation from an accredited high school or have passed the G.E.D. test or have passed the California High School Proficiency examination.
2. Placement into ENGL 90 or completion of ESL 72 or 150 or 82 with a grade of C or higher.
3. Submission of a written application (see note below).
4. Completion of HOEC 98,* Introduction to Nutrition Assistant Program with a grade of C or higher.

*All applicants to the program must enroll in HOEC 98 which is offered the first five weeks of the fall semester. Upon admission to the program, the student will enroll in the other courses which start the sixth week of the same semester.

Note: If the number of students who meet criteria #4 exceeds maximum class size, admission will also be determined by the filing date of application on a first-come, first-serve basis.

Requirements for Certificate Completion in Nutrition Assistant

The certificate requires completion of 16 units. Each course must be completed with a final grade of C or higher and a Credit grade in the field experience.

Sequence of Required Completion

First Semester (Fall of even numbered years)

Course Units
HOEC 98 Intro to Nutrition Assistant Program ........1
HOEC 99 Nutrition for Paraprofessionals (or equivalent basic nutrition course) .....................3
HOEC 100 Foodways, Nutrition and Health ..........3

Second Semester (Spring)

HOEC 104 Life Span Nutrition and Assessment .....4
HOEC 105 Clinical and Community Nutrition ......4
HOEC 106 Nutrition Assistant Field Experience ...2

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

HOEC 97. Introduction to the Child Nutrition Program (2)
Lec-6 (6 wks)
An introduction course to help child nutrition personnel acquire essential entry level skills. The course covers topics in basic nutrition principles, sanitation and safety, record keeping, and food production. CSU
HOEC 98. Introduction to Nutrition Assistant Program (1)
Lec-3 (5 wks)
Focuses on the scope and nature of work as a nutrition paraprofessional in various health care settings, and the development of practical skills in critical thinking, problem-solving, organization, and time management. Guest lectures from various professionals in the nutrition/health field will be a part of the course. This course is a prerequisite for acceptance to the Nutrition Assistant Program. CSU

HOEC 99. Nutrition for Paraprofessionals (3)
Lec-4 (12 wks)
PREREQ.: ACCEPTANCE INTO CERTIFICATE PROGRAM
Intermediate level nutrition course intended for students planning to work as paraprofessionals in nutrition and/or health. The course uses a practical approach to the study of nutrients and health with less emphasis on biochemistry. CSU

HOEC 100. Foodways, Nutrition and Health (3)
Lec-4.5 (12 wks)
PREREQ.: ACCEPTANCE INTO CERTIFICATE PROGRAM
A study of the cultural and socioeconomic influences on the food habits of different ethnic groups in the United States and their diet-related health risks and implications. Cross-cultural counseling strategies, foodservice sanitation and safety, and optimal use of the food dollar will also be covered. CSU

HOEC 104. Life Span Nutrition and Assessment (4)
Lec-5 (12 wks)
PREREQ.: HOEC 99
A study of the nutritional needs and special nutrition issues common at different periods of the life cycle from conception, infancy, childhood, adolescence, young, middle and late adulthood, including pregnancy and lactation. Also covers nutrition screening parameters to assess nutrition risk for each age group. CSU

HOEC 105. Clinical and Community Nutrition (4)
Lec-5 (12 wks)
PREREQ.: HOEC 99
Focuses on the principles of medical nutrition therapy and nutrition application in public health. Intended for those planning careers in the field of nutrition. CSU

HOEC 106. Nutrition Assistant Field Experience (2)
Conf-1, work-16 (10 wks)
PREREQ.: ENROLLMENT IN THE NUTRITION ASSISTANT PROGRAM AND MAINTENANCE OF A SATISFACTORY (2.0 OR HIGHER) ACADEMIC PERFORMANCE
The course provides hands-on experience at various public health and nutrition care settings like Women, Infants and Children (WIC) Supplemental Nutrition Programs, Head Start, senior nutrition programs, and hospitals. This course enables students to learn and practice entry-level job-specific skills and competencies in the delivery of nutrition care and services under the supervision of registered dietitians. CSU

NONCREDIT COURSE:
HOEC 6122. Consumer Education - Health and Nutrition (54 hrs)
Practices for maintaining good health, well-being and physical fitness. Practical information on nutrition, food, consumer issues, and personal safety.

Culinary Arts and Hospitality Studies

Announcement of Curricula

Introduction. 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.

Credit, Degree Programs

Associate in Science Degree and Award of Achievement

Culinary Arts and Hospitality Management Programs

Formerly the Hotel and Restaurant Department

Please visit www.ccsf.edu/hotelandrestaurant 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 train-
ing in the department’s facilities. The Hotel Management program includes 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, casinos, cruise ships, retirement communities, catering companies, educational institutions and as purveyors, to name just a few. The jobs that students receive immediately upon graduating vary greatly, depending upon their career goals and practical experiences. Graduates may accept positions such as: line cook, pastry cook, baker, host, food servers, hotel reservationists, desk clerks, cashiers and night auditors; to entry level management positions, such as: sous chef, assistant restaurant managers, hotel reservations manager, assistant front office manager, and purchasing agent. Graduates progress in their careers to such positions as: Executive Chef, Restaurant and Hotel General Manager, Executive Pastry Chef, Concierge, Restaurant Owner, Food and Beverage Director, Garde Manger Chef, Sales Manager, Bakery Owner, Catering Director, Food Service Director, Sous Chef, Country Club Manager, Certified Public Accountant, Hotel Director of Sales and Marketing, Director of Banquets, Food Service Distributor, Consulting Firm President, Food Writer and Food Stylist, to name only a few.

**Costs.** In addition to tuition, fees, books, and other such college expenses, students in Food Service Management and Culinary Arts programs will need to purchase uniforms and kitchen tools at an approximate cost of $350.

**Admission.** Applicants to the Culinary Arts and Hospitality Management Programs must complete the Department’s application form, which may be obtained at the CAHMP office located at Statler Wing, Room 156, by calling the office at (415) 239-3152, or by printing the application from our website: [www.ccsf.edu/hotel-restaurant](http://www.ccsf.edu/hotel-restaurant). Completed applications must be submitted by the second Monday in November for the following spring semester and by the second Monday in April for the following fall semester (unless these dates are displaced by a holiday). Applicants should call (415) 239-3152 for the exact deadline dates for each semester. Applicants whose primary language is not English must have completed ESL 140 or 62 or 68, or be eligible to enter ESL 150 or 72, or higher, based on the CCSF ESL placement test. Prior to being admitted to Culinary Arts and Hospitality Management Programs, applicants must complete the procedure for admission to the college.

**Probation.** Probation occurs when a student fails to maintain a 2.00 cumulative grade point average. Students are removed from probation when their cumulative grade point average is increased to a minimum of 2.50.

**Disqualification.** Students may be disqualified from the Program for any of the following reasons:
1. Receiving a final grade of “F” in CAHS 10 or CAHS 10Q.
2. Remaining on probation for two consecutive semesters.
3. Receiving a final grade of “D” or “F” in a laboratory class being repeated, because of receiving an initial grade of “D” or “F”.
4. For reasons described in various sections of this catalog.

Students receiving a final grade of “D” or “F” in any of the consecutive laboratory series class (CAHS 10, CAHS 10Q, CAHS 20, CAHS 30) must confer with the Program Advisor and repeat those classes before progressing to the next class in the sequence.

**Announcement of Degree Curricula**

### Culinary Arts

You will earn an Associate of Science Degree and an Award of Achievement with a concentration in Culinary Arts. These classes are offered every semester and should be taken with A.S. degree requirements.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAHS 100 Introduction to Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 10 Elementary Qty Food Prep</td>
<td>5</td>
</tr>
<tr>
<td>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>3</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</td>
<td>3</td>
</tr>
<tr>
<td>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>LABR 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</td>
<td>3</td>
</tr>
<tr>
<td>or ACCT 1 Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 10 (or 10Q), 20, 30 and 40W must be taken in sequence.</td>
<td></td>
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<tr>
<td>* To be taken in student’s final semester only.</td>
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</tbody>
</table>

**PLUS: Students are required to take 6 units of the following 4 electives:**

**You must take either:**
- CAHS 24 Specialty Baking and Decorating | 3
- or CAHS 25 Advanced Food Prep Specialties (offered Spring semester only) | 3

**You must also take either:**
- CAHS 44 Supervisory Development | 3
- or BSEN 74 Business Correspondence | 3

**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
Culinary Arts and Hospitality Studies 155

Food Service Management

You will earn an Associate of Science Degree and an Award of Achievement with a concentration in Food Service Management. These classes are offered every semester and should be taken with A.S. degree required classes.

Courses Units
CAHS 100 Introduction to Hospitality ..................3
CAHS 10 Elementary Qty Food Preparation
or CAHS 10Q Elem Qty Food Prep ..................5
CAHS 20 Quantity Food Prep and Supervision .......5
CAHS 30 Restaurant Operations ......................5
CAHS 40W Field Work *..................................3
CAHS 21 Meat Analysis ..................................2
MB 51 Sanitation Principles and Practices..........1
SPCH 11 Basic Public Speaking
or SPCH 1A Elements of Public Speaking .........3
NUTR 51 Elementary Nutrition .......................2
LABR 96C Labor Relations in the Modern American Workplace..............................3
CAHS 33 Purchasing and Cost Controls ...............3
CAHS 44 Supervisory Development ....................3
BSEN 74 Business Correspondence ....................3
CAHS 42 H & R Accounting
or ACCT 1 Financial Accounting ....................3-4
CAHS 32 Hospitality Marketing
(offered Spring semester only) ......................3

* To be taken in student’s final semester only.

PLUS: Electives and/or A.S. degree classes

Note: You must complete 12 units of A.S. degree requirements before continuing to the 2nd year.

Elective classes: Recommended, not required. Not offered every semester. Each class is 3 units.
CAHS 203 Advanced Food Prep Specialties ..........3
CAHS 205 Intro to Wine and Its Sensory Eval .......3
CAHS 208 Catering and Events .........................3
CAHS 209 Restaurant Analysis .........................3
SUPV 233 Human Resources Management ..........3
MABS 60 Micro Applications for Business ..........3
PSYC 26 Human Relations
or PSYC 1 General Psychology .......................3

Hotel Management

You will earn an Associate of Science Degree and an Award of Achievement with a concentration in Hotel Management. This concentration is limited to preparing students to work in the rooms division of a hotel or lodging facility. It is designed to serve the needs of those who can only attend school part-time or only want training in the rooms division of a hotel or for those who already have a strong food and beverage background.

You may attend the program part-time or full-time. 2 labs are required. All other classes are lectures.

These classes are offered every semester:
(Plus general education degree requirements)
CAHS 100 Introduction to Hospitality ...............3
MABS 60 Micro Applications for Business ..........3
SPCH 11 Basic Public Speaking
or SPCH 1A Elements of Public Speaking .........3

BSEN 74 Business Correspondence ....................3
LABR 96C Labor Relations in the Modern American Workplace..............................3
CAHS 33 Purchasing and Cost Controls ...............3
CAHS 42 H & R Accounting .........................3
CAHS 44 Supervisory Development ....................3
CAHS 40W Field Work *..................................3

* To be taken in student’s final semester only.

Fall Semester classes: Only offered in the fall semester.
(Plus general education degree requirements)
CAHS 35 Hotel Front Office Operations ...............3
CAHS 43 Principles of Hotel Administration ........3

Spring Semester Classes: Only offered in the spring semester.
(Plus general education degree requirements)
CAHS 32 Hospitality Marketing .......................3
CAHS 34 Hospitality Law ...............................3
SUPV 233 Human Resources Management ..........3

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 preparing 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 preparing basic hotel and restaurant kitchen and bakery stations; experience in preparing dinners, salads, sandwiches, bakery goods, and desserts. CSU
Formerly HR 10Q.

CAHS 20. Quantity Food Preparation and Supervision (5)
Lec-4, lab-20
PREREQ.: CAHS 10 or 10Q
Advisement: 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 AND 20, OR DEMONSTRATION OF CAHS 10 OR 10Q AND 20 EXIT SKILLS  
**Repeat:** max. 6 units  
Special instruction in the finer arts of baking and pastry preparation and decoration, as related to food service in deluxe hotels and restaurants. Procedures and recipes in French pastries, candy making, petits fours, cake design and decoration, including gum paste work and decoration of seasonal and wedding cakes. How to organize and staff, tools, equipment and materials for baking preparation. Use of tools and cooking techniques are demonstrated. Evaluation of items prepared in class is done at each session. CSU  
Formerly HR 24.

CAHS 25. Advanced Food Preparation Specialties (3)  
Lec-3, field trips  
**PREREQ.:** CAHS 10 OR 10Q AND 20, AND CURRENTLY ENROLLED IN THE CULINARY ARTS AND HOSPITALITY MANAGEMENT PROGRAMS  
**Repeat:** max. 6 units  
**Intended for CAHMP degree-candidate students and culinary professionals.**  
Special instruction in the finer art of food preparation as related to food service in deluxe hotels and restaurants. Methods, preparation and service of beef, veal, lamb, pork, poultry, wild game, fish, shellfish, mollusks, vegetables, pastas and related sauces and stocks. How to organize staff, tools, equipment and materials for food preparation. Use of tools and cooking techniques are demonstrated. Items prepared in class are evaluated at each session. CSU  
Formerly HR 25.

CAHS 30. Restaurant Operations (5)  
Lec-5, lab-15, field trips  
**PREREQ.:** CAHS 20  
Training in food and beverage service and control for dining rooms, banquettes, 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  
**CR/NC avail.**  
**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  
**COREQ.:** ENROLLMENT IN AT LEAST 4 ADDITIONAL UNITS AND CONSENT OF INSTRUCTOR  
Laboratory training in hotels and restaurants. Designed to provide practical experience in the branch of the industry to which the student shows to be best adapted, or in which the student desires additional training beyond that given in class. CSU  
Formerly HR 40W.

CAHS 42. Hotel and Restaurant Accounting (3)  
Lec-3  
**PREREQ.:** ESL 62 or 68 or 140, OR PLACEMENT IN ESL 72 or 150 OR HIGHER  
Principles of hotel and restaurant accounting, including the meaning and purposes of accounting, journalizing, periodic adjustments and formal statements. Emphasis on analysis of financial statements to be used as practical tools in making decisions in the operation of hotels and restaurants. CSU  
Formerly HR 42.

CAHS 43. Principles of Hotel Administration (3)  
Lec-3  
**PREREQ.:** ESL 62 or 68 or 140, OR PLACEMENT IN ESL 72 or 150 OR HIGHER  
The physical aspects of hotel operations, including development, classification, and organization. Procedures for emergencies, check cashing, use of credit cards, and collection of accounts receivable. Protection of hotel property against damage and theft by guests. Fundamentals of taxes, leases, and insurance as they apply to the hotel and restaurant industry. CSU  
Formerly HR 43.
CAHS 44. Supervisory Development (3)  
Lec-3  
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher  
A practical approach to the understanding of supervision and management. The role of the supervisor/manager within the organization and the greater community. Principles of supervision, correction and improvement; conflict and co-operation; communication, responsibilities of the labor management team within the organization and the community. Case studies of personnel and general human relations problems in the hospitality industry. CSU  
Formerly HR 44.

CAHS 51-52-53. Selected Topics in the Hospitality Industry (1-2-3)  
Lec-1,2,3, field trips  
CR/NC avail.  
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher  
Repeat: if no subject repeat  
Investigation in-depth of selected topics in the hospitality industry. Current issues and innovations; expansion of subjects covered in introductory courses and exploration of new topics. CSU  
Formerly HR 51-52-53.

CAHS 100. Introduction to Hospitality (3)  
Lec-3, field trips  
Advise: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher  
A comprehensive examination of the hospitality industry, including hotels, restaurants, clubs, and the travel and tourism sectors. Emphasis on organizational structures, departments, job classifications, and career paths within each sector. Lecture and discussions are enhanced by industry guest speakers and industry visits. CSU  
Formerly HR 100.

Evening Courses  
The following courses are offered only in the evening and may not be offered each semester. Consult the Class Schedule for the times these courses will be offered.

CAHS 201. Garde Manger (3)  
Lec-3  
CR/NC avail.  
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher  
Repeat: max. 6 units  
Intended for CAHS degree-candidate students and culinary professionals.  
Introduction to fancy culinary work; hot and cold hors d’oeuvre, pates, 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 Specialties (3)  
Lec-3  
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher  
Repeat: max. 6 units  
Intended for CAHS degree-candidate students and culinary professionals.  
Special instruction in the finer arts of food preparation as related to food service in deluxe hotels and restaurants. Methods, preparation and service of beef, veal, lamb, pork, poultry, wild game, fish, shellfish, and mollusks. Class focuses on how to organize, staff, tools, equipment, and materials for food preparation. Use of tools and cooking techniques are demonstrated. Evaluation of items prepared in class is done at each session. CSU  
Formerly HR 203.

CAHS 205. Introduction to Wine and Its Sensory Evaluation (3)  
Lec-3  
CR/NC avail.  
PREREQ.: Minimum age of 21; ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher  
An introduction to the history, geography, production, and the methods of sensory evaluation of wine; emphasis on the grape varietals and wine types produced and/or consumed in the United States. CSU  
Formerly HR 205.

CAHS 206. Ethnic Cuisines (3)  
Lec-3, field trips  
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher  
Advise: CAHS 10 and 20 or industry experience  
Intended for CAHS degree-candidate students and culinary professionals.  
An advanced culinary course that familiarizes the culinary arts and restaurant management student with the major cuisines of Asia, the Mediterranean, and the Caribbean. Exploration of basic ingredients, cooking methods and terminology of each cuisine. CSU  
Formerly HR 206.

CAHS 207. Techniques of Healthy Cooking (3)  
Lec-3  
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher  
Advise: CAHS 10 and 20, or industry experience  
Intended for CAHS degree-candidate students and culinary professionals.  
Special attention paid to health problems associated with the “typical” American diet, the various food guide pyramids, comparing and contrasting cultural diets, moderate daily guidelines, and the search for an optimal diet. CSU  
Formerly HR 207.

CAHS 208. Catering and Events (3)  
Lec-3, lab-2, field trips  
CR/NC avail.  
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher  
Advise: CAHS 10 and 20 or industry experience  
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
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 221. 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 operations. 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 industries. CSU
Formerly HR 243.

CAHS 244. Foods and Fitness (3)
Lec-3, lab-1, field trips
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
Formerly CASC 19.

LABR 96C. Labor Relations in the Modern American Workplace (3)
Lec-3, field trips CR/NC avail.
A study of labor relations in contemporary society, including their history, present status and current issues. Topics will include patterns of business ownership, the structure of the workplace, the changing work force, management practices, unionization, workers’ rights and current developments. A thorough analysis of labor relations as they affect the economy, society and culture. CSU

Non-Credit Certificate Programs

Culinary and Service Skills Training Program

Formerly the Hospitality Training Program

Introduction. This program provides short-term culinary skills and service skills training for entry into the labor market. The curriculum includes basic education and vocational English language skills. Call (415) 267-6500 for more information.

Admission. Eight grade reading level. Good verbal skills. Ability to lift 50 pounds. An interview is required.

Length of Program. Two semesters (1,080 hours)

Core Course Hours/Weeks
CSST 9631 American Cooks Training ..........900
CSST 9635 Intro to the Hospitality Industry.......180

Requirements for Completion. Successful completion of all courses with an average grade of “C” or better, and a minimum of 80% attendance.

Announcement of Courses

NON-CREDIT COURSES:
CSST 9631. American Cooks Training
To provide the unemployed or underemployed with training in preparation for entry into such positions as professional-level cook, pantry person, baker, and butcher. Formerly TIHI 9631.

CSST 9635. Food Technology and Dining Services
Students will develop the skills necessary for an entry-level position in food preparation, pastry and baking, and dining service. Topics
include sanitary food handling procedures, kitchen terminology, safe use of knives and kitchen machines and hand tools, standard vegetable cuts, salad and salad dressings, sandwich preparation, stocks as well as fruit and cheese displays. Emphasis will also be placed on basic communication and math skills necessary for successful placement in the hospitality industry.

Formerly TIHI 9635.

CSST 9636. Introduction to Hospitality Industry
PREREQ.: ABE 2074; ESLN 3800; ABE 2030
Introduction to the service principles of food and beverage controls, wine and quantity food purchasing by specifications. Sanitation and hygiene will be included.
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 (36 hrs)
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

Dental Assisting

Announcement of Curricula

Degree Curriculum

Training in the curriculum in Dental Assisting is designed to prepare students for employment as Registered and Certified Dental Assistants in private practice, specialty dentistry, hospitals, clinics and dental schools. Positions to which graduates may advance with experience and further training include those of dental product sales representative, insurance auditor, manager, supervisor and educator. This program includes instruction in intra-oral dental functions and direct patient care/chairside experience in dental schools, clinics and private offices and public dental care facilities in San Francisco and the Daly City/South San Francisco area. Students who have completed their training satisfactorily are qualified to take the state licensure examination to become Registered Dental Assistants and the national examination to become Certified Dental Assistants.

Accreditation. The program in Dental Assisting is accredited by the American Dental Association’s Commission on Dental Accreditation, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education, and is accredited by the California Board of Dentistry, Department of Consumer Affairs, State of California.

Course of Study. The two-year course of study includes instruction in traditional four-handed dental assisting techniques and in the legally allowed intra-oral functions delegated to a registered dental assistant. Courses in dental anatomy, dental material, radiography, and preventive dentistry are prerequisites to clinical instruction. The clinical phase of the curriculum utilizes the School of Dentistry at the University of California, San Francisco; the School of Dentistry of the University of the Pacific at San Francisco; affiliated hospital clinics; and selected private dental offices.

Associate in Science Degree. The curriculum is designed so that students may satisfy the requirements for graduation from the College and receive the degree of Associate in Science.

Information Regarding Admission. Requests concerning admission should be addressed as follows: Department Head, Dental Assisting, Box C-352, City College of San Francisco, 50 Phelan Avenue, San Francisco, California 94112 or anelson@ccsf.edu.

Consideration for Admission to the Curriculum. The curriculum in Dental Assisting, offered to new applicants in the fall semester only, is open to all interested students who fulfill the following admission requirements:

1. Be in good physical and mental health.
2. Eligibility for admission to CCSF. (See in this catalog the Admission to College - Admission Open to High School Graduates and Others).
3. Complete the Program’s application and health history forms and submit to the Dental Assisting Program’s office.
4. For the two year program, the student must complete ENGL 90 or ESL 72 or 150 or higher, and BIO 9 or higher. In addition, students must satisfy the keyboard requirement of 45 wpm. This requirement may be met by successfully completing a computer or typing class, or a typing test can be 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. These classes may be taken concurrently with the Dental Assisting classes.

Advanced Placement. Applicants who have been admitted to the curriculum and who have previous education or experience in dental assisting may apply for credit and advanced placement in the curriculum. However, such applicants should first have completed the science, English and keyboard requirements.

Bases for Disqualification. Students who receive a final grade lower than C in any dental assisting course will be disqualified from continuing in the curriculum. Students who receive a final grade lower than C will be permitted to repeat a course only once and must achieve a grade of C at all evaluation periods. Students who repeat a course and who do not achieve a grade of C at an evaluation period will be disqualified from continuing in the curriculum. Students may also be disqualified for other reasons consistent with College policy.

Award of Achievement. Students who have satisfied the requirements for graduation from the College and who have completed the curriculum with an average final grade of C plus (2.50 grade-point average) or higher receive the Award of Achievement in Dental Assisting.
Eligibility for the Certification Examination and Licensure Examinations. Graduates who receive an Award of Achievement or a Certificate of Completion are eligible to take the Certification Examination given by the Dental Assisting National Board and the Licensure Examinations to become a Registered Dental Assistant given by the California Board of Dentistry.

Dental Assisting

Courses Required for the Award of Achievement in Dental Assisting

First Semester
Course                          Units
BIO 9† Hum Bio.................................4
DENT 51 Applied Dental Science I ..........4
DENT 55A Dent Roentgenography..............2
DENT 62 Dent Assisting in Practice..........3
ENGL 90 or ESL 72 or 150 Adv Academic ESL......3
Additional graduation requirements
† ZOOL 10, ANAT 14 or 25, or PHYS 12 may be substituted for BIO 9.

Second Semester
WDPR 79† 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 WDPR 79.

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 Coronol Polish........................0.5
Additional graduation requirements

Certificate Curriculum
The program of study for the Certificate of Completion in Dental Assisting is designed to prepare students to take the licensing examination to be a Registered Dental Assistant as administered by the California Board of Dentistry and also to take the national certification examination to be a Certified Dental Assistant as administered by the Dental Assisting National Board. This course can be completed in two semesters (after completing prerequisites).

Accreditation. The curriculum is accredited by the Commission on Accreditation of the American Dental Association and is approved by the Board of Dental Examiners, Department of Consumer Affairs, State of California.

Information Regarding Admission. Requests concerning admission should be addressed as follows: Department Head, Dental Assisting, Box C-352, City College of San Francisco, 50 Phelan Avenue, San Francisco, California 94112.

Consideration for Admission to the Curriculum. The curriculum in Dental Assisting is open to all interested students who fulfill the following requirements:
1. Be in good physical and mental health.
2. Eligibility for admission to CCSF. (See in this catalog the
Admission to College - Admission Open to High School Graduates and Others).
3. File with the Office of Admissions and Records a completed application for admission to City College (for dates, see in this catalog the “Calendar of Instruction”). Students must also complete the Program’s application and health history forms and submit to the Dental Assisting Program’s office.
4. For the one year program, the student must have completed ENGL 90 or ESL 72 or 150 or 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 Completion are eligible to take the Certification Examination given by the Dental Assisting National Board and the Licensure Examinations to become a Registered Dental Assistant given by the California Board of Dentistry.

Dental Assisting

Requirements for the Certificate of Completion in Dental Assisting

Students may obtain the Certificate of Completion in Dental Assisting by completing the following courses with an average final grade of C (2.00 grade-point average) or higher:

First Semester
Course                          Units
DENT 51 Appl Dental Sciences I..............4
DENT 52 Dental Materials and Procedures.....3
DENT 53 Intro to Chairside Assist.............3
DENT 55A Dent Roentgenography...............2
DENT 62 The Dental Assistant in Practice.....3

Second Semester
DENT 54 Appl Dental Sciences II...............2
DENT 55B Dent Roentgenography...............2
DENT 57 Dent Office Management...............3
DENT 67 Adv Dental Procedures...............4
DENT 70 Clinical Chairside Assist.............7
DENT 110A Coronol Polish......................0.5

Credit Toward Graduation. All credit that students earn in obtaining the Certificate of Completion 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 intraoral tasks delegated to the qualified registered dental assistant, which are related to operative dentistry such as bases, liners and provisional cementation. Lab Fee is required. CSU

DENT 53. Introduction to Chairside Assisting (3)
Lec-2, lab-3
Prereq.: Completion/concurrent enrollment in DENT 51, 55A AND 62
Coreq.: DENT 52
Instruction in the role of the chairside assistant, preparing the patient for dental treatment, positioning of the patient, operator and assistant for four-handed dentistry, preparation and placement of topical anesthetic agents, selection/preparation of local anesthetic agents, placement and removal of rubber dams, oral evacuation and retraction; instrument identification and grasps/transfers/triplex syringe usage, handpiece and equipment maintenance, placement and removal of matrix retainers, placement of sedative restorations amalgam and composite tray set-ups. Fixed crown bridge procedures and fabrication of aluminum and acrylic temporary crowns and endodontic instruments and procedures. Lab Fee is required. CSU

DENT 54. Applied Dental Science II (2)
Lec-2
Prereq.: DENT 53, 55A, AND 62
Coreq.: DENT 55B, 67, AND 70
Review of microbiology, the mechanisms for transmitting disease, and controlling and decreasing resistance to infection. The rationale of preventive dentistry and practiced application of the necessary skills for a preventive/nutrition therapist, including use of fluorides and tooth whitening products, the involvement of oral pathological conditions as related to the hard and soft tissues as well as developing the sources and effects of dental therapeutics and how they relate to dental office emergencies. Description and use of drugs and their use in dentistry. CSU

DENT 55A. Dental Roentgenography (2)
Lec-1, lab-3
Coreq.: DENT 51 AND 62
Instruction in the basic principles of radiography, history, protection and safety guidelines. Physics and biological effects of radiation, for the patient’s and operator’s protection and comfort. Types of films, exposure and manual processing techniques on manikins. Composition and preparation of solutions. The relationship of dental anatomy and facial structures to the exposure and mounting relationship of dental anatomy and facial structures to the exposure and mounting of films. Lab Fee is required. CSU

DENT 55B. Dental Roentgenography (2)
Lec-1, lab-3, field trips
Prereq.: DENT 55A
Instruction in the advanced techniques of dental radiography, anatomical landmarks, dental anatomy pertaining to dental radiography, exposure and processing faults. Emphasis is on evaluation of the quality of the films both intra and extra oral. Experiences in exposing full mouth radiographs for diagnosis by dentists. Processing and maintaining automatic processors. Knowledge of panoramic and digital techniques and other related radiographic equipment. Lab Fee is required. CSU

DENT 57. Dental Office Management (3)
Lec-3
Prereq.: DENT 51, 55A, AND 62
Coreq.: DENT 55B
Instruction in the non-clinical functions which dental auxiliaries are required to perform with emphasis on financial arrangements, collection techniques, insurance processing and maintenance of office records, account receivable transactions, office mail, inventory, purchasing, accounts payable, payroll, disbursements, tax records, marketing and group practice. Use of computers to perform basic dental office management. CSU

DENT 62. The Dental Assistant in Practice (3) fa
Lec-2, lab-3, field trips
Coreq.: DENT 51 AND 55A
The dental health team, ethics and jurisprudence, history of dentistry, home care instruction including bleaching, applied psychology, communication skills; verbal and written (telephone/fax/computer) communication, the special patient, appointment control, recall systems and the administrative assistant. Lab Fee is required. CSU

DENT 67. Advanced Dental Procedures (4)
Lec-3, lab-3
Prereq.: DENT 51, 52, 53, 55A, AND 62
Coreq.: DENT 54, 55B, AND 70
Instruction in the specialties of dentistry including advance endodontics, periodontics, orthodontics, oral surgery, removable 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. Lab Fee is required. CSU

DENT 70. Clinical Chairside Assisting (7)
Lec-1.5, lab-18
Prereq.: Current healthcare-provider CPR certification and completion/concurrent enrollment in DENT 54, 55B, 57, AND 67
Clinical instruction and practice in four-handed procedures. Emphasis on general and specialty dentistry (oral surgery, periodontics, endodontics, orthodontics, 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 and the taking of the Registered Dental Assisting Practical Examination. CSU
Diagnostic Medical Imaging

Formerly Diagnostic Radiologic Technology

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 900, Chicago, IL 60606-2901, Tel: (312) 704-5300, and by the California Department of Health, and is offered in affiliation with several San Francisco hospital radiology departments.

Consideration for Admission to the Curriculum. To be considered for admission to the curriculum, applicants must—

1. Have completed with final grades of C or higher: MATH 840 (Elementary Algebra), CHEM 30/31, 32 or 40, and PHYC 10/10L. (Students may satisfy the Math prerequisite by placing into MATH 860 or higher on the CCSF Math Placement Test.)
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 Technology Office. Contact Radiology Department for filing deadline dates. (Applications are available in the Radiologic Technology Department Office, Cloud Hall, Room 239).

Applicants who satisfy the preceding requirements will qualify to participate in an orientation session conducted by the faculty of the Diagnostic Medical Imaging Program to review the requirements and expectations of the program.

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. The forms are available from the Radiologic Technology office.

Instruction in the Major. The course of study includes instruction in radiologic theory and techniques, pathology, patient care, radiation protection, anatomy, physics and physiology. The curriculum is 30 months in length, including two academic years, with a summer session between the first and second semesters, and ending with a clinical internship of 32 weeks. Clinical education in diagnostic medical imaging is taught in the radiology departments of the hospitals affiliated with the College in offering the program. Members of the professional and technical staffs of these departments serve as instructors.

Upon satisfactory completion of the clinical internship in an affiliate hospital, the student is awarded the Associate in Science degree.

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 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, in accordance with 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. Students are required to purchase the uniforms required in the courses in radiologic technology. The cost of uniforms is approximately $100.

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

Courses Required for the Award of Achievement in Diagnostic Medical Imaging

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ANAT 25 Gen Human Anatomy</td>
<td>4</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>Additional graduation requirements</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>DMI 50B Radiologic Phys and Equip</td>
<td>2</td>
</tr>
<tr>
<td>DMI 51A Radiographic Anat and Position</td>
<td>4</td>
</tr>
<tr>
<td>DMI 51B Radiographic Exposure Factors</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 14* CPR Adv First Aid Emerg Care</td>
<td>2</td>
</tr>
<tr>
<td>PSYC 1 or 26 Gen Psych or Human Relat</td>
<td>3</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
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</tr>
</tbody>
</table>

* *This course is strongly recommended, but may be replaced by a current Adult/Pediatrics Red Cross CPR card. Evidence must be furnished to the Radiology Department office prior to the start of DMI 62.

Summer Session

DMI 62 (seven weeks) Clinical Educ in DMI ..........2

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>SPCH 11, 12 or 1A Intro to Pub Speak</td>
<td>3</td>
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<tr>
<td>or Fundamentals of Oral Commun</td>
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<tr>
<td>or Elements of Publ Speak</td>
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<tr>
<td>PHYS 12 Intro to Human Physio</td>
<td>4</td>
</tr>
<tr>
<td>DMI 55 Skull Radiography and Resrch Project</td>
<td>2</td>
</tr>
<tr>
<td>DMI 56 Pathology</td>
<td>2</td>
</tr>
<tr>
<td>DMI 63 Inter Diagnostic Proc</td>
<td>2</td>
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<tr>
<td>DMI 64 Clin Educ in DMI</td>
<td>2</td>
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<tr>
<td>Additional graduation requirements</td>
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</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ANAT 26 Sectional Anat</td>
<td>1</td>
</tr>
<tr>
<td>DMI 54 Vascular and Interven Proc</td>
<td>2</td>
</tr>
<tr>
<td>DMI 65 Adv Imaging Proc</td>
<td>2</td>
</tr>
<tr>
<td>DMI 66 Clinical Educ in DMI</td>
<td>2</td>
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<tr>
<td>RADL 70 Radiation Protection</td>
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<tr>
<td>Additional graduation requirements</td>
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Internship

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>DMI 68 Clinical Educ in DMI</td>
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<tr>
<td>DMI 69 Clinical Educ in DMI</td>
<td>4</td>
</tr>
<tr>
<td>DMI 100 Review of Radiologic Tech</td>
<td>1</td>
</tr>
</tbody>
</table>

Recommended electives: PHOT 51 and courses in keyboarding, computer science, and psychology

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 Oncology Technology programs.

History and discovery of uses of medical radiation; careers in radiology; educational preparation for those careers; function of health care units utilizing radiologic technology; associated imaging modalities of radiologic technology; medical ethics for radiologic technologists; sources of radiation; review of simple mathematics crucial for developing radiographic techniques; elementary principles of radiation protection; medical terminology; career advancement and mobility. CSU

DMI 50A. Introduction to Medical Radiography (3)
Lec-2, lab-3, field trips

PREREQ.: ADMISSION TO THE CURRICULUM IN RADILOGIC 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

Emphasis on vascular radiography (including cerebral angiography, abdominal angiography, thoracic aortography, lymphangiography, femoral arteriography, peripheral angiography), related equipment, patient care, interventional radiography, and trends of techniques and equipment in vascular radiography. CSU

DMI 55. Skull Radiography and Research Project (2)
Lec-2, field trips

COREQ.: DMI 62, 64, or 66

Anatomy of the head and facial bones, topical landmarks, radiographic positioning and technical factors, radiographic equipment and usage, pathological conditions, patient care, discussion of CT and MRI imaging of the head. Research/writing project with presentation by each student on a radiographic topic. CSU

DMI 56. Pathology (2)
Lec-2

COREQ.: DMI 62, 64, or 66

Discussion and illustration of the normal variations and abnormal changes because of disease as manifested by X-rays. Description of the modifications of standard and special techniques necessary to obtain adequate diagnostic X-ray studies of the various diseases. CSU

DMI 62. Clinical Education in Diagnostic Medical Imaging (2) sp, su

Conf-16 sp (7 wks at 40 hrs su)

PREREQ.: DMI 51A AND 51B
Practical experience in the radiology department of a hospital. Students must perform all radiographic goals as stated in the course objectives. CSU

DMI 63. Intermediate Diagnostic Procedures (2)
Lec-2, lab-1
Coreq.: DMI 62, 64, or 66
Basic theories underlying many diagnostic imaging procedures. Relationship of clinical indications, special precautions, quality assurance, equipment, and positioning. Introduction to the use of computers in radiology. CSU

DMI 64. Clinical Education in Diagnostic Medical Imaging (2) fa, su
Conf-16 fa (7 wks at 40 hrs su)
Prereq.: DMI 62
A continuation of the clinical experience. Students must perform all radiographic goals as stated in the course objectives. CSU

DMI 65. Advanced Imaging Procedures (2)
Lec-2
Prereq.: Completion/concurrent enrollment in DMI 64 or 66
Principles of computed tomography and magnetic resonance imaging, radiography of infants and children (immobilization techniques and alleviation of fear); radiography of the female reproductive system; dynamic imaging. CSU

DMI 66. Clinical Education in Diagnostic Medical Imaging (2)
Conf-16
Prereq.: DMI 64
A continuation of the clinical experience. At the completion of the course, the student must have completed a minimum of 840 clock hours of clinical experience and be able to perform all radiographic goals as stated in the course objectives. CSU

DMI 68. Clinical Education in Diagnostic Medical Imaging (4) fa, sp
Conf-40
Prereq.: DMI 66
Clinical performance of internship objectives. Bi-weekly on-site rotating conferences by the faculty. CSU

DMI 69. Clinical Education in Diagnostic Medical Imaging (4) su
Conf-40
Prereq.: DMI 66
Students commencing internships in the summer will take DMI 69 before DMI 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. Obgyn Sonography (2)
Lec-2
Identification of sectional anatomy used in OBGYN scanning, both normal and abnormal, as it appears in sagittal, coronal, and axial scans. Field trips as required. CSU

DMI 125. Ultrasound Clinical Education (6)
Lab-35
Prereq.: Have completed an allied health program with a direct patient-care component
Coreq.: Enrollment in Ultrasound Lecture course.
Course is designed to give the student appropriate time in the clinical setting to become adept at scanning, while understanding the principles of quality assurance, patient care and the integration of clinical findings with patient history. CSU

Disabled Students Courses

Announcement of Courses

All courses that begin with DSPS are designed for, but not limited to, individuals with disabilities.

CREDIT, NON-DEGREE APPLICABLE COURSES:

DSPS A. Computer Adaptations (1)
Lab-3 CR/NC only
The content of DSPS A varies. A student with a disability may repeat DSPS A if it is needed for the continued success of the student in his/her CCSF classes, and the student has demonstrated progress using the supports learned in DSPS A.

DSPS M. Diagnostic Learning (2)
Lec-1, lab-3 CR/NC only
Coreq.: Enrollment in at least one other CCSF course
Repeat: as needed for students with documented disabilities for the continued success of the student in his/her CCSF classes and if the student has demonstrated progress using the support learned in DSPS M

Not open to students who have completed LERN M.
An individualized course designed for students who have a documented disability but open to all students, similar in content to DSPS O except that DSPS M is designed for those students who have support and intervention needs which require more intensive daily assistance in one or more major skill areas or classes in a particular semester.

DSPS O. Diagnostic Learning (1)
Lab-3 CR/NC only
Coreq.: Enrollment in at least one other CCSF course
Repeat: The content of DSPS O varies. A student may repeat DSPS O if it is needed for the continued success of the student in his/her CCSF classes, and the student has demonstrated progress using the supports learned in DSPS O.

Students who have completed LERN O may not enroll in DSPS O.
An individualized course designed for students with cognitive disabilities, but open to all students. Focus is on instruction and practice of learning strategies related to support needed for one to two current
CCSF classes. Students are assisted in using compensation strategies to use on assignments from their classes.

DSPS P. Perspectives on Disability Rights (1)
Lec-2 (9 wks) CR/NC only
Students who have completed LERN P may not enroll in DSPS P. Disability, education, and employment rights. Acquire skills to understand rights and obligations to accommodations as provided under The Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act of 1973. Students with disabilities develop self-management and self-advocacy skills related to their accommodation rights and learn more about recent legislation related to disability rights.

DSPS Q. Main Idea Strategies for Reading and Writing (1)
Lec-2 (9 wks) CR/NC only
Designed specifically for students with learning disabilities who are in English L, 90, 92, 94, 96, or any student in content courses involving reading and writing who wants to improve his or her reading comprehension skills and basic written expression skills. Examination of the prerequisite language and reasoning skills necessary for identifying the main idea in addition to textbook reading study skills.

DSPS R. Improvement of Receptive and Expressive Language (3)
Lec-3, conf-1 CR/NC only
Not recommended for students enrolled in or who would be eligible for beginning level ESL classes.
Designed for students experiencing difficulties in multiple level tasks that require inner language functions such as concentration, listening, taking notes and organizing. Increasing skills in organizing inner language, auditory and written information and producing organized verbal and written language.

DSPS S. Strategies for Problem Solving (2)
Lec-2 (9 wks) CR/NC only
Develop and practice creative and analytical thinking and problem-solving strategies for academic and personal growth. Strategies include task analysis, information processing, memory strategies, mind-body awareness, creative problem-solving, etc. Designed for students with learning disabilities but open to all students.

P E 566. Personal Defense and Safety Awareness (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
Assault prevention and personal defense skills designed to increase safety awareness. Basic physical defense skills are taught with an emphasis on streetwise safety strategies and the psychology of assault prevention. CSU/UC

NONCREDIT COURSES

DSPS 4009. Vocational Skills for the Disabled
Development of necessary skills to obtain entry-level employment. Through participation in actual work situations, students learn basic work skills, work behaviors and interpersonal skills necessary for obtaining and holding a job. Emphasis is on developing each student’s maximum potential for work.

DSPS 4014. Arts and Crafts for the Disabled
Arts and crafts for all disabilities. Introduces basic art concepts and crafts skills. Students create projects using materials and processes increasingly more challenging as the course progresses and their abilities permit. Adaptive equipment and techniques introduced as needed.

DSPS 4017. Drama for the Disabled
Developmentally and physically disabled students learn to explore and develop abilities in creative self-expression. Through participation in a variety of dramatic experiences, students develop their communication skills, increase coordination and sensor-motor communication skills and learn to function as group members. Process may lead to dramatic productions.

DSPS 4022. Computer Skills – Disabled (180 hrs)
Introduction to microcomputer applications for disabled students who desire entry-level clerical work. Introduces word processing, spreadsheet and database concepts using popular business software through lecture, lab and individualized instruction. Students create, edit, manipulate and print their own documents. May include the use of adaptive equipment such as screen enlargement or voice output.

DSPS 4023. Job Search Skills, Disabled Lab
Students with disabilities who are unable to benefit from a regular vocational program meet in small group workshops for one to ten hours per week. Hours and times are based on Student Educational Contact (SEC). Appropriate assistance is given in developing attitudes, self-confidence, and vocational competencies to locate, secure and retain employment. Field experiences with local employers, job training groups, and local organizations may be required.

DSPS 4024. Prevocational Skills
Extended individual social, basic survival, and independent living and work skills for students with developmental disabilities students who need these skills to enter a work training program or sheltered employment.

DSPS 4027. Acquired Brain Impairment - Academic Retraining
Academic instruction is provided for students with acquired brain impairments, such as stroke and head trauma. Designed to help students achieve their maximum performance in order to succeed on the job and/or in educational settings. Retraining is provided for individuals and groups in reading, writing, spelling, mathematics and study skills, according to each student’s Student Educational Contract (SEC).

DSPS 4028. Acquired Brain Impairment - Cognitive Retraining
Students with an acquired brain impairment, such as stroke and head trauma, learn about basic neuroanatomy and how different injuries can affect how the brain functions. Introduction to memory strategies, techniques in visualization, time management and organizational skills. Students participate in activities involving following directions, problem-solving, memory, long-term planning and reasoning skills in accordance with Student Educational Contract (SEC). Personal, social, vocational and educational changes and adjustments are addressed.

DSPS 4029. Educational Assessment - Disabled
Individual and/or small group assessment of learning strengths and weaknesses to determine eligibility to programs and/or accommodations for disabled adults. May include eligibility for services as a learning disabled adult and/or the development of a Student Educational Contract (SEC). Students will attend 1-5 sessions. 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 4033. Acquired Brain Impairment - Language Reintegration
For students experiencing receptive and/or expressive language disorders (aphasia) resulting from stroke or other acquired brain impairments. Emphasis on auditory comprehension, thought organization, oral expression and writing. Individualized and group instruction is provided according to each Student Educational Contract (SEC).

DSPS 4035. High Tech Computer Access for the Disabled (450 hrs)
A laboratory course for the disabled introducing adaptive computer equipment and software for development of vocational, academic and daily living skills. Computer assisted instruction in cognitive and academic skills. Word processing, spreadsheet, database, graphics, Internet, and e-mail in accessible formats.

DSPS 4037. Speech and Language Skills
Strategies to alleviate communication deficits are provided for students with diagnosed speech, language and/or hearing disorders. Individual and small group instruction. Intake assessment is provided.

DSPS 4038. Community Living Skills
Using lecture, demonstration, role-playing discussion exercise, field experience and the expressive arts, students with disabilities will develop and utilize skills needed for successful participation in the community.

DSPS 4042. Active Job Search
Designed for all students with disabilities who are job ready and need placement services and advanced job search strategies. Tailoring 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 4032. 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 4033. 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.

DSPS 4103. Communication - Deaf/Hard of Hearing
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 4121. 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 4121. 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 4122. 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.

Earth Sciences

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

Geography

GEOG 1. Physical Geography (3)
Lec-3, field trips
An introduction to the Earth’s physical environment. Processes and patterns of weather and climate, the development of landforms, plant and animal distributions, and the interpretation of maps. Attention given to the physical environment and natural hazards of California and the Bay Area. CSU/UC/CAN

GEOG 1L. Physical Geography Laboratory (1)
Lab-3, field trips
Prereq.: Completion/concurrent enrollment in GEOG 1
The study of weather and climate, tectonic processes, and landforms.
Emphasis on the interpretation of weather maps, climatic data, aerial photographs, and topographic maps. CSU/UC

**GEOG 4. Cultural Geography (3)**
Lec-3, field trips
An introduction to patterns in the contemporary human landscape. Topics include dynamics of population growth, migration, systems of agriculture, the legacy of colonialism, uneven economic development, the historical development and spread of religion and language. CSU/UC/CAN

**GEOG 7. Economic Geography (3)**
Lec-3, field trips
An introduction to economic geography. Topics include patterns and processes of urbanization, industrialization, and the interconnected global economy. Contemporary issues such as international business and changing patterns of manufacturing in the United States. CSU/UC

**GEOG 49. National Parks—Their Geology and Geography (3)**
Lec-3, field trips CR/NC avail.
A survey of the national parks and monuments with emphasis on the western United States. An introduction to their discovery and development; appreciation of their particular beauties, natural phenomena, and historic significance. CSU

**GEOG 91-92-93. Geography Work Experience (1-2-3)**
Work-5,10,15 CR/NC avail.
Repeat: max. 6 units
Off-campus work may include employment or volunteer service in a geography-related setting (e.g., laboratory, museum, park) under the supervision of a qualified professional or faculty member. On-campus work consists of instruction and experience in the preparation, care, and maintenance of equipment, materials, training aids, and specimens used in the Earth Sciences Department. CSU

**GEOG 186. Introduction to Geographical Information Systems (GIS) Applications (2)**
Lec-1, lab-3
Foundation course for the use of GIS software. History, structure, uses, hardware and software requirements, and basic operation of GIS. Introduces Global Positioning Systems (GPS) as they relate to GIS. CSU

GEOG 186 = ET 186

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**Geology**

**GEOL 5. General Geology (4)**
Lec-3, lab-3, field trips
Not open to students who have completed GEOL 10
An introduction to the materials and processes which form our planet. A look at the Earth with an eye toward understanding its physical aspects. Rocks and minerals; continents and ocean basins; construction and destruction of the landscape; mountains, earthquakes, and geological maps. Geological methods, tools, and information sources. CSU/UC

**GEOL 10. Introduction to Geology (3)**
Lec-3, field trips
Not open to students who have completed a course in general geology
An introduction to the basic concepts of earth science and their relationships to people. Topics include minerals, rocks, volcanoes, earthquakes, streams, glaciers, geologic hazards, mineral resources, and plate tectonics. Emphasis on the geologic features of western North America. CSU/UC/CAN

**GEOL 10L. Introduction to Geology Laboratory (1)**
Lab-3, field trips
PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN GEOL 10
Introduction to the materials of the Earth, with emphasis on the recognition of common minerals and rocks, especially those common to California; study and interpretation of topographic and geologic maps. CSU/UC

**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/CAN

**GEOL 18. Geology of California (3)**
Lec-3, field trips CR/NC avail.
An introduction to California from a geologic viewpoint. The rocks and minerals, the geologic features, and the economic geology of California. The geologic history and importance of each natural province of California. CSU/UC

**GEOL 20. Exploring the West (1)**
Field trip-3 days and orientation CR/NC avail.
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 CR/NC avail.
Introduction to the geology of the Bay Area. Field trips emphasizing the physical, historical, engineering, and economic geology of the region. CSU

**GEOL 25A-25B. Geology of Gems (3-3)**
Lec-3, field trips CR/NC avail.
A many-faceted approach to the study of gemstones. All of the major and many minor gem materials examined from the viewpoints of discovery, geology, mineralogy, and use. CSU

**GEOL 41-42-43. Current Topics in Earth Sciences (1-2-3)**
Lec-1/2/3, and/or lab-3/6/9, field trips CR/NC avail.
One and two-unit courses are less than a semester in duration. Exploration of topics of current interest in earth sciences. CSU/UC

**GEOL 91-92-93. Geology Work Experience (1-2-3)**
Work-5,10,15 CR/NC avail.
Repeat: max. 6 units
Off-campus work may include employment or volunteer service in a geology-related setting (e.g., laboratory, museum, park) under the supervision of a qualified professional or faculty member. On-campus work consists of instruction and experience in the preparation, care, and maintenance of equipment, materials, training aids, and specimens used in the Earth Sciences Department. CSU

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**Oceanography**

**OCAN 1. Oceanography (3)**
Lec-3, field trips
Not open to students who have completed OCAN 10.
The ocean environment. Physical, chemical, biological, and ecologi-
cal 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 11L. Oceanography Laboratory (1)
Lab-3, field trips
PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN OCAN 1
Not open to students who have completed OCAN 10.
Exploration of the ocean environment. Nautical and bathymetric charts; ocean floor features, sediments, and rocks; physical and chemical properties of seawater; beach deposition and erosion; interactions of currents, waves, and tides; marine life, ecology, and communities. CSU/UC

OCAN 10. Introduction to Oceanography (3)
Lec-2, lab-3, field trips
The ocean environment. Physical, chemical, biological, and ecological aspects of the sea, including the origin and extent of the oceans; nature of ocean basins; causes and effects of currents, waves, tides; plant and animal life in the sea; marine ecology and pollution. CSU/UC

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

Announcement of Courses

(See also courses in “Business Administration” and “Business.”)

CREDIT, DEGREE APPLICABLE COURSES:

ECON 1. Principles of Macroeconomics (3)
Lec-3
An introduction to the general principles, terminology, and methods of economics with emphasis on macroeconomics. General topics include: economic institutions, national income analysis, employment theory, money and banking, monetary and fiscal policy, and economic growth. CSU/UC/CAN

ECON 3. Principles of Microeconomics (3)
Lec-3
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/CAN

ECON 5. Introductory Statistics (4)
Lec-5
PREREQ.: MATH 92, 860, OR DEMONSTRATION OF MATH 860 EXIT SKILLS OR 2ND YEAR HS ALGEBRA
No credit for this course if another statistics has been completed.
Introduction to statistical method, with emphasis on the analysis of statistical data—their gathering, classification, presentation, and interpretation. Empirical and theoretical frequency distributions with emphasis on measures of central tendency and variation, probability, sampling, estimation, hypotheses testing, correlation and regression analysis, and nonparametric statistics. CSU/UC

ECON 10. Economic History of the United States (3)
Lec-3
May be taken in place of HIST 17A or 17B.
A survey of the economic development of the United States from colonial times to the present, with emphasis on the relationship of economic activities to social and political development. CSU/UC

ECON 25. Women in the Economy (3)
Lec-3
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
An introduction to the principles of Black political economy. Black employment, employment discrimination, Black capitalism, the Black underclass, homelessness, and community economic development. Examination of the empirical link between race, class and income distribution. CSU/UC

Engineering and Technology

Announcement of Curricula

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, craftspersons, 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 a series of 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 and an Award of Achievement. 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: Engineering (ENGN), Engineering Technology (ET), and Total Quality Management (TQM).

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 of Science Degree and Award of Achievement 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.

Prerequisites. Beginning courses in engineering require one-year high school courses in algebra, geometry, advanced algebra, chemistry, physics, and mechanical drawing and a half-year course in trigonometry. The equivalents to these courses may be taken at City College.

**Recommended First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGN 10A Intro to Engrg: The Profession</td>
<td>1</td>
</tr>
<tr>
<td>ENGN 10B Intro to Engrg: Softwr Tools &amp; Desgn</td>
<td>2</td>
</tr>
<tr>
<td>MATH 110A Calculus I</td>
<td></td>
</tr>
<tr>
<td>English Composition*</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 101A or 103A General Chemistry</td>
<td>4 or 5</td>
</tr>
</tbody>
</table>

Additional GE Requirements: 2

**Subsequent Semesters**

Additional Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGN 20 &amp; 20L Circuit Analysis &amp; Lab</td>
<td>4</td>
</tr>
<tr>
<td>ENGN 38 Intro to Comp for Engrs</td>
<td>3</td>
</tr>
<tr>
<td>MATH 110B Calc II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 110C Calc III</td>
<td>4</td>
</tr>
<tr>
<td>MATH 125 Diff Eq</td>
<td>3</td>
</tr>
<tr>
<td>PHYC 4A &amp; 4AL Mech &amp; Relativity</td>
<td>4</td>
</tr>
<tr>
<td>PHYC 4B &amp; 4BL Elect &amp; Magnetism</td>
<td>4</td>
</tr>
<tr>
<td>PHYC 4C &amp; 4CL Waves, Optics, &amp; Thermo</td>
<td>4</td>
</tr>
</tbody>
</table>

Additional GE Requirements: 12

* It is recommended that you complete ENGL 1A if you plan to transfer to a four-year school.

† Consult the catalog for specific requirements and courses available to satisfy the graduation requirements for the Associate of Science Degree. So as to not duplicate course work, it is recommended that you try to satisfy the requirements of the transfer institution as well as those of City College.

‡ If you wish to substitute another class because of specific requirements of the transfer institution you will attend, consult with the Engineering Department Advisor.

NOTE: Four-year universities may have additional course requirements for completion of lower division. Consult the Transfer Center and the Engineering Advisor for additional information. Other technical courses that transfer in engineering include CHEM 101B, ENGN 1A, 24, 36, 37, 45; MATH 115, 120, 130; PHYC 4D and 4DL.

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**Engineering Technology Program**

**General Information**

In the Engineering Technology Programs, City College trains students for employment as engineering technicians - persons who work with or under the directions of engineers and perform duties requiring a combination of the theoretical knowledge of an engineer and some of the skills of a craftsman.

The College offers two-year curricula in engineering technology in two fields: Electronics Engineering Technology and Mechanical Engineering Technology. The curricula in these fields comprise the Engineering Technology Programs. Students should be aware that any change in major, such as a change from one technical curriculum to another or from one program to another, requires additional time for the completion of their revised educational objectives.

**Prerequisites.** High school prerequisites are one-year courses in elementary and advanced algebra, geometry, trigonometry, mechanical drawing, and physics. A one-year course in high school chemistry is highly recommended for students intending to transfer to a bachelor degree program in Engineering Technology. Students who have not completed the required high school courses may take them at City College of San Francisco.

Students should possess a minimum level of competency in English communication skills. The completion of English as a Second Language 79 is recommended.

**Broad Preparation for Employment.** Because emphasis in the Program is on both fundamental engineering theory and basic industrial practices, graduates may qualify for employment in many fields: CAD operator, production planning and control, manufacturing, testing, inspection, sales, installation, maintenance, or servicing.

Each curriculum in engineering technology includes courses in subjects common to all branches of engineering. In general, these subjects include the following: graphics, mathematics, orientation to engineering, and physics. Through this related study, students obtain a better understanding of the work in their majors and develop a broad technical background.

**General Education.** The curricula also include instruction in general education so that students may satisfy the College graduation requirements in this area.

**Associate in Science Degree and Award of Achievement.** 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 Award of Achievement. The Award of Achievement may be considered a recommendation by the faculty of the Engineering and Technology Department which, in conjunction with the Career Development and Placement Center, will aid the graduate in finding a position.

**Transfer to Other Colleges and Universities.** Students in the Engineering Technology Programs may either enter industry upon graduation or transfer to a four-year institution to earn a bachelor’s degree in engineering technology. Several campuses of the California State University such as the Sacramento, Long Beach, and Pomona campuses, as well as private institutions, such as DeVry University, offer graduates this opportunity. Engineering Technology students may also choose to transfer to a bachelor degree program in industrial technology offered at several campuses of the California State University, such as the San Francisco, San Jose, and Chico campuses. The time required for completion of curricula open to graduates at these schools is normally two additional years. Students who intend to transfer should consult their advisers and the section in this catalog entitled “Transfer Information.”

**Common Core.** All students in Engineering Technology initially enroll in the following common core courses:

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGN 10A Intro to Engrg: The Profession</td>
<td>1</td>
</tr>
<tr>
<td>ET 50 Technical Math</td>
<td></td>
</tr>
</tbody>
</table>
ET 104 Intro. to Engineering Drawing & Manuf. ....3
ELEC 101 Electronics I: Electrncs Measure & Pass 4
PHYC 2A/2AL Intro Physics .................................4

Subsequent Courses
PHYC 2B/2BL Intro Physics .................................4
MATH 100A Calculus........................................3
SPCH 12 Fund of Oral Comm or equivalent ........3
Additional Requirements (General Ed) ............10
Technical Courses or Electives based on
specific program ............................................24

**Electronic Engineering Technology**

**Degree Curriculum**

In the curriculum in Electronic Engineering Technology, a two-year course of study, the Engineering and Technology Department offers students training for employment by offering instruction in digital/microprocessor and communication electronics. Students in this curriculum complete the common core courses (see preceding Common Core). Specialization is offered throughout the second through the fourth semesters. The program adviser works closely with each student to assure normal progress. Upon successful completion of the curriculum, students receive the Associate in Science degree and the Award of Achievement.

**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 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 estimator-designer, field engineer, operating engineer, manufacturing engineer, technical supervisor, or sales engineer.

**Award of Achievement.** Students who complete the curriculum with final grades of C or higher in their major technical courses receive the Award of Achievement in Electronic Engineering Technology.

**Required Technical Courses for the Award of Achievement in Electronic Engineering Technology**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 102A Electronics II: Basic Active Ana Cir</td>
<td>.3</td>
</tr>
<tr>
<td>ELEC 102B Electronics II: Basic Digi Cir &amp; Meas</td>
<td>.3</td>
</tr>
<tr>
<td>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 Intf.</td>
<td>.3</td>
</tr>
<tr>
<td>Technical Electives</td>
<td>.6</td>
</tr>
</tbody>
</table>

Technical Electives must be selected from the following:
- ENGN 38 Computers in Engineering ..........................3
- ET 54 Microcomputer Setup, Maint & Repair ........2-6
- ET 55 Advanced Microcomputer Repair .................2-6

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**

**Degree Curriculum**

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 and the Award of Achievement.

**Training in the Major.** Training in the first year is designed to provide students with a sound working knowledge of the principles of engineering drawing, applied mathematics, electrical circuits, physics, manufacturing methods, and computers. In the second year, students complete courses in computer-aided design (CAD), and computer-aided manufacturing (CAM).

**Employment.** Students who complete the curriculum satisfactorily are qualified for positions as estimator-designer, field engineer, assistant operating engineer, mechanical or research technician, junior test engineer or engineering sales representative. Positions to which graduates may advance after obtaining experience and further training include those of estimator-designer, field engineer, operating engineer, manufacturing engineer, technical supervisor, or sales engineer.

**Award of Achievement.** Students who complete the curriculum with final grades of C or higher in their major technical courses receive the Award of Achievement in Mechanical Engineering Technology.

**Technical Elective Courses for the Award of Achievement in Mechanical Engineering Technology**

Students majoring in Mechanical Engineering Technology must take a total of 24 elective units from the following list.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 181 Intro to Comp Aided Drafting-CAD I</td>
<td>....3</td>
</tr>
<tr>
<td>CAD 182 Inter Comp Aided Drafting-CAD II</td>
<td>....3</td>
</tr>
<tr>
<td>CAD 183 Adv Comp Aided Drafting-3D Mod</td>
<td>......2</td>
</tr>
<tr>
<td>CAD 184 Structural CAD Drafting</td>
<td>........2</td>
</tr>
<tr>
<td>CAD 187 HVAC/Pipe CAD Design</td>
<td>..........2</td>
</tr>
<tr>
<td>CAD 188 Adv CAD-Customizing and AutoLISP</td>
<td>....3</td>
</tr>
<tr>
<td>CAD 191 Adv CAD-Rendering &amp; Animation</td>
<td>......2</td>
</tr>
<tr>
<td>CAD 192 Adv CAD-CAD Based Multimedia</td>
<td>......2</td>
</tr>
<tr>
<td>ENGN 24 Design Graphics</td>
<td>..........3</td>
</tr>
<tr>
<td>ENGN 38 Intro to Computing for Engineers</td>
<td>.......3</td>
</tr>
<tr>
<td>ET 83 Engineering Drafting</td>
<td>............3</td>
</tr>
<tr>
<td>ET 86 Intro to CAM</td>
<td>...............2</td>
</tr>
<tr>
<td>WELD 140 Manufacturing Processes</td>
<td>..........3</td>
</tr>
<tr>
<td>WELD 144 Welding Processes</td>
<td>..........3</td>
</tr>
<tr>
<td>ET 186 Intro to Geog Info Systems (GIS)</td>
<td>......2</td>
</tr>
<tr>
<td>WELD 145 Intermediate Welding Processes</td>
<td>.....3</td>
</tr>
<tr>
<td>WELD 146 Manuf Blueprint Reading</td>
<td>..........3</td>
</tr>
</tbody>
</table>
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**

**Credit 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 Completion in any of the curricula may be applied toward satisfaction of the requirements for graduation from College.

**Air-Conditioning and Refrigeration**

**Requirements for the Certificate of Completion in Air-Conditioning and Refrigeration**
Students may obtain the Certificate of Completion in Air-Conditioning and Refrigeration by completing the following courses with a grade of C or higher in each course. (The Engineering and Technology Department may require students who have had limited training and experience in air-conditioning and refrigeration to complete additional courses before awarding the Certificate of Completion.)

<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>
</tbody>
</table>

**Basic Electronics**

**Requirements for the Certificate of Completion in Basic Electronics**
Students may obtain the certificate of Completion in Basic Electronics by completing the following courses with a grade of C or higher in each course. A minimum of two of the courses must be taken at City College of San Francisco.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 101 Electronics I: Electrncs Meas &amp; Pass</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>

**Computronic Technology**

**Requirements for the Certificate of Completion in Computronic Technology**
Students may obtain the Certificate of Completion in Computronic Technology by completing the following courses with a grade of C or higher in each course. A minimum of two of the courses must be taken at City College of San Francisco.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 60 Electronics I-DC/AC Cir Analysis</td>
<td>4</td>
</tr>
<tr>
<td>ET 53 Computers in Engineering Technology</td>
<td>2</td>
</tr>
<tr>
<td>ET 54 Microcomputer Setup, Maint &amp; Repair</td>
<td>2</td>
</tr>
<tr>
<td>ET 55 Advanced Microcomputer Repair</td>
<td>2</td>
</tr>
</tbody>
</table>

**Drafting: Option I - CAD/CAM**

**Requirements for the Certificate of Completion in CAD/CAM**
Students may obtain the Certificate of Completion in CAD/CAM by completing the following courses with a grade of C or higher in each course. (Students are expected to have basic drafting and manufacturing processes skills. If not, they should enroll in ET 104.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 86 CAM I</td>
<td>2</td>
</tr>
<tr>
<td>WELD 140 Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>CAD 181 Intro to Comp Aided Drafting-CAD I</td>
<td>3</td>
</tr>
<tr>
<td>CAD 182 Inter Comp Aided Drafting-CAD II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Drafting: Option II - Computer Aided Drafting (CAD)**

**Requirements for the Certificate of Completion in Computer Aided Drafting**
Students may obtain the Certificate of Completion in Computer Aided Drafting by completing the following courses with a grade of C or higher in each course. (Students are expected to have basic drafting skills. If not, they should enroll in ET 104.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 181 Intro to Comp Aided Drafting-CAD I</td>
<td>3</td>
</tr>
<tr>
<td>CAD 182 Inter Comp Aided Drafting-CAD II</td>
<td>3</td>
</tr>
<tr>
<td>AND two courses from the following:</td>
<td></td>
</tr>
<tr>
<td>CAD 183 Adv Comp Aided Drafting-3D Mod</td>
<td>2</td>
</tr>
<tr>
<td>CAD 184 Structural CAD Drafting</td>
<td>2</td>
</tr>
<tr>
<td>CAD 187 HVAC/Pipe CAD Design</td>
<td>2</td>
</tr>
<tr>
<td>CAD 188 Adv CAD-Customizing &amp; AutoLISP</td>
<td>3</td>
</tr>
<tr>
<td>CAD 191 Adv CAD-Rendering &amp; Animation</td>
<td>2</td>
</tr>
<tr>
<td>CAD 192 Adv CAD-CAD Based Multimedia</td>
<td>2</td>
</tr>
</tbody>
</table>

**Electronics: Option I - Analog Electronics and Communication**

**Requirements for the Certificate of Completion in Analog Electronics and Communication**
Students may obtain the certificate of Completion in Analog Electronics and Communication by completing the following courses with a grade of C or higher in each course. A minimum of four of the courses must be taken at City College of San Francisco. (Students are expected to have mathematics training up to trigonometry.)

**Course** | **Units**
--- | ---
ET 60 Electronics I-DC/AC Circuit Analysis | 4
ET 65 Electronics II-Linear Active Devices | 4
ET 163 Non-sinusoidal Circuits | 3
ET 164 Analog & Commun Electro | 4
ET 165 PCM/FM Commun System | 3

**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 Completion in Manufacturing and Metal Fabrication**

Students may obtain the Certificate of Completion in Manufacturing and Metal Fabrication by completing the following courses with a grade of C or higher. A minimum of three of the courses must be taken at City College of San Francisco.

**Course** | **Units**
--- | ---
ET 104 Intro to Engin Drawing and Manu | 3
WELD 140 Manufacturing Processes | 3
WELD 144 Welding Processes | 3
WELD 146 Manufacturing Blueprint Reading | 3

**Personal Computer Repair Technology**

Students may obtain the Certificate of Completion in Personal Computer Repair Technology by completing the following courses with a grade of C or higher. A minimum of three of the courses must be taken at City College of San Francisco.

**Course** | **Units**
--- | ---
ET 54 Microcomp Setup, Maint & Repair | 2
ET 55 Adv Microcomp Repair | 2
CNIT 103 Microcomputer Hardware | 3
CNIT 104 Microcomputer Hardware Adv | 3
Management (TQM) may be applied toward satisfaction of the requirement for graduation from college.

**Combination Welding**

**Noncredit Program**

**Program Goal.** Prepares students for welding plate, pipe, and sheet metal workers. Includes the study of electric arc, metal inert gas, tungsten inert gas, innershield 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**

| TIWE 9676 Combi Weld (4 sect of 270 hr) | 15/18 |
| SECY 9356 Bus Math (as needed) | 5/18 |
| SECY 9346 Effective Bus Comm (as needed) | 5/18 |

**Elective Courses.** To be discussed with a counselor.

**Requirements for Completion.** Completion of required courses with grade C or higher. Credit by petition is available.

**Announcement of Courses**

**Computer Aided Drafting (CAD)**

**CREDIT, DEGREE APPLICABLE COURSES:**

**CAD 181. Introduction to Computer Aided Drafting - CAD I (3)**

Lec-1.5, lab-4.5

**Prereq.:** ET 104 or 1 yr HS drafting

*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-1.5, lab-4.5

**Prereq.:** CAD 181 or demonstration of CAD 181 exit skills (equivalent course work or 100 hrs of AutoCAD industrial work experience)

Industrial application of AutoCAD drawing editor on large-scale projects. Various topics include model layout, plotting to scale, blocks, external referenced files, attributes and extraction of “non-graphic” data stored within the drawing files, the control of display to reduce regeneration time, three-dimensional coordinate system, 3D wire-frame and surface modeling, the operation of various hard-copy output devises including pen plotting and printer plotting. CSU

Formerly ET 182.

**CAD 183. Advanced Computer Aided Drafting - 3D Modeling (2)**

Lec-1, lab-3

**Prereq.:** CAD 181 or demonstration of CAD 181 exit skills (equivalent course work or 200 hrs of AutoCAD 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 (2)**

Lec-1, lab-3

**Prereq.:** CAD 181 or demonstration of CAD 181 exit skills (equivalent course work or 200 hrs of AutoCAD 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 (2)**

Lec-1, lab-3

**Prereq.:** ARCH 52, 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-1.5, lab-4.5

**Prereq.:** CAD 181 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 191. Advanced Computer-Aided Drafting - Rendering and Animation (2)**

Lec-1, lab-3

**Prereq.:** CAD 181 or demonstration of CAD 181 exit skills (equivalent course work or 200 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 (2)**

Lec-1, lab-3

**Prereq.:** CAD 181 or 100 hours of AutoCAD industrial work experience

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: Electronics Measurements and Passive Circuits (3)**

Lec-2, lab-3

**Prereq.:** ET 108A or MATH 835 or demonstration of ET 108A or MATH 835 exit skills

This course covers the construction and analysis of basic electronic circuits.
circuits including capacitors and inductors. The student will learn to use the multi-meter to measure DC and AC voltages and currents in resistive series/parallel circuits and the oscilloscope to measure AC and pulsed waveforms, and phase and time delay measurements. The student will also learn the use of computer simulation software to analyze circuits. CSU

ELEC 102A. Electronics II: Basic Active Analog Circuits and Measurements (3)
Lec-2, lab-3
PREREQ.: ELEC 101 OR DEMONSTRATION OF ELEC 101 EXIT SKILLS
This course covers diode characteristics, DC power supplies, bipolar transistors, simple one-stage amplifiers, constant current sources, and transformers. The student will learn the intermediate use of the oscilloscope and multi-meter. There will be an emphasis on electronic projects. CSU

ELEC 102B. Electronics II: Basic Digital Circuits and Measurements (3)
Lec-2, lab-3
PREREQ.: ELEC 101 OR DEMONSTRATION OF ELEC 101 EXIT SKILLS
This course covers Boolean logic concepts, flip-flops, memory, counters and clocks, display decoders and timers. The student will learn the analysis of digital logic principles by building and testing basic functional digital electronics kits. CSU

ELEC 103A. Electronics III: Intermediate Analog Circuits and Measurements (3)
Lec-2, lab-3
PREREQ.: ELEC 102A AND 102B OR DEMONSTRATION OF ELEC 102A AND 102B EXIT SKILLS
This course is an introduction to modern analog electronic circuits, including field effect transistor basics, analog amplifiers, and operational amplifiers. CSU

ELEC 103B. Electronics III: Intermediate Digital Circuits and Measurements (3)
Lec-2, lab-3
PREREQ.: ELEC 102A AND 102B OR DEMONSTRATION OF ELEC 102A AND 102B EXIT SKILLS
This course covers hardwired digital logic systems and is an introduction to programmable logic devices. CSU

ELEC 104A. Electronics IV: Analog and Digital Communications Electronics (3)
Lec-2, lab-3
PREREQ.: ELEC 102A AND 102B OR DEMONSTRATION OF ELEC 102A AND 102B EXIT SKILLS
This course covers analog and digital communications systems, antennas, and serves as an introduction to microwave signals. CSU

ELEC 104B. Electronics IV: Micro-controller Interfacing (3)
Lec-2, lab-3
PREREQ.: ELEC 102A AND 102B OR DEMONSTRATION OF ELEC 102A AND 102B EXIT SKILLS
This course covers micro-controller interfacing, driver programs, input sensors and output electrical and electro-mechanical devices. CSU

Engineering

CREDIT, DEGREE APPLICABLE COURSES:
ENGN 1A. Measurements and Plane Surveying (3)
Lec-2, lab-3
PREREQ.: MATH 95 OR ET 50 OR EQUIVALENTS (EA. CONCUR.)
Theory and practice in linear and angular measurements. Equipment and methods used in common surveying measurements. Treatment of errors in measurements in surveying and other areas of engineering. CSU/UC/CAN

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 spreadsheet such as Microsoft Excel and a graphics program such as Matlab in solving problems. Throughout the course, emphasis will be given to technical communications, teamwork, engineering design and problem solving methodologies. CSU

ENGN 20. Introduction to Circuit Analysis (3)
Lec-3
PREREQ.: ENGN 10B, MATHEMATICS 110C AND PHYC 4B, BOTH OF WHICH MAY BE TAKEN CONCURRENTLY AND CONCURRENT ENROLLMENT OR COMPLETION OF ENGN 20L
Introduction to circuit analysis to determine the natural, forced and complete responses of zero, first and second-order networks and systems. Standard circuit-analysis techniques will be covered including Kirchhoff’s Laws, loop and nodal analysis, Thevenin and Norton’s Theorems, generalized impedance and admittance techniques and phasor methods. CSU/UC/CAN

ENGN 20L. Introduction to Circuit Analysis Laboratory (1)
Lab-3
PREREQ.: ENGN 10B; CONCURRENT ENROLLMENT OR COMPLETION OF ENGN 20
Laboratory experiments in circuit analysis. CSU/UC/CAN

ENGN 24. Design Graphics (3)
Lec-1.5, lab-4.5, field trips
PREREQ.: ET 50 OR MATH 95 OR HS TRIGONOMETRY; ET 104 OR 1 YR. HS MECHANICAL DRAWING
Introduction to technical sketching, design, and engineering graphics; development of visualization skills by using computer aided drafting (CAD) software in conjunction with orthographic and presentation graphics; emphasis on computer aided design and graphical analytical methods with solutions to three-dimensional problems involving points, lines, surfaces, and solids. CSU/UC/CAN

Lec-3
PREREQ.: ENGN 10B; PHYC 4A; AND MATH 110C, WHICH MAY BE TAKEN CONCURRENTLY
An introductory course in applied mechanics (Statics); designed to
meet the professional needs of students majoring in engineering.
CSU/UC/CAN

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)
Lec-2, lab-3
PREREQ.: COMPLETION OF ENGN 10B, CHEM 101A OR 103A, PHYC 4A-4AL
Advise: Completion/concurrent enrollment in CHEM 101B and PHYC 4B-4BL
An introductory course in the fundamental science of materials used by engineers. Emphasis is placed on understanding the structure and properties of materials. Standard material properties are defined and explained. The processing and applications of materials are also covered. Finally, a strategy is developed for the selection and use of these materials. CSU/UC/CAN

ENGN 48. The Engineering Students and Their Profession (1)
Lec-2
Required of all students majoring in engineering or engineering technology and highly recommended for students considering a major in engineering or engineering technology
The history and development of engineering as a profession. A review of current trends and developments in engineering and engineering technology; educational requirements, employment opportunities, and projected trends in the various branches of engineering and engineering technology. CSU/UC/CAN

ENGN 48L. Introduction to Engineering and Technology - Laboratory (1)
Lab-3
A project-oriented, hands-on introduction to the practices and methodologies used in engineering and technology. Includes work in electronics, computer aided drafting, mechanical construction and fabrication, and technical mathematics. CSU

**Engineering Technology**

**CREDIT, DEGREE APPLICABLE COURSES:**

ET 50. Technical Mathematics (4)
Lec-4
PREREQ.: HS INTERMEDIATE ALGEBRA AND TRIGONOMETRY OR MATH 92 OR 90 AND 95; ET 108B
Applied mathematics designed to develop ability to solve problems. Practical application of algebra, geometry, and trigonometry to basic problems in the applied sciences, including the study of alternating current circuity with emphasis on periodic functions, vector analysis, logarithms, and exponential functions. CSU

ET 51. Advanced Technical Mathematics (4) sp
Lec-4
PREREQ.: ET 50
Instruction in applied mathematics and physical science designed to develop the student’s ability to solve fundamental engineering problems in mechanics and electronics. Introduction to analytical geometry, statistics, and calculus. CSU

ET 53. Computers in Engineering Technology (2)
Lec-1, lab-3
An introduction to DOS and Windows operating systems, and to their use in running application programs. This course will also cover some computer architecture and programming and is a useful lead-in to computer hardware troubleshooting. CSU

ET 54. Microcomputer Setup, Maintenance, and Repair (2)
Lec-1, lab-3
Advise: Completion of a course in electronics or computer programming
This is a practical, hands-on course covering hardware maintenance of MS-DOS (PC, XT, AT, 386, 486, and Pentium) computers. Each student will have at least one computer to take apart, examine, test, diagnose, and load an operating system and other programs. CSU

ET 55. Advanced Microcomputer Repair (2)
Lec-1, lab-3
PREREQ.: ET 54
Repeat: max. 6 units
This second course in PC hardware will concentrate on troubleshooting, interfacing, and upgrading of MS-DOS and Windows (PC, XT, AT, 386, 486 and Pentium) computers. A more detailed look at memory subsystems, interrupts, and memory and port addressing. SCSI, CD ROMs, sound cards, tape and disk backup systems, the hardware of local area networks, and methods of obtaining technical information. When time and hardware are available, Apple Macintoshes will also be studied. CSU

ET 60. Electronics I - DC and AC Circuit Analysis (4)
Lec-2, lab-6
PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN ET 50
Principles of direct and alternating current circuit analysis; electrical and magnetic fields applied to capacitance and inductance; emphasis on basic laws. Complementary laboratory work emphasizing circuit connections, instruments and measurements. CSU

ET 63. Introduction to Digital Circuits and Techniques (3) sp
Lec-2, lab-3
PREREQ.: ET 50 AND 60
Review of basic logic gates and number systems. Design, analysis, and troubleshooting of combinational logic circuits, decoders, multiplexers, adders, flip-flops, counters, and registers. CSU

ET 65. Electronics II—Linear Active Circuits (4) fa
Lec-2, lab-6
PREREQ.: ET 60
Basic and active electronic devices and their application to analog electronics and industrial control processes. Semiconductor components, diodes, transistors, JFETs, Mosfets, thyristors, photoelectric devices. Power supplies, amplifiers, timing circuits, operational amplifiers. CSU

ET 83. Engineering Drafting (2)
Lec-1, lab-3
PREREQ.: CAD 181
CAD applications in advanced mechanical drafting. CSU
ET 104. Introduction to Engineering Drawing and Manufacturing (3)
Lec-1.5, lab-4.5
Development of detailed drawings (electrical, electronic, and mechanical) for the fabrication of individual projects. Sheet metal shop practices; use of hand tools; measurement and layout techniques. Printed circuit board design and fabrication. Machine tools and machine shop operations. CSU

ET 108A. Practical Mathematics I (3)
Lec-2.5, lab-1.5
Arithmetic, elementary algebra, and geometry emphasizing their application in real world problems. Laboratory work in which students can apply mathematical techniques to physical applications.

ET 108B. Practical Mathematics II (3)
Lec-2.5, lab-1.5
Fundamentals of trigonometry and advanced algebra emphasizing their applications in real world problems. Laboratory work in which students can apply mathematical techniques to physical applications.

ET 122S. Lead in Construction, Supervisor/Contractor (1.5)
Lec-32 (total hrs), lab-9 (total hrs), field trips CR/NC avail.
Preparation for interim certification as CA lead in construction supervision/contractor. Lead uses, sources, characteristics, hazards, and safety; PPE and hygiene; monitoring, regulations and work practices; insurance and liability; record keeping; contract preparations, specifications, and administration; community relations. CSU

ET 122W. Lead in Construction, Worker (1)
Lec-22 (total hrs), lab-12 (total hrs), field trips CR/NC avail.
Preparation for interim certification as CA lead in construction worker. Lead uses, sources, characteristics, hazards, and safety; PPE and hygiene; monitoring, regulations, and work practices. CSU

ET 135A. Fundamentals of Air-Conditioning and Refrigeration (2)
Lec-1.5, lab-1.5
One of a series of three courses. [See also ET 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 psychometric instruments and psychometric chart graphical analysis of the processes. CSU

ET 135B. Fundamentals of Air-Conditioning and Refrigeration (2)
Lec-1.5, lab-1.5
One of a series of three courses. [See also ET 135A and 135C.] Cooling loads, heat transfer equipment, air handling equipment, and the design of air-conditioning systems. Application of air-conditioning equipment, components, and control system of the air-conditioning system in the laboratory. Instruments and instrumentation for measuring air flow. CSU

ET 135C. Fundamentals of Air-Conditioning and Refrigeration (2)
Lec-1.5, lab-1.5
One of a series of three courses. [See also ET 135A and 135B.] The refrigeration cycle, refrigeration systems, heat transfer components, and control systems. Laboratory work in operational characteristics; analysis of refrigeration system; and methods of measuring pressure, temperature, and flow rates within the system. CSU

ET 139A. Engineered Plumbing Systems (3)
Lec-3
Flow of liquids in drainage piping, sizing drainage systems, flow of air in vent piping, sewer systems, national and local codes, specifications and case problems. CSU

ET 139B. Engineered Plumbing Systems (3)
Lec-3, field trips
Pressurized water, automatic fire sprinkler, wet and dry standpipe, fuel gas in buildings. Centrifugal pumps, national and local plumbing and fuel gas codes, specifications and case problems. CSU

ET 139C. Engineered Plumbing Systems (3)
Lec-3
Review of plumbing, engineering design, codes, and specifications. Special projects in the field of plumbing engineering design. Copper system design. CSU

ET 151. Assembly Language and Microprocessors Architecture (3) fa
Lec-2, lab-3
Prerequisite: ET 63 or demonstration of ET 63 exit skills
Microcomputer theory, design, and architecture using the IBM XT as an example system. Specific topics include: MS DOS, the Intel 8088 architecture and assembly language programming, using assemblers, architecture of the XT, memory, design of I/O ports, programmable peripheral integrated circuits, and software interrupts. Software and hardware troubleshooting techniques. CSU

ET 152. Microprocessor Interfacing and Troubleshooting (3) sp
Lec-2, lab-3
Prerequisite: ET 151
Theory and laboratory work covering the operation, design and troubleshooting of microprocessor interfaces, A/D, D/A, interrupts, DMA, floppy and hard disks, serial communication, and an introduction to local area networks. The Intel 8088 and an XT clone computer will be studied as an example system. CSU

ET 163. Nonsinusoidal Circuits (3)
Lec-2, lab-3
Prerequisite: ET 161
Theory and laboratory work covering the operation, design and troubleshooting of microprocessor interfaces, A/D, D/A, interrupts, DMA, floppy and hard disks, serial communication, and an introduction to local area networks. The Intel 8088 and an XT clone computer will be studied as an example system. CSU

ET 164. Analog and Communication Electronics (4) sp
Lec-2, lab-6
Prerequisite: ET 65 or demonstration of ET 65 exit skills
Theory and laboratory work covering class B amplifiers, differential amplifiers, negative feedback, distortion, stability, oscillators, class C amplifiers, mixers, and the am radio receiver. CSU

ET 165. PCM/FM Communication System (3) fa
Lec-2, lab-3
Prerequisite: ET 164
Theory and laboratory work covering time domain and frequency domain analysis of FM systems (wide-band and narrow-band FM).
Pulse coded modulation (PCM) in digital communication: sampling theorem coding and non-linear coding and communication multiplexings. CSU

**ET 186. Introduction to Geographical Information Systems (GIS) Applications (2)**
Lec-1, lab-3
This is a foundation course for the use of GIS software. It covers the history, structure, uses, hardware and software requirements, and basic operation of GIS. It also introduces Global Positioning Systems as they relate to GIS. CSU

**WELD 144. Welding Processes (3)**
Lec-1.5, lab-4.5
Prereq.: WELD 143
Repeat: max. 6 units
Classroom instruction and laboratory practice in joining metal by welding 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 preparation, and relevant theory as it applies to industry. Students will weld a variety of metals using a combination of welding processes such as: gas, stick (SMAW), MIG, TIG, innershield, along with metal cutting and gouging. CSU

**WELD 145. Intermediate Welding Processes (3)**
Lec-1.5, lab-4.5
Prereq.: WELD 144
Repeat: max. 6 units
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

**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

**NONCREDIT COURSES:**

**TIWE 9676. Combination Welding**
Advis: ABE 2074
Lab/lecture course designed to prepare students for entry into the trade as combination welders. Emphasizes safety, certification preparation, and relevant theory as it applies to industry. Students will weld a variety of metals using a combination of welding processes as: gas, stick (SMAW), MIG, TIG, innershield, along with metal cutting and gouging.

**TIWE 9677. Welding Gas/MIG/TIG/Pipe**
Preparation for employment in the welding industry. Welding plate metal, sheet metal, sheet metal and pipe in flat, horizontal, vertical, and overhead positions. Five major welding processes and two cutting processes: oxy-acetylene welding, shielded metal arc welding, gas tungsten arc welding, gas metal arc welding, flux cored arc welding, and oxy-acetylene cutting and gouging. Instruction includes safety, terminology, applicable welding theory, blueprint reading, and related math.

**TIWE 9680. Welding Blueprint Reading (54 hrs)**
Advis: ESLN 3800; ABE 2074
Interpretation of blueprints, welding symbols and material specifications. Students will be able to read blueprint format and interpret material specifications, identify weld symbols and sizes and develop basic techniques in sketching.

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

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

Students whose scores in the City College English placement examination are low are generally assigned to either English L, 90, 92, 94, or 96. Students for whom English is a second language may be required to take ESL (English as a Second Language) courses. Foreign students whose command of English is inadequate must take the courses that the English Department requires, most frequently ESL. Students who complete a course or sequence in English with final grades of C or higher may not enroll in an equivalent or less advanced course in English. The Chair of the English Department will rule on all matters of equivalency in connection with the College requirement in English.

For information about the English Eligibility Essay Exam, students should see the English Eligibility Coordinator in Batmale Hall, Room 514.

CREDIT, NON-DEGREE APPLICABLE COURSES:

ENGL K. Pronunciation, Spelling, and Reading Skills (3)
Lec-3, conf-1, lab-1 CR/NC only
Not recommended for students who are concurrently enrolled in ESL 22 through 58 or 110 through 130.
ENGL L or ENGL 9 may be taken concurrently.
Concentration on the rules of English phonics and word attack skills and development of adequate comprehension, reading rate, and vocabulary.

ENGL L. Individualized Instruction in Basic Reading Skills (3)
Lec-3, conf-1, lab-1 CR/NC only
PREREQ.: ESL 54 OR 58 OR 130 OR HIGHER; OR PLACEMENT IN ENGL L
Advise: Completion/concurrent enrollment in ENGL K
Not open to students who have completed ENGL 9, 19, 96, or higher. Repeat: max. 9 units
Designed for students who need to develop reading skills, improve basic reading comprehension, increase vocabulary, and improve understanding of idiomatic English and figurative language.

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

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

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

CREDIT, DEGREE APPLICABLE COURSES:

ENGL 94. Intermediate Training in Expository and Argumentative Reading and Composition (3)
Lec-3
PREREQ.: ENGL 92 OR ESL 82, OR PLACEMENT IN ENGL 94
Intermediate training in reading and writing. Emphasis on techniques of logical, well-supported essays. CSU

ENGL 96. Advanced Intermediate Reading and Composition: Developing a College Writing Style (3)
Lec-3
PREREQ.: ENGL 94, OR PLACEMENT IN ENGL 96
Emphasis on critical reading of expository prose and imaginative literature and on writing essays, with attention to developing a variety of techniques in paragraph and sentence construction for the creation of a college writing style. CSU

ENGL 1A. University-Parallel Reading and Composition (3)
Lec-3
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A, OR A SAT VERBAL SCORE (BEFORE APRIL 1995) OF 510 OR HIGHER, OR A SCORE OF 660 OR HIGHER (AFTER APRIL 1995) ON THE SAT II (WRITING SUBJECT TEST), OR AN ADVANCED PLACEMENT TEST SCORE OF 3 OR HIGHER, OR COMPLETION OF THE SUBJECT A COURSE OR PASSING THE SUBJECT A EXAM AT THE UNIVERSITY OF CALIFORNIA.
Practice in reading and writing expository prose. CSU/UC/CAN

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

ENGL 8. Words (3)
Lec-3 CR/NC avail.
PREREQ.: ESL 82 OR COMPLETION/CONCURRENT ENROLLMENT IN ENGL 92 OR HIGHER
Study of word formations based on Latin and Greek roots and affixes, etymologies of words, development of the meaning of words, context clues, and semantic processes. CSU/UC

ENGL 9. Reading, Study Skills, and Vocabulary: Intermediate (3)
Lec-3, conf-1, lab-1 CR/NC avail.
PREREQ.: ENGL L OR HIGHER OR ESL 130 OR 54 OR 58 OR HIGHER
Not open to students who have completed ENGL 19 or are concurrently enrolled in ENGL 96 or higher.
Designed for students who wish to improve their reading and study skills and increase their vocabulary. CSU

ENGL 11. Using Idiomatic English in Writing (1)
Lec-2 (8 wks) CR/NC avail.
Advise: ENGL 90, 92, or 94 (ea. concur.)
Open to those students who wish to improve their writing skills. Using idioms and constructing appropriate word combinations with
the aid of the *Longman Dictionary of Contemporary English*. For polishing writing skills but not a replacement for a grammar class. CSU

**ENGL 14A. Literary Magazine (1)**

Lab-3   CR/NC only
Repeat: max. 2 units
May not be offered every semester.
Practical experience in compiling a literary magazine for circulation to students and faculty on campus; evaluation of literary contributions from students. CSU

**ENGL 14B. Literary Magazine (2)**

Lab-6   CR/NC only
Coreq.: ENGL 14A
Repeat: max. 4 units
Practical experience in editing and supervising production of a literary publication. CSU

**ENGL 16. Academic Writing Workshop (3)**

Lec-3, conf-1, lab-1   CR/NC avail.
Advise: ENGL 94 or placement in ENGL 96

Open to students eligible for ENGL 1A.

ENGL 16 does not satisfy any part of the graduation requirement in written composition; completion of ENGL 16 does not qualify a student for ENGL 1A.
Repeat: max. 9 units

Individualized instruction and practice in writing college level expository and argumentative essays, including timed writing and answering essay questions. Useful for students who are preparing to take the English Eligibility Essay Exam; who are already qualified for ENGL 1A, but who want additional preparation; or who are preparing for essay exams at universities or written state or national exams. CSU

**ENGL 19. Advanced Reading Techniques and Vocabulary (3)**

Lec-3, conf-1, lab-1   CR/NC avail.
Advise: Completion/concurrent enrollment in ENGL 94 or higher

Designed for students who wish to increase their reading skills, improve comprehension and speed, and develop vocabulary. CSU

**ENGL 20. Modern British and American Literature (3)**

Lec-3   CR/NC avail.
Prereq.: ENGL 96 or PLACEMENT IN ENGL 1A
Consideration of works of significant authors in the United States and the British Commonwealth since 1900. CSU/UC

**ENGL 26. Intensive Study and Use of English Grammar (3)**

Lec-3   CR/NC avail.
Advise: Completion/concurrent enrollment in ENGL 90 or higher, or ESL 150 or 72 or higher

Recommended for students who wish to improve their knowledge and understanding of basic English grammar and those who want to tutor English/ESL.

An intensive and systematic study of the rules of English grammar to improve understanding and use of English. CSU

**ENGL 30. Introduction to American Literature (3)**

Lec-3   CR/NC avail.
Prereq.: ENGL 96 or PLACEMENT IN ENGL 1A
Study of the development of American literature from 1608 to the present, with emphasis upon writing since 1850. CSU/UC

**ENGL 32A. Early African American Fiction (3)**

Lec-3   CR/NC avail.
Prereq.: ENGL 96 or PLACEMENT IN ENGL 1A
Not open to students who are enrolled in or who have completed ENGL 34A.

A survey course designed to explore and analyze African American fiction from 1890 to 1940. CSU/UC

**ENGL 32B. Contemporary African American Fiction (3)**

Lec-3   CR/NC avail.
Prereq.: ENGL 96 or PLACEMENT IN ENGL 1A
Not open to students who are enrolled in or who have completed ENGL 34B.

An in-depth survey course designed to explore and critically analyze significant literary works of fiction by African American writers from 1940 to the present. CSU/UC

**ENGL 34A. Early African American Fiction (3)**

Lec-3   CR/NC avail.
Prereq.: ENGL 96 or PLACEMENT IN ENGL 1A
Not open to students who are enrolled in or who have completed ENGL 32A.

A survey course designed to explore and analyze African American fiction from 1890 to 1940. CSU

**ENGL 34B. Contemporary African American Fiction (3)**

Lec-3   CR/NC avail.
Prereq.: ENGL 96 or PLACEMENT IN ENGL 1A
Not open to students who are enrolled in or who have completed ENGL 32B.

An in-depth survey course designed to explore and critically analyze significant literary works of fiction by African American writers from 1940 to the present. CSU

**ENGL 35A-H. Creative Writing (3 ea.)**

Lec-3   CR/NC avail.
Prereq.: ENGL 96 or PLACEMENT IN ENGL 1A
No part of the ENGL 35 series is prerequisite to any other part.

ENGL 35A-35B. Practice in writing, with special emphasis on the short story. CSU/UC; 35A: CAN

ENGL 35C-35D. Practice in writing, with special emphasis on poetry. CSU/UC

ENGL 35E-35F. Practice in writing, with special emphasis on the novel and plays. CSU/UC

ENGL 35G-35H. Practice in writing, with special emphasis on autobiography. CSU

**ENGL 36. African American Literature—A Survey (3)**

Lec-3   CR/NC avail.
Prereq.: ENGL 96 or PLACEMENT IN ENGL 1A
Reading and analysis of formal and informal literary expressions of African Americans from slavery to the present. CSU/UC

**ENGL 37. African American Women in Literature (3)**

Lec-3, field trip   CR/NC avail.
An intensive examination of the literary efforts of African American women writers beginning with the Slave Narratives to the present. CSU/UC

**ENGL 40. Advanced Composition (3)**

Lec-3   CR/NC avail.
Prereq.: ENGL 1A
Students enrolling to satisfy the IGETC critical thinking requirement must take the course for a letter grade.

An advanced composition course that integrates critical thinking skills with the reading and writing of expository and argumentative essays. Focus on critical thinking skills, careful reading and textual analysis and evaluation, and writing non-fiction prose. CSU/UC

**ENGL 41. Writing in Connection with Reading the Important Books of the Nineteenth and Twentieth Centuries (3)**

Lec-3   CR/NC avail.
Prereq.: ENGL 96 or PLACEMENT IN ENGL 1A
Expository writing based upon the reading and analysis of important
works of imaginative literature, as well as an examination of relevant philosophical sources of the late nineteenth and early twentieth centuries. CSU/UC

ENGL 43. Introduction to the Study of Poetry (3)
Lec-3 CR/NC avail.
Prereq.: ENGL 96 or Placement in ENGL 1A
Lectures on poetry intended to develop the student’s ability to read, understand, and evaluate a poem. CSU/UC/CAN

ENGL 44A-44B. Survey of World Literature, Past and Present (3-3)
Lec-3 CR/NC avail.
Prereq.: ENGL 96 or Placement in ENGL 1A
ENGL 44A is prerequisite to 44B.
ENGL 44A. Classical Literature. CSU/UC
ENGL 44B. Medieval to Present Literature. CSU/UC

ENGL 46A-46B-46C. Survey of Literature in English (3-3-3)
Lec-3 CR/NC avail.
Prereq.: ENGL 1A
Required for a university major in English.
No part of ENGL 46 series is prerequisite to any other part.
ENGL 46A. Chaucer through Milton. CSU/UC
ENGL 46B. Late-Seventeenth to Mid-Nineteenth Century. CSU/UC/CAN
ENGL 46C. Mid-Nineteenth through the Twentieth Century. CSU/UC

ENGL 48A-O. Selected Topics (3 ea.)
Lec-3 CR/NC avail.
Prereq.: ENGL 96 or Placement in ENGL 1A
Not open to students who are enrolled in or who have completed the same ENGL 49 topic.
No part of the ENGL 48 series is prerequisite to any other part.
Investigation of a major author or authors, a literary movement, theme, or genre. Exploration of the topic through lectures, films, and class discussion leading to a critical analysis of the literature in expository writing and in independent student projects.
ENGL 48A. James Joyce. CSU
ENGL 48B. Detective Fiction. CSU/UC
ENGL 48C. Science Fiction and Fantasy. CSU
ENGL 48D. George Eliot/Marian Evans. CSU
ENGL 48E. Virginia Woolf and her World. CSU
ENGL 48F. 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
ENGL 48L. The Mystery: East and West. CSU
ENGL 48M. The Literature of Consciousness. CSU
ENGL 48N. The Literature of AIDS. CSU
ENGL 48O. Biography. CSU

ENGL 49A-O. Selected Topics (3 ea.)
Lec-3 CR/NC avail.
Not open to students who are enrolled in or who have completed the same ENGL 49 topic.
No part of the ENGL 49 series is prerequisite to any other part.
Investigation of a major author or authors, a literary movement, theme, or genre. Exploration of the topic through lectures, films, and class discussion leading to a critical analysis of the literature in expository writing and in independent student projects.
ENGL 49A. James Joyce. CSU
ENGL 49B. Detective Fiction. CSU
ENGL 49C. Science Fiction and Fantasy. CSU
ENGL 49D. George Eliot/Marian Evans. CSU
ENGL 49E. Virginia Woolf and her World. CSU
ENGL 49G. Work and Influence of Mark Twain. CSU
ENGL 49H. The Story of English. CSU
ENGL 49I. 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 CR/NC avail.
Advise: ENGL 96 or placement in ENGL 1A
Study of classical mythology, its central themes and personalities, and its relation to Western literature. At option of the instructor, the course will include study of other mythologies related to this literature. CSU/UC

ENGL 55. Survey of Gay and Lesbian Literature (3)
Lec-3 CR/NC avail.
Prereq.: ENGL 96 or Placement in ENGL 1A
A survey of gay and lesbian literature drawing on examples that present material relevant to present day experience. CSU/UC

ENGL 56A-C. Selected Topics in Gay and Lesbian Literature (3-3-3)
Lec-3 CR/NC avail.
Prereq.: ENGL 96 or Placement in ENGL 1A
No part of the ENGL 56 series is prerequisite to any other part.
Selected topics in gay and lesbian literature focusing on specific chronological, generic, thematic, biographical, or national cultural structures. CSU (UC upon review)
ENGL 56A. The International Scene.
ENGL 56B. Contemporary Fiction.
ENGL 56C. American Classics.

ENGL 57. Women and Literature (3)
Lec-3, field trips CR/NC avail.
Prereq.: ENGL 96 or Placement in ENGL 1A
Literature by women: reading, discussion, and analysis of literature written in English by women over the last four hundred years. Emphasis on the nineteenth and early twentieth century novel, including some poetry and drama, classical as well as new and re-discovered authors. CSU/UC

ENGL 58A. Contemporary Women Writers and Poets (3)
Lec-3, field trips CR/NC avail.
Prereq.: ENGL 96 or Placement in ENGL 1A
Contemporary women writers and poets: reading, discussion, and analysis of fiction, poetry, and drama written in English by contemporary women from diverse cultural and ethnic backgrounds. Works in translation may be included. CSU/UC

ENGL 59. Advanced Literary Analysis (3)
Lec-3, field trips CR/NC avail.
Prereq.: ENGL 1B
Advanced instruction in close reading, critical contextualization, and literary analysis for future upper division literature students. CSU/UC

ENGL 60. Identity in Current Ethnic Fiction (3)
Lec-3, field trips CR/NC avail.
Prereq.: ENGL 96 or Placement in ENGL 1A
What does it mean to be American? Exploring American identity
through reading and analysis of important works of imaginative literature by contemporary African American, Asian American, and Latino American authors. CSU/UC

Classics

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

CLAS 35. Tragic Dramas of Greece (3)
Lec-3 CR/NC avail.
Prereq.: ENGL 96 or placement in ENGL 1A
An intensive consideration of the tragic dramas of Greece from a literary standpoint. CSU/UC

English as a Second Language

Announcement of Courses

CREDIT COURSES

Initial recommended placement in the credit ESL program is based on results of 1) the ESL Placement Examination 2) depending on the examination score, a writing sample, and 3) consultation with the student; for continuing students, successful completion of courses with letter grades requires a grade of C or higher. Credit ESL courses are not open to native speakers of English.

CREDIT, NON-DEGREE APPLICABLE COURSES:

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-3 CR/NC avail.
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 122. Low-Intermed. Listening/Speaking (2)
Lec-3 CR/NC avail.
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 52 or completion of ESL 120 or 42 or 48.
Academic reading skills and strategies. Practice in writing brief expository essays and reports. Intermediate level vocabulary and grammar study.
Equivalent to the former ESL 58 or ESL 52 and 54 (Reading/Writing).

ESL 132. Intermediate Listening/Speaking (2)
Lec-3 CR/NC avail.
Prereq.: Placement in ESL 132 or 56 or completion of ESL 122 or 46.
Introduction to academic listening and speaking skills and strategies. Oral communication activities and oral presentations with vocabulary and grammatical structures appropriate to the intermediate level.
Equivalent to the former ESL 56 (Listening/Speaking).

ESL 140. High-Intermediate Academic ESL (6)
Lec-6
Prereq.: Placement in ESL 140 or 62 or completion of ESL 130 or 52 or 58.
Academic reading skills and strategies, with reading passages used to support written composition work. Practice in writing summaries, expository essays and essay tests. High-intermediate level vocabulary and grammar study.
Equivalent to the former ESL 68 or 62 (Reading/Writing).

ESL 142. High-Intermed. Listening/Speaking (2)
Lec-3 CR/NC avail.
Prereq.: Placement in ESL 142 or 62 or completion of ESL 132 or 56.
Academic listening and speaking skills and strategies. Oral communication activities and oral presentations with vocabulary and grammatical structures appropriate to the high-intermediate level.

ESL 150. Advanced Academic ESL (5)
Lec-5, Lab-1
Prereq.: Placement in ESL 150 or 72 or completion of ESL 140 or 62 or 68.
Advanced academic reading skills and strategies, with reading passages used to support written composition work. Practice in writing summaries, expository essays and essay tests. Advanced level vocabulary and grammar study.
Equivalent to the former ESL 72 (Reading/Writing).

CREDIT, DEGREE APPLICABLE COURSES:

ESL 49. Pronunciation (2)
Lec/conf-3, lab-1 CR/NC avail.
Prereq.: Placement in ESL 120 or 42 or completion of ESL 110 or 32.
Intensive practice in the oral control of American English emphasizing both pronunciation and listening skills. CSU

ESL 51A. ESL for Child Development (3)
Lec-3 CR/NC avail.
Prereq.: Placement in ESL 130 or 52 or higher or completion of ESL 120 or 42 or 48; may be taken concurrently with either CDEV 65 or 66.
Repeat: max. 9 units
English as a second language support for Child Development (CDEV) 65 and 66 for limited English speakers. Reading strategies to successfully manage CDEV course load; writing strategies to successfully complete CDEV class reports and tests. Vocabulary building in child development terminology. Instructor will conduct periodic conferences with CDEV instructors on student progress and achievement. CSU

ESL 60. Advanced Grammar (2)
Lec/conf-3

PREREQ.: PLACEMENT IN ESL 140 OR 60 OR COMPLETION OF ESL 130 OR 52 OR 58.

Practice of advanced grammatical patterns. CSU

ESL 66. Advanced Listening and Reading (3)
Lec-3

PREREQ.: PLACEMENT IN ESL 140 OR 150 OR 62 OR 72 OR 82 OR COMPLETION OF ESL 130 OR 52 OR 58.

Preparation for ESL students in academic skills and strategies that will improve their performance in mainstream courses (e.g., listening skills to improve comprehension of classroom lectures and demonstrations, discipline-specific vocabulary expansion, and ESL reading and writing strategies for note and test-taking). Designed for students who already possess time management and native-language academic skills. CSU

ESL 69. Accent Improvement (2)
Lec-2, lab-1

CR/NC only

Repeat.: max. 4 units

Students with severe pronunciation problems should enroll in ESL 49 before taking ESL 69.

Improvement in standard American English pronunciation, voice quality, and physical presentation. CSU

ESL 71. Advanced Editing (1)
Lec/conf-2

CR/NC only

COREQ.: ESL 150 OR 72 OR 82 OR ENGL 94 OR 96

Repeat: max. 3 units

Intended for non-native speakers of English.

Practice of editing strategies and skills to improve understanding and use of written English; review of advanced grammatical patterns, and identification and practice of advanced structures beyond the sentence level. CSU

ESL 79. Advanced Speaking and Pronunciation (3)
Lec-3

CR/NC avail.

PREREQ.: PLACEMENT IN ESL 150 OR 72 OR 82 OR COMPLETION OF ESL 140 OR 62 OR 68.

Practice in effective communication in everyday, academic, and professional situations through the use of dialogues, role plays, improvisations, plays, interviews, debates, and individual and group presentations. Practice in communication skills and pronunciation, stress, intonation, phrasing, phrase reductions and tone as needed. CSU

ESL 82. Advanced Composition (3)
Lec-3

PREREQ.: PLACEMENT IN ESL 82 OR COMPLETION OF ESL 150 OR 72.

Further practice in reading and writing various forms of composition necessary in college work. ESL 71 may be taken concurrently. CSU/UC

Vocational ESL Office Training

Noncredit Certificate Program

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

Admission Requirements. Completion of Intermediate Low 5 (ESLN 3500 or 3505) or equivalent language ability; typing (25 wpm or with permission of instructor).

Length of Program: 810 hours

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3804 VESL Clerical Procedures</td>
<td>180</td>
</tr>
<tr>
<td>ESLV 3801 Voc English-as-a-Second Language</td>
<td>180</td>
</tr>
<tr>
<td>OR ESLV 3819 Social Communication AND ESLV 3829 Computer Voc. ESL</td>
<td>180</td>
</tr>
<tr>
<td>SECY 9374 Keyboarding-All Levels OR SECY 9375 Clerical Keyboarding OR ESLB 3822 ESL Lang. Skills Keyboard</td>
<td>180</td>
</tr>
<tr>
<td>SECY 9354 Business Machines/10-Key OR SECY 9341 Bus Math with Spreadsheets</td>
<td>90</td>
</tr>
<tr>
<td>ESLB 3821 Introduction to Micro OR COMP 9857 Microcomp Bus Appl</td>
<td>90</td>
</tr>
<tr>
<td>Electives (Selected from below)</td>
<td>90</td>
</tr>
</tbody>
</table>

Elective Courses:

COMP 9857 Microcomp Bus Appl (if ESLB 3821 before) 90

COMP 9901 Databases—Beginning 45

ESLV 3823 Practical Engl on the Job II 90

WOPR 9486 Word Processing—Beginning 45

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

Requirements for Completion. In addition to the course requirements, students must also fulfill the following requirements: 80% minimum attendance; Typing (45 wpm; 10% error rate) and 10-key (160 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 561-1875; Downtown 267-6500

NONCREDIT COURSES

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

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

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

ESLA 3012. Test of English as a Foreign Language (TOEFL) Preparation (25 hrs)
Advisement: Completion of ESLN 3600 or equivalent language ability; ability to work independently
Development of test-taking techniques essential for success in taking TOEFL exams. Sample tests of Listening, Grammar and Reading sections administered.

ESL, Bridge

Grades of CR/NC are offered for ESLB courses.

ESLB 3821. Introduction to Microcomputers for ESL (90 hrs)
ESLB 4821. Introduction to Microcomputers for ESL (45 hrs)
Advisement: Completion of ESLN 3400 or equivalent language ability; 20 wpm keyboarding speed
Introduction to computer skills in an ESL context. Development of computer vocabulary related to word processing, spreadsheets, database. Application of reading and writing skills to create and edit documents, worksheets and data reports using simple software.

ESLB 3822. ESL Language Skills/Keyboarding (180 hrs)
ESLB 4822. ESL Language Skills/Keyboarding (90 hrs)
Advisement: Completion of ESLN 3100 or equivalent language ability
An introduction to keyboarding skills with materials and lessons especially adapted for ESL students. Development of keyboarding techniques for centering, tabulating, speed and accuracy. Application of typing skills to writing at an appropriate ESL level.

ESL, Citizenship

ESLC 3030. ESL/Citizenship Literacy (90 hrs)
Advisement: Native language literacy and completion of ESLN 3010 or equivalent language ability
Preparation for the U.S. Citizenship test given by the Department of Immigration and Naturalization Services. Speaking, listening, reading and writing skills at the basic literacy level applied to answering test questions on personal information, U.S. history, government and the Constitution.

ESLC 3031. ESL/Citizenship (90 hrs)
Advisement: Completion of ESLN 3100 or equivalent language ability
Preparation for the U.S. Citizenship test given by the Department of Immigration and Naturalization Services. Speaking, listening, reading and writing skills applied to answering test questions on U.S. history, government and the Constitution.

ESLC 3032. ESL Citizenship Multi-Level 1-4 (90 hrs)
ESLC 4032. ESL Citizenship Multi-Level 1-4 (45 hrs)
Advisement: Native language literacy and completion of ESLN 3100 or ESLC 3030, or equivalent language ability
Preparation for the U.S. Citizenship test given by the Department of Immigration and Naturalization Services. Speaking, listening, reading and writing skills applied to answering test questions on personal information, U.S. history, government and the Constitution.

ESLC 3033. ESL Citizenship Multi-Level 5-8 (90 hrs)
ESLC 4033. ESL Citizenship Multi-Level 5-8 (45 hrs)
Advisement: Completion of ESLN 3400 or ESLC 3032, or equivalent language ability
Preparation for the U.S. Citizenship test given by the Department of Immigration and Naturalization Services. Speaking, listening, reading and writing skills applied to answering test questions on personal information, U.S. history, government and the Constitution. In-depth discussion of the above topics as they relate to current events.

ESL, Focus

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

ESLF 3001. ESL Women's Issues (90 hrs)
Advisement: Completion of ESLN 3300 or equivalent language ability
Development of listening, speaking, reading, and writing skills though discussions on topics that affect women's lives such as family life, changing roles of men and women, gender and the workplace.

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

ESLF 3003. ESL Math (90 hrs)
Advisement: Completion of ESLN 3100 or equivalent language ability
Development of math vocabulary used in directions and written problems involving whole numbers, fractions, decimals and percents in an ESL context.

ESLF 3004. Lifeskills ESL (90 hrs)
Advisement: Semi-literate in native language
Designed for students with visual, auditory, short-term memory, or physical limitations. Development of basic language skills using topics, materials, and pacing appropriate to students’ needs and interests.

ESLF 3005. Writing with a Computer - Intermediate (90 hrs)
Advisement: Completion of ESLN 3400 or equivalent language ability
Writing in interactive classroom environment using computers to create, save, revise, and print. Revising and editing done through peer-group response and/or teacher feedback. Emphasis on paragraph development and organization.

ESLF 3006. Computer Assisted ESL (180 hrs)
ESLF 4006. Computer Assisted ESL (90 hrs)
ESLF 5006. Computer Assisted ESL (45 hrs)
Advisement: Completion of ESLN 3400 or equivalent language ability
Listening, speaking, reading and writing skills expanded and developed through group computer projects and interactive classroom environment. Emphasis on accuracy and fluency.

ESLF 3007. Computer Assisted ESL - Beginning Low (90 hrs)
ESLF 4007. Computer Assisted ESL - Beginning Low (45 hrs)
Advisement: Completion of ESLN 3010 or equivalent and desire to acquire language at an accelerated rate
Basic language skills expanded and developed through group computer projects and interactive class environment. Aural development, oral readiness and reading readiness stressed.

ESLF 3008. Computer Assisted ESL Beginning High (90 hrs)
ESLF 4008. Computer Assisted ESL Beginning High (45 hrs)
Advisement: Completion of ESLN 3200 or equivalent; ability and desire
to acquire language at an accelerated rate
Aural and oral skills expanded and practiced through computer projects and interactive classroom work. Reinforcement of oral/aural skills and development of reading and writing skills.

ESLF 3011. English Through Song Lyrics (90 hrs)
Advisory: Completion of ESLN 3300
Using English-language music to learn listening, reading, writing, and conversational skills and grammar, and to develop awareness of American culture.

ESLF 3126. Listening - Beginning Low (90 hrs)
Advisory: Completion of ESLN 3010 or equivalent language ability
Beginning listening comprehension developed. Emphasis placed on listening in real life situations.

ESLF 3127. Speaking - Beginning Low (90 hrs)
Advisory: Completion of ESLN 3010 or equivalent language ability
Speaking skills developed through dialogues relevant to daily needs and activities. Asking and answering simple questions emphasized.

ESLF 3128. Reading - Beginning Low (90 hrs)
Advisory: Completion of ESLN 3010 or equivalent language ability
Basic reading skills practiced, including phonics, recognition of basic sight words, and vocabulary building.

ESLF 3129. Writing - Beginning Low (90 hrs)
Advisory: Completion of ESLN 3010 or equivalent language ability
Basic mechanics such as punctuation and capitalization emphasized. Most content dictated, substituted, completed or copied from other sources. Writing intended primarily to facilitate and reflect learning of spoken language.

ESLF 3144. Pronunciation - Beginning (90 hrs)
Advisory: Completion of ESLN 3010 or equivalent language ability
Development of basic pronunciation skills through understanding of English sounds. Rhythm, stress, and intonation introduced.

ESLF 3346. Listening - Beginning High (90 hrs)
Advisory: Completion of ESLN 3200 or equivalent language ability
Listening comprehension skills developed and expanded. Emphasis placed on listening in real life situations, including school and vocational settings.

ESLF 3347. Speaking - Beginning High (90 hrs)
ESLF 4347. Speaking - Beginning High (45 hrs)
Advisory: Completion of ESLN 3200 or equivalent language ability
Speaking skills practiced and further expanded in communicative situations relevant to daily needs and personal vocational interests. Informal student talks given.

ESLF 3348. Reading - Beginning High (90 hrs)
Advisory: Completion of ESLN 3200 or equivalent language ability
Basic reading skills practiced and developed, including interpreting vocabulary in context, reading simplified forms, and using various reading strategies to comprehend written materials.

ESLF 3349. Writing - Beginning High (90 hrs)
Advisory: Completion of ESLN 3200 or equivalent language ability
Use of correct mechanics and formatting expanded. Writing for self-expression and practical communication needs introduced. Increased language ability drawn upon to produce limited description and narrative in controlled tasks.

ESLF 3566. Listening - Intermediate Low (90 hrs)
Advisory: Completion of ESLN 3400 or equivalent language ability
Intermediate listening skills developed. Emphasis placed on listening in real life situations, including vocational and academic settings.

ESLF 3567. Speaking - Intermediate Low (90 hrs)
ESLF 4567. Speaking – Intermediate Low (45 hrs)
Advisory: Completion of ESLN 3400 or equivalent language ability
Fluency and accuracy in speaking developed. Oral student reports, presentations and demonstrations given. Job interviews role played.

ESLF 3568. Reading - Intermediate Low (90 hrs)
Advisory: Completion of ESLN 3400 or equivalent language ability
Intermediate skills practiced including interpreting and analyzing authentic articles, utilizing reference materials, and increasing speed in reading.

ESLF 3569. Writing - Intermediate Low (90 hrs)
ESLF 4569. Writing – Intermediate Low (45 hrs)
Advisory: Completion of ESLN 3400 or equivalent language ability
Longer written work produced in less controlled tasks, with expanded vocabulary and sentence style. Paragraph development and methods of organization introduced. Work revised and edited from peer-group response and/or teacher feedback.

ESLF 3581. Vocabulary Power (180 hrs)
Advisory: Completion of ESLN 3400
Focus on building vocabulary skills in English through a variety of highly motivating and communicative activities to improve oral and written fluency in English at an intermediate level.

ESLF 3584. Pronunciation - Intermediate (90 hrs)
Advisory: Completion of ESLN 3400 or equivalent language ability
Pronunciation skills expanded for better oral communication. Review of formation and production of English sounds. Rhythm, stress, and intonation in intermediate level conversations developed.

ESLF 3585. Accelerated Grammar (180 hrs)
Advisory: Satisfactory completion of Beginning High 4 or placement in Intermediate Low 5 or higher
Practice in writing all types of grammatical structures and in using all the tenses and forms of English at the Intermediate level.

ESLF 3786. Listening - Intermediate High (90 hrs)
Advisory: Completion of ESLN 3600 or equivalent language ability
Intermediate listening skills reinforced and applied to authentic listening material.

ESLF 3787. Speaking - Intermediate High (90 hrs)
Advisory: Completion of ESLN 3600 or equivalent language ability
Speaking skills practiced and further refined in communicative situations. Speeches, presentations, and demonstrations given. Critical thinking and problem solving stressed. Job interview skills expanded.

ESLF 3788. Reading - Intermediate High (90 hrs)
Advisory: Completion of ESLN 3600 or equivalent language ability
Intermediate reading skills practiced and expanded, including interpreting narrative and descriptive passages, and using reference materials and library conventions.

ESLF 3789. Writing - Intermediate High (90 hrs)
Advisory: Completion of ESLN 3600 or equivalent language ability
Compositions produced as response to a variety of authentic sources including movies, TV and news stories. Emphasis on development, organization and style.

ESLF 3790. Telling Stories for ESL Students (90 hrs)
Field trips
Advisory: Completion of ESLN 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.
ESL, Noncredit General

ESLN 3010. ESL Literacy-A (180 hrs)
Advis: Pre-literate, non-literate or semi-literate in native language
with little or no English language skills
Orientation to the classroom and development of ESL literacy skills. Emphasis on oral English for survival and development of pre-reading and pre-writing skills.

ESLN 3015. ESL Literacy A-5 (90 hrs)
ESLN 4015. ESL Literacy A-5 (45 hrs)
Orientation to classroom procedures and development of ESL literacy skills. Emphasis on oral English and development of pre-reading and pre-writing skills for survival.

ESLN 3020. ESL Literacy B (180 hrs)
Advis: Completion of ESLN 3010 OR semi-literate in native language or literate in non-Roman alphabet with limited English skills
Development of ESL literacy skills. Emphasis on English sound/symbol correspondence, reading and writing simple English sentences.

ESLN 3100. Beginning Low 1 (180 hrs)
ESLN 3105. Beginning Low 1 (90 hrs)
ESLN 4105. Beginning Low 1 (45 hrs)
Advis: Completion of ESLN 3010 or equivalent language ability
Basic language skills designed to meet daily needs. Aural development, oral readiness and reading readiness are stressed.

ESLN 3140. Beginning Multi-level 1-4 (180 hrs)
ESLN 3145. Beginning 1-4 Multi-level (90 hrs)
ESLN 4145. Beginning 1-4 Multi-level (45 hrs)
Advis: Completion of ESLN 3010 or equivalent language ability
Designed to meet the needs of students with various levels of beginning English proficiency.

ESLN 3150. Beginning Low 1-2 Intensive (180 hrs)
ESLN 4150. Beginning Low 1-2 Intensive (90 hrs)
Advis: Completion of ESLN 3010 or equivalent language ability
Accelerated course. Basic language skills designed to meet daily needs. Aural development, oral readiness, and reading readiness stressed.

ESLN 3200. Beginning Low 2 (180 hrs)
ESLN 3205. Beginning Low 2 (90 hrs)
ESLN 4205. Beginning Low 2 (45 hrs)
Advis: Completion of ESLN 3100 or equivalent language ability
Builds on basic language skills from Beginning Low 1. Aural development, oral readiness, and reading readiness are developed further.

ESLN 3300. Beginning High 3 (180 hrs)
ESLN 3305. Beginning High 3 (90 hrs)
ESLN 4305. Beginning High 3 (45 hrs)
Advis: Completion of ESLN 3200 or equivalent language ability
Aural and oral skills expanded and practiced in communicative situations. Reading and writing skills are further developed.

ESLN 3350. Beginning High 3-4 Intensive (180 hrs)
Advis: Completion of ESLN 3200 or equivalent language ability and desire to acquire language at an accelerated rate
Accelerated course. Aural and oral skills expanded and practiced in communicative situations. Transition from using reading and writing as reinforcement of oral/aural skills to reading and writing as independent skills.

ESLN 3400. Beginning High 4 (180 hrs)
ESLN 3405. Beginning High 4 (90 hrs)
Advis: Completion of ESLN 3300 or equivalent language ability
Builds on skills developed in Beginning High 3. Transition from using reading and writing for reinforcement of oral/aural skills to reading and writing as independent skills.

ESLN 3500. Intermediate Low 5 (180 hrs)
ESLN 3505. Intermediate Low 5 (90 hrs)
Advis: Completion of ESLN 3400 or equivalent language ability
Intermediate grammatical structures introduced. Fluency and communication stressed. Balance between listening/speaking skills and reading/writing skills emphasized.

ESLN 3550. Intermediate Low 5-6 Intensive (180 hrs)
Advis: Completion of ESLN 3400 or equivalent language ability
and desire to work at an accelerated rate
Accelerated course. Integration of basic language skills; development of the ability to discuss and write with a degree of accuracy and fluency. Intermediate grammatical structures introduced. Emphasis on communication skills necessary for real life situations, including classroom and vocational settings.

ESLN 3580. Intermediate 5-8 Multi-level (180 hrs)
Advis: Completion of ESLN 3400 or equivalent language ability
Designed to meet the needs of students with various levels of intermediate English proficiency.

ESLN 3600. Intermediate Low 6 (180 hrs)
ESLN 3605. Intermediate Low 6 (90 hrs)
Advis: Completion of ESLN 3500 or equivalent language ability
Ability to discuss and write with a degree of accuracy and fluency developed. Communication skills necessary for real life situations, including classroom and vocational settings, emphasized.

ESLN 3700. Intermediate High 7 (180 hrs)
Advis: Completion of ESLN 3600 or equivalent language ability
High intermediate language skill designed to meet daily needs in familiar situations, with emphasis on fluency and communication.

ESLN 3750. Intermediate High 7-8 Intensive (180 hrs)
Advis: Completion of ESLN 3600 or equivalent language ability
and desire to acquire language at an accelerated rate
Accelerated course. High intermediate language skills designed to meet daily needs in familiar situations with emphasis on fluency and communication.

ESLN 3785. Intermediate High 7-8 (90 hrs)
Advis: Completion of ESLN 3600 or equivalent language ability
High intermediate language skills designed to meet daily needs in familiar situations, with emphasis on fluency and communication.

ESLN 3800. Intermediate High 8 (180 hrs)
Advis: Completion of ESLN 3700 or equivalent language ability
High intermediate language skills designed to meet daily needs in familiar situations, with emphasis on fluency and communication in the four language skills.

ESLN 3900. Advanced Low 9 (180 hrs)
Advis: Completion of ESLN 3800 or equivalent language ability
Advanced low language skills designed to meet daily needs in familiar and unfamiliar situations, with emphasis on fluency and communication in the four language skills.
ESL, Vocational

Grades of CR/NC are offered for ESLV courses.

ESLV 3800. Vocational ESL - 5 (90 hrs)
Advisement: Completion of ESLV 3300 or equivalent language ability
Verbal communication skills and cultural knowledge needed in preparation for finding employment in the United States.

ESLV 3801. Vocational ESL - 10 (180 hrs)
Advisement: Completion of ESLV 3300 or equivalent language ability
Verbal communication skills and cultural knowledge needed for obtaining employment and staying successfully employed in the U.S.

ESLV 3804. VESL for Clerical Procedures (180 hrs)
Advisement: Completion of ESLV 3500 or equivalent language ability
Communicative language required for entry-level clerical work. Terminology related to office procedures, forms, filing, and telephone training. Language for job search and job retention included.

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

ESLV 3808. Cooking Terminology (90 hrs)
Advisement: Completion of ESLV 3300 or equivalent language ability
Verbal communication skills for the culinary worker. English terminology for cooking utensils, supplies, common tasks, and safety in culinary occupations.

ESLV 3813. ESL/ABE for Automotive Technology (270 hrs)
Advisement: Completion of ESLV 3500 or equivalent language ability
Language and communication skills, including technical vocabulary, informal speech and idioms used by automotive mechanics. Reading of shop manuals and automotive specification data and the comprehension of oral and written descriptions.

ESLV 3814. VESL for Chinese Cooks (90 hrs)
Advisement: Completion of ESLV 3300 or equivalent language ability
Verbal communication skills for the job. English terminology for cooking utensils, supplies, common tasks, and safety in restaurants specializing in Chinese cuisine.

ESLV 3816. Practical English on the Job (Janitorial) (180 hrs)
ESLV 4816. Practical English on the Job (Janitorial) (90 hrs)
Advisement: Completion of ESLV 3300 or equivalent language ability
Verbal communication skills for the job and English terminology of equipment, supplies, common tasks, and safety in janitorial work.

ESLV 3819. Social Communication (90 hrs)
Advisement: Completion of Beginning High 4 (ESLV 3400) or equivalent language ability
Conversational strategies for appropriate interaction in American work and social settings; cross-cultural discussions about social customs and practice in telephone procedures.

ESLV 3822. Practical English on the Job I (90 hrs)
Advisement: Completion of ESLV 3600 or equivalent language ability
Verbal communication skills to handle customers, engage in small talk with co-workers, discuss work performance with supervisors, understand cultural differences and be socially interactive on the job.

ESLV 3823. Practical English on the Job II (90 hrs)
Advisement: Completion of ESLV 3600 or equivalent language ability
Obtain, practice and utilize communication skills and related vocabulary in the areas of getting a job and interview procedures.

ESLV 3824. Food Service/Hospitality VESL (180 hrs)
Advisement: Completion of ESLV 3300 or equivalent language ability
Verbal communication skills for the job, and English terminology of cooking utensils, supplies, common tasks, and safety in food service occupations.

ESLV 3825. VESL and Career Exploration I (45 hrs)
Advisement: Completion of ESLV 3200 or equivalent language ability
Verbal communication skills and vocabulary related to keeping a job, discussing personal goals, and understanding cultural/social skills as they relate to the workplace. Part 1 in a 2-part series. See VESL and Career Exploration II (ESLV 3826).

ESLV 3826. VESL and Career Exploration II (45 hrs)
Advisement: Completion of ESLV 3200 or equivalent language ability
Communication skills and vocabulary related to the areas of getting a job, personal skills evaluation, career evaluation and resume writing.

ESLV 3827. VESL for Hotel/Service Workers (90 hrs)
Advisement: Completion of ESLV 3300 or equivalent language ability
Verbal communication skills for the job, and English terminology of equipment, supplies, common tasks, and safety in hotel service work.

ESLV 3828. Business Writing on Micros/ESL (90 hrs)
Advisement: Completion of ESLV 3600 or equivalent language ability: SECY 9388 or 25 nwpm keyboarding
Development of business communication skills using a simple word processor. Includes composition and style of documents, vocabulary and spelling, review of grammar, and punctuation. Recognition, pronunciation, and usage of computer terminology relevant to word processing.

ESLV 3829. Computer VESL (90 hrs)
Advisement: Completion of ESLV 3300 or equivalent language ability
Communicative language skills, computer vocabulary and terminology used in the automated office environment. Additional focus will be on knowledge and procedures for responding to computer messages and problem-solving.

ESLV 3830. VESL for Health Workers (180 hrs)
Advisement: Completion of ESLV 3300 or equivalent language ability
Designed for health care workers and others interested in the health field. Focus on language skills necessary to function in a medical environment. Study of basic medical terms and pronunciation. Social and cultural skills necessary for successful verbal interaction in health care surroundings.

ESLV 3831. VESL for Construction Workers (180 hrs)
Advisement: Completion of ESLV 3300 or equivalent language ability
Verbal communication skills for the job, and English terminology of tools, supplies, materials, tasks, and safety in the construction field.

ESLV 3832. VESL for Construction Workers (90 hrs)
Advisement: Completion of ESLV 3200 or equivalent English language ability or with the consent of an ESL instructor
Verbal communication skills for the job and English terms for tools, supplies, materials, tasks and safety in the construction field.
Instructors and/or coordinators from vocational and apprenticeship programs (i.e., Carpentry, Electrical, Sheet Metal, etc.) may serve as guest speakers.
ESLV 3833. VESL for Child Development A (90 hrs)
Advis: Completion of ESLN 3400 or equivalent language ability
Practice in language needed by workers in the child care 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. Academic skills focus. 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 or equivalent language ability
Practice in language needed by workers in the child care 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 or equivalent language ability
Communicative language required for entry-level positions in banquet service. Includes language on essential banquet service terminology, banquet service etiquette, personal grooming and hygiene, and effective communication in banquet service environment.

ESLV 3836. VESL for Customer Service (90 hrs)
Advis: Completion of ESLN 3010 or equivalent language ability
English language skills in preparation for work in customer service jobs. Content and communication skills focus on serving customers in retail, restaurant, financial, hotel and travel industries.

ESLV 3837. VESL for New Transit Operators (90 hrs)
ESLV 4837. VESL for New Transit Operators (45 hrs)
Advis: Completion of Beginning-High 4 or equivalent language ability
English language skills to prepare for entry into transit training. Content and communication skills for coach, metro, and streetcar drivers in the transit system, with an emphasis on listening and speaking.

ESLV 3838. VESL for Transit Operators (90 hrs)
ESLV 4838. VESL for Transit Operators (45 hrs)
Advis: Completion of Beginning-High 4 or equivalent language ability
English language skills for working transit operators to improve basic communication skills for coach, metro, and streetcar operators, with an emphasis on customer service for a diverse public.

ESLV 3839. VESL for Printing (90 hrs)
Advis: Completion of ESL Beginning-High 4 or equivalent language ability or permission of instructor.
Language and communication skills, vocabulary, speech and idioms, necessary for a career in printing.

Environmental Horticulture and Floristry

Announcement of Curricula

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

Admission. Enrollment is open to all interested students.

Work Experience Training. Students in the Program may obtain field training in the horticulture or floral industries by enrolling in the appropriate work-experience course. To receive credit, students must work at least 5 hours weekly in an approved position. The College helps students in the course find internship opportunities or salaried employment. Placement depends upon students’ abilities and records, employers’ requirements, and economic conditions. Students are supervised by both employers and instructors. Students may offer toward graduation a maximum of eight semester units earned in work experience courses.

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

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

Approval of Instruction. The curricula in environmental horticulture are approved by the following organizations: the Association of Landscape Architects; California Arborists Association; California Association of 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.

Environmental Horticulture and Floristry

Commercial Cut-Flower and Greenhouse Production

Degree Curriculum

Students who satisfactorily complete the Curriculum in Commercial Cut-Flower and Greenhouse Production, a two-year course of study, are qualified for employment in the cut-flower and greenhouse production industries in the following capacities: cut-flower grower, flower groundsman, flower shipper, plant propagator, plant salesperson, and pot-plant grower.
The course of study includes instruction in commercial cut-flower and greenhouse production, principles of environmental horticulture, plant identification, the use of horticultural machines, and business practices in the environmental horticultural industry.

Students who complete the curriculum with an average final grade of C (2.00 grade-point average) or higher receive the Award of Achievement in Commercial Cut-Flower and Greenhouse Production.

**Courses Required for the Award of Achievement in Commercial Cut-Flower and Greenhouse Production**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>O H 50 Intro to Horticulture</td>
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<tr>
<td>O H 56 Horticulture Machines</td>
<td>3</td>
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<tr>
<td>O H 76 Fall &amp; Winter Plant Ident</td>
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Additional graduation requirements

**Second Semester**

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<th>Course</th>
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<tr>
<td>O H 58 Comm Cut-Flower &amp; Greenhouse Prod</td>
<td>3</td>
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<tr>
<td>O H 77 Spring &amp; Summer Plant Ident</td>
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<tr>
<td>R F 81 Flower &amp; Foliage I.D. &amp; Care</td>
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Additional graduation requirements

**Third Semester**

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<th>Course</th>
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<td>O H 63 Soils</td>
<td>3</td>
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<td>O H 65 Reprod of Ornamental Plants</td>
<td>3</td>
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<tr>
<td>SPCH 11 Intro to Public Speaking</td>
<td>3</td>
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<td>R F 82 Indoor Plant I.D. &amp; Care</td>
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Additional graduation requirements

**Fourth Semester**

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<th>Course</th>
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<td>O H 60 Bus Practices in Environ Horticulture</td>
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<td>O H 75 Pest Control</td>
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<td>O H 97 Wk Exper</td>
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O H 70A Landscaping Design or O H 71A Landscape Construction...

3 or 4

Additional graduation requirements

Recommended electives: ACCT 50, SMBS 135

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**Degree Curriculum**

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**

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<td>O H 97 Wk Exper</td>
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Additional graduation requirements

**Recommended electives:** ACCT 50, SMBS 135

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**Landscape Gardening and Landscape Contracting**

**Degree Curriculum**

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

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

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Additional graduation requirements

**Recommended electives:** ACCT 50, SMBS 135

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**Nursery and Garden-Center Operation**

**Degree Curriculum**

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

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

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

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Additional graduation requirements
Certificate Curriculum

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

Admission. Enrollment is open to all interested students.

Employment. A number of entry-level positions are open to those who complete training in any of the preceding fields. For example, those who complete the requirements in landscape horticulture may work as self-employed maintenance gardeners or take State and city civil service examinations for the position of maintenance gardener. Those who complete the requirements in greenhouse operation or nursery and garden-center operation are qualified for employment in sales work and in various kinds of horticultural production.

Requirements for the Certificate of Completion. Students may obtain the Certificate of Completion in Environmental Horticulture in one or more areas of specialization: Landscape Maintenance, Nursery Operations, Commercial Cut-Flower & Greenhouse Production, Landscape Design and Landscape Construction. This is accomplished by completing each of the following courses with a final grade of C or higher:

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<tr>
<td>O H 77 Spring and Summer Plant Ident</td>
<td>4</td>
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<tr>
<td>SPCH 11 Intro to Public Speak</td>
<td>3</td>
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</tbody>
</table>

To earn the Certificate of Completion, select one of the areas of specialization:

Landscape Maintenance

O H 53A and 53B Landscape Horticulture | 6

Nursery Operations

O H 57A Wholesale Nursery Operations
and O H 57B Retail Nursery Operations | 6

Commercial Cut-Flower Greenhouse Production

O H 58 Greenhouse Operations
and O H 65 Plant Propagation | 6

Landscape Design

O H 70A Principles of Landscaping Design
and O H 70B Adv Prin of Landscape Design | 6

Landscape Construction

O H 71A and 71B Landscape Construction | 8

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

Floristry

Degree Curriculum

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

Enrollment is open to all interested students.

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

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<tr>
<th>First Semester</th>
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<tbody>
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<td>Course</td>
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<tr>
<td>BSMA J* Basic Business Arithmetic</td>
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<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>

To earn the Certificate of Completion, select one of the areas of specialization:

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACCT 50, SMBS 135</td>
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</table>

Second Semester

ACCT 50 (or equivalent) Intro to Account | 4
R F 80B Intermediate Floral Design | 5
R F 82 Interior Plant Identification | 2

Additional graduation requirements

* Not required of students who have passed the City College placement examination in mathematics. Students who have passed this examination should take an elective in lieu of BSMA J.
Environmental Horticulture and Floristry

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

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

Recommended electives: ART 130; BSEN 74, 76; CLW 18;
MRKT 122, 170; SMBS 135; PSYC 26

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

O H 50. Introduction to Environmental Horticulture (3)
Lec-1, lab-2, field trips
Introduction to the field of environmental horticulture: nursery and
greenhouse production; landscape design, installation and mainte-
nance; arboriculture; floristry. Career opportunities are explored in
class and on field trips. Introduction to technical aspects of horticulture
including plant anatomy, soils and amendments, fertilizers,
composting, plant propagation, planting and transplanting, irrigation,
landscape and turf maintenance, pruning, pest control, tree care.
Hands-on practice of plant propagation, planting and transplanting;
pruning, preparation of growing media and other horticultural skills.
CSU

O H 53A-53B. Landscape Horticulture (3-3)
Lec-2, lab-4, field trips
Advisement: 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 main-
tenance, maintenance estimates, and proposals and agreements. CSU

O H 54. Turfgrass Management (1.5)
Lec-1, lab-2, field trips
Advisement: 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, fertiliza-
tion, 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 main-
tenance equipment. CSU

O H 55. Tree Care (3) sp
Lec-2, lab-3, field trips
CR/NC avail.
Advisement: O H 50, 53A; and completion/concurrent enrollment in O H
76 or 77
The care and management of large ornamental trees common to resi-
dential, public and industrial landscaping. Stresses correct staking,
irrigating and fertilizing of ornamental trees, as well as diagnostic
cavity work, bracing, cabling and pruning. The use of ropes and
other safety equipment in the skill of professional tree climbing is
emphasized. CSU

O H 56. Horticulture Machines (3)
Lec-2, lab-3, field trips
Advisement: 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 equip-
ment, such as tractors and skip loaders. Repair, maintenance, and
preventative procedures for small engines including Briggs and
Stratton, Honda, Wisconsin, and Tecumsa. CSU

O H 57A. Wholesale Nursery Operations (3) fa
Lec-2, lab-3, field trips
Advisement: 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
Advisement: O H 50, 75, and O H 76 or 77, or significant field experi-
ence
Overview of the retail trade. Preparation for the California
Association of Nursemens’ certification exam, introduction to
marketing and management techniques, and practical training for
employment in the nursery or garden center. Examines a wide vari-
ety of retail operations including mass market outlets, small special-
ized 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
Advisement: O H 50, 65, and O H 76 or 77, or significant field experi-
ence
Overview of commercial greenhouse operations including materials
and construction, heating and cooling systems, containers and green-
house equipment; crops surveyed include foliage, cut flowers, potted
flowering plants; emphasis on bedding plants; management of grow-
ing medium, irrigation, fertilization temperature, growth regulators,
CO2, light and temperature; alternative cropping systems, post-pro-
duction 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
Advisement: O H 50 or significant field experience
Introduction to soils and growing media as encountered in ornamental
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
Advisement: Completion/concurrent enrollment in O H 50 or demonstra-
tion 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
*Advis: O H 50, 53A, or significant field experience*
Basics of design, installation, maintenance, and troubleshooting of sprinkler and drip irrigation systems. Emphasis on landscape and turf irrigation. Nursery and greenhouse irrigation. Topics include establishing hydrozones, providing drainage, calculating pressure and flow requirements, system design and installation, equipment and fittings, automatic control systems and water conserving technologies. CSU

**O H 70A. Principles of Landscaping Design (3)**
Lec-2, lab-3, field trips
Lectures, reading assignments, and hands-on laboratory projects involving the principles of landscape design, especially as applied to residential properties. Graphic drafting techniques are included. CSU

**O H 70B. Advanced Principles of Landscape Design (3)**
Lec-2, lab-3, field trips
*Advis: O H 70A*
Principles of advanced landscape design, especially as applied to residential properties. CSU

**O H 71A. Landscape Construction (4)**
Lec-2, lab-6, field trips
Principles of landscape construction, especially as applied to construction safety, tools, hardware, lumber, fences, gates, benches, decks, steps, paints, stains, concrete paving, concrete blocks, stone walls, and other physical aspects of landscape construction. CSU

**O H 71B. Landscape Construction (4)**
Lec-2, lab-6, field trips
Projects dealing with the use of bricks, concrete blocks, drainage, irrigation, fountains, pumps, landscape surveying, and estimating. CSU

**O H 75. Pest Control (3) sp**
Lec-3, field trips
*Advis: O H 50 or significant field experience*
An overview of pest management in landscape, greenhouse, and nursery operations; introduction to the identification life cycles, and damage of common pests; emphasis on integrated pest management techniques with an introduction to cultural, mechanical, biological, and least-toxic chemical controls; legal requirements applicable to the safe use of pesticides; preparation for the State Qualified Applicator Certificate examination; QAC/QAL continuing education credit available. CSU

**O H 76. Fall and Winter Plant Identification (4) fa**
Lec-3, conf-1, field trips
Identification of approximately 150 ornamental trees, shrubs, vines, and perennials commonly used in the San Francisco Bay Area for fall and winter bloom, fruit, or foliage. Basic plant anatomy and terminology used in the taxonomic classification of plants. Emphasis on cultural requirements, habits of growth and landscape use of plants. CSU

**O H 77. Spring and Summer Plant Identification (4) sp**
Lec-3, conf-1, field trips
Identification of approximately 150 ornamental trees, shrubs, vines, and perennials commonly used in the San Francisco Bay Area for spring and summer bloom, fruit, or foliage. Basic plant anatomy and terminology used in the taxonomic classification of plants. Emphasis on cultural requirements, habits of growth and landscape use of plants. CSU

**O H 91-92-93. Independent Study (1-2-3)**
Conf-1, lab-3,6,9, field trips CR/NC avail.
*Prereq.: 6 UNITS OF O H COURSE WORK AND PROJECT APPROVAL*
Research dealing with a special topic in environmental horticulture. Allows students the opportunity to investigate horticultural problems of special interest or conduct an in-depth project. Emphasis on practical application and current issues in horticulture. CSU

**O H 97. Work Experience (1-4)**
Conf-1, work-5 per unit, field trips
*Prereq.: completion of 6 UNITS IN ENVIRONMENTAL HORTICULTURE*
**Coreq.: Enrollment in a minimum of 7 UNITS OF COURSE WORK INCORPORATING THIS COURSE, AND CONSENT OF INSTRUCTOR**
Repeat: max. 9 units
Field application of principles and practices taught in horticulture courses. A supervised work experience program with cooperating employers, providing students with hands-on experience and a smooth transition into commercial practice. Students acquire job experience in their chosen field of horticulture. Preparation of job applications and résumés. Interview and career development skills discussed. CSU

**O H 101. Garden Practices (3) spring**
Lec-3, field trips CR/NC avail.
Topics include basic tools, soil improvement and composting, planning a garden adapted to climate and microclimate, plant selection, seed germination, transplanting, watering and water conservation, pest management (using integrated, least-toxic methods), and basic maintenance, including pruning. Plants discussed include annuals, bulbs, perennials, groundcovers, lawns, shrubs, trees, vegetables, fruit shrubs and trees, drought-tolerant plants and 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
*Advis: 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 CR/NC avail.
Repeat: if no subject repeat
*Advis: O H 50*
Investigation in depth of selected topics in horticulture. Consideration of current issues and innovations; expansion of subjects covered briefly in introductory courses. CSU

- **O H 111A. Year-Round Garden Color (1)**
- **O H 111B. Orchids (1)**
- **O H 111C. Container Gardening (1)**
- **O H 111D. Introduction to Xeriscaping (1)**
- **O H 111E. Vegetables & Herbs: Fall (1)**
O H 111F. Vegetables & Herbs: Spring (1)
O H 111G. Vegetables & Herbs: Summer (1)

**Floristry**

**CREDIT, DEGREE APPLICABLE COURSES:**

**R F 80A. Flower Shop Procedures and Basic Designs (5)**
Lec-3, lab-6, field trips
Beginning floral design and arrangement techniques commonly used by professional flower artists. Practical application in identifying and constructing numerous floral designs, including arrangements for home interiors, parties, hospital, sympathy, and other decorative and special occasions. Includes corsage and body flower designing as well as identification of aesthetic and mechanical accessories common to the floral industry. Appropriate use of the principles and elements of design are stressed. CSU

**R F 80B. Intermediate Floral Design (5)**
Lec-3, conf-1, lab-5, field trips
PREREQ.: R F 80A
Intermediate study of and practice in professional flower arranging techniques used by the floral industry. Emphasis on sympathy 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
Identification of cut flowers and foliage used in commercial floristry, with emphasis on post-harvest care and handling, vase life, wholesale packaging, pricing, and uses in floral designing. CSU

**R F 82. Interior Plant Identification (2)**
Lec-2, field trips
Identification of indoor/tropical house plants used in commercial floristry, with emphasis on post-harvest care and handling, culture, wholesale packaging, pricing, and uses in floral design. CSU

**R F 84. Flower-Shop Operations (3)**
Lec-3, field trips
Principles and practices of flower-shop operation including salesmanship, types of shops, merchandising, buying, advertising, delivery, and personnel. CSU

**R F 85. Introduction to Flower Arranging (2)**
Lab-3, field trips.
Repeat: max. 4 units
Students provide own materials.
Introduction to basic flower arranging, flower and foliage use, care and handling of fresh materials, use of everlasting materials, flower forms, types and use of containers. Basic historical periods and styles of decorating for beginners. CSU

**R F 86. Oriental Style Flower Arranging (1.5)**
Lec-1, lab-2, field trips
Repeat: max. 6 units
Students provide own materials.
Overview, understanding and appreciation of oriental style flower arrangement, known generally as Ikebana. Emphasis on principles of
designs, experimentation, technique, exploration, and critique intended to develop creativity and manipulative ability. CSU

**R F 88. Designs in Floristry (2)**
Lec-1, conf-1, lab-1, field trips
Repeat: max. 4 units
An in-service training program for those engaged in the field of floristry and also for those students currently enrolled in the Retail Floristry Department. Guest lecturer-demonstrators. Design work in corsages, vase arrangements, memorial flowers, and wedding work. CSU

**R F 98. Work Experience (1-4)**
Conf-1, work-5 (ea unit)
COREQ.: ENROLLMENT IN A MINIMUM OF 7 UNITS OF COURSE WORK INCLUDING THIS COURSE, AND CONSENT OF INSTRUCTOR
Repeat: max. 6 units
A supervised work experience program including work with pay, at an approved retail flower shop. Designed to provide the student with an opportunity to learn and practice skills with instructor and professional guidance. CSU

**Ethnic Studies**


**Fashion**

**Announcement of Curricula**

**Fashion Merchandising**

The curricula in Fashion Merchandising offer students interested in careers in marketing and fashion merchandising specialized programs for career advancement and employment. Combining classroom instruction with coordinated part-time employment off-campus, the courses of study are designed to help students who complete them to advance into mid-management positions in the industry.

**Degree Curriculum.** The Degree Curriculum in Fashion Merchandising, a two-year course of study, offers students interested in careers in fashion merchandising specialized training for career advancement and employment. Combining classroom instruction with coordinated part-time employment off-campus, the two-year course of study is designed to help graduates advance to mid-management positions.

**Employment.** Students interested in or planning careers in retail buying, promotion, advertising, sales, wholesaling, and management should major in Fashion Merchandising.

**Fashion Merchandising**

To qualify for an Award of Achievement, students must complete the following courses: FASH 42, 43, 44, 46, 47, 48, 49, 50, and 60. Additionally, to receive an Associate of Arts Degree, students must satisfy the College graduation requirements. Students who complete the curriculum with an average final grade of C-plus (2.50 grade point average) or higher receive the Award of Achievement in Fashion Merchandising.

**Recommended course sequence:**

<table>
<thead>
<tr>
<th>First Semester</th>
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</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>FASH 46 Fash Merch</td>
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</tbody>
</table>
Requirements for the Certificate of Completion.

Students are required to satisfy prerequisites in the program of study. To obtain the Certificate of Completion in Apparel Design (17 units), students must complete the appropriate courses listed below with a final grade of C or higher.

Enrollment is open to all interested students. However, admission is competitive, and students are required to satisfy prerequisites in the program of study.

Recommended electives. ACCT 1, 50; ART 101-108, 138; BSEN 70, 74; FASH 23, 9613; MRKT 122, 140, 170; PSYC 26; SPCH 11

Credit Certificate Curricula

General Information. The certificate curricula offer students interested in careers in apparel design, fashion merchandising, and image consulting.

Admission. Enrollment is open to all interested students. However, students are required to satisfy prerequisites in the program of study.

Requirements for the Certificate of Completion. Students must obtain the Certificate of Completion in Apparel Design (17 units), Certificate of Completion in Fashion Merchandising (37-38 units), or Certificate of Completion in Image Consulting (16 units) by completing the appropriate courses listed below with a final grade of C or higher.

Apparel Design

Courses for the Certificate in Apparel Design

Course | Units
--|---
FASH 15A Clothing Study I | 3
FASH 42 Fashion Survey | 3
FASH 22 Textile Analysis | 3
FASH 26 Flat Pattern Design | 3
FASH 34 Production Technology | 2
FASH 27 Fashion Draping | 3

Recommended Electives. FASH 15B, FASH 23, FASH 37, and FASH 63

Fashion Merchandising

Courses for the Certificate Curriculum in Fashion Merchandising

Course | Units
--|---
BSMA 66 or 68 Bus Math or Math of Bus | 4 or 3
FASH 42 Fash Survey | 3
FASH 43 Fash Merch Analysis | 3
FASH 44 Fash Retail Buying | 3
FASH 46 Fash Merch | 3
FASH 47 Fash Coordination | 3
FASH 48 Fash Show Prod | 3
FASH 49 Fash Display | 3
FASH 50 The Bus of Modeling | 3
FASH 60 Field Work | 1
FASH 61 Fash Work Exp | 3
FASH 22 Textile Analysis | 3
FASH 35 Fash Drawing | 3

Recommended Electives. ACCT 50; ART 101-108; BSEN 70 or 74; FASH 15, 23, 26A-B, 28; MRKT 122, 140, 170; PSYC 26; SPCH 11

Image Consulting

Courses for the Certificate Curriculum in Image Consulting

Course | Units
--|---
ART 125A Basic Design | 3
SMBS 135 Own and Oper a Small Bus | 3
FASH 45 Image Consulting | 3
FASH 47 Fash Coord | 3
FASH 60 Fash Field Work | 1
FASH 62 Work Exp in Image Consulting | 3

Recommended Electives. ART 125B; BSEN 70; FASH 22, 23, 36, 42, 46; MABS 60

Announcement of Courses

NOTE: Some courses include a materials fee.

CREDIT, DEGREE APPLICABLE COURSES:

FASH 15A. Clothing Study I (3) Lec-2, lab-3 CR/NC avail. Repeat: max. 6 units
A beginning course utilizing basic principles and concepts in the clothing field. Emphasis on skills and techniques, pattern analysis, selection, fitting and construction processes. Students will construct 2-3 garments. CSU Formerly CASC 15A.

FASH 15B. Clothing Study II (3) Lec-2, lab-3 CR/NC avail. Repeat: max. 6 units
Elements of garment construction using advanced clothing construction methods and techniques; pattern alterations, couturier patterns and custom finishes. Techniques for sewing hard-to-handle fabrics and stretch knits. Use of serger for construction of garments. Students will construct a garment utilizing techniques from class. CSU Formerly CASC 15B.

FASH 22. Textile Analysis (3) Lec-3 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 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Field Trips</th>
<th>Repeat: max. units</th>
<th>Description</th>
<th>PREREQ:</th>
<th>CR/NC Avail.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH 25A</td>
<td>Weaving I (2)</td>
<td>Lec-1</td>
<td>lab-3</td>
<td></td>
<td>max. 6 units</td>
<td>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</td>
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<tr>
<td>FASH 25B</td>
<td>Weaving II (2)</td>
<td>Lec-1</td>
<td>lab-3</td>
<td>field trips</td>
<td>max. 6 units</td>
<td>Introduction to designing woven textiles using advanced weave structures. Students learn to select yarns, weaves, and equipment and design original textiles. CSU</td>
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<tr>
<td>FASH 26</td>
<td>Flat Pattern Design I (3)</td>
<td>Lec-2</td>
<td>lab-3</td>
<td>field trips</td>
<td>max. 6 units</td>
<td>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</td>
<td></td>
<td>CR/NC avail</td>
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<tr>
<td>FASH 27</td>
<td>Fashion Draping (3)</td>
<td>Lec-2</td>
<td>lab-3</td>
<td></td>
<td>max. 6 units</td>
<td>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</td>
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<td>CR/NC avail</td>
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<tr>
<td>FASH 28</td>
<td>The Social Meaning of Clothing (2)</td>
<td>Lec-2</td>
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<td>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</td>
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<tr>
<td>FASH 29</td>
<td>Pattern Grading and Marker Making (2)</td>
<td>Lec-1</td>
<td>lab-3</td>
<td>field trips</td>
<td></td>
<td>Techniques for grading patterns into multiple sizes and creating markers for pattern layouts utilizing both conventional and computerized methods. CSU</td>
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<tr>
<td>FASH 30</td>
<td>Fashion Drawing (3)</td>
<td>Lec-2</td>
<td>lab-3</td>
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<td>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</td>
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<tr>
<td>FASH 31</td>
<td>Image Consulting (3)</td>
<td>Lec-3</td>
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<td>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</td>
<td></td>
<td>CR/NC avail</td>
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<tr>
<td>FASH 32</td>
<td>Merchandise Analysis (3)</td>
<td>Lec-3</td>
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<td>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</td>
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<tr>
<td>FASH 33</td>
<td>Fashion Survey (3)</td>
<td>Lec-3</td>
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<td>Survey of current fashions in men’s, women’s, and children’s apparel and accessories; emphasis on color and fabric trends; relationship of fashion to current life styles. CSU</td>
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<td>FASH 34</td>
<td>Apparel Manufacturing (3)</td>
<td>Lec-3</td>
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<td>All phases of the manufacture of wearing apparel and accessories. Technological limitations and possibilities, operation of machines used in production and manufacturing techniques. CSU</td>
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<td>CR/NC avail</td>
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<tr>
<td>FASH 35</td>
<td>Principles of Fashion Design (3)</td>
<td>Lec-3</td>
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<td>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</td>
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<tr>
<td>FASH 36</td>
<td>Flat Pattern Design II (3)</td>
<td>Lec-2</td>
<td>lab-3</td>
<td>field trips</td>
<td>max. 6 units</td>
<td>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</td>
<td></td>
<td>CR/NC avail</td>
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<tr>
<td>FASH 37</td>
<td>Merchandising—Retail Buying (3)</td>
<td>Lec-3</td>
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<td>The merchandising functions of the modern retail store, with emphasis on planning and control, buying and pricing, and receiving and selling merchandise. CSU</td>
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<td>FASH 38</td>
<td>Fashion Coordination (3)</td>
<td>Lec-3</td>
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<td>Examination of the duties and responsibilities of a coordinator with fashion coordination jobs at different levels of the market. Principals of fashion merchandising are studied, along with career opportunities. CSU</td>
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</tbody>
</table>
FASH 48. Fashion Show Production (3)
Lec-3, field trips  
Strongly recommended for all fashion merchandising majors. Preparation and execution of a complete fashion show, from concept to runway, for a specific firm and audience; on- and off-campus production. CSU

FASH 49. Visual Merchandising (3)
Lec-3, field trips  
Visual approach to selling with emphasis on the basic principles of display. Elements of store window and interior display. Practice in working with mannequins and props to develop proper techniques. CSU

FASH 50. The Business of Modeling (3)
Lec-3, field trips  
Fundamentals of and practices in training for a career in modeling and fashion coordination, with emphasis on developing the ability to identify specific skills requisite to the industry. CSU

FASH 51. Creating a Garment Business (3)
Lec-3, field trips  
A study of the organization and creation of a garment business. CSU

FASH 52. Introduction to the Fashion Business (3)
Lec-3, field trips  
Career opportunities within the fashion industry, with specific guidelines to assist students who are looking for ways to direct their interests and talents into careers in fashion. CSU

FASH 60. Field Work in Fashion Merchandising (1)
Work-5  
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  
CR/NC only  
The content of this course involves student work experience in the industry. The course requirements include three coordinating conferences per semester and individual meetings by arrangement. CSU

FASH 62. Work Experience in Image Consulting (3)
Work-15  
CR/NC avail.  
Repeat: max. 6 units  
This course involves student work experience in which the college procures a position for the student. Course requirements include a minimum of one orientation lecture, one job-site visit with the employer, one job-site visit with the student, and a semester end conference between the student and the employer where the students will submit a weekly log of their work experience. Fifteen hours weekly of non-paid off-campus work experience. CSU

FASH 63. Fashion Design and Production Internship (2)
Work-10  
The student, upon completion of the required course work in Fashion Design and Production, qualifies for placement as an intern with a local manufacturer or designer. The student will experience actual working conditions and problems from design to finished product. CSU  
Formerly CASC 50.

FASH 64. Surface Design I (3)
Lec-2, lab-3, field trips  
Repeat: max. 6 units  
Printing designs on fabric via painting, stamping, stenciling, airbrushing, photo silkscreening, transferring and marbleizing. Emphasis is on technique, color and design. CSU  
Formerly CASC 64.

FASH 65. Surface Design II (3)
Lec-2, lab-3, field trips  
Prereq.: FASH 15A or CASC 15A  
Two dimensional Surface Design created by the manipulation of fabrics and enhanced with sewn-on embellishments. Trapunto, layering/texturing, quilting, patchwork, pleating, appliqué, and beading. Fee may be charged. CSU  
Formerly CASC 65.

FASH 71. Apparel Art (2)
Lec-2, field trips  
CR/NC avail.  
Repeat: max. 4 units  
Class will present garment design possibilities in techniques including: weaving, quilting, fabric painting, appliqué, beading, felting and reconstructed fabric making. Pattern designing is emphasized. CSU  
Formerly CASC 71.

NONCREDIT COURSES:

FASH 6000. Pattern Design and Drafting (52 hrs)
Development of skills in designing and drafting patterns. Design includes variations in basic patterns for blouses, skirts, collars, sleeves, dresses, pants, and suits. Formerly CASC 6000.

FASH 6003. Upholstery (63 hrs)
Introduction to upholstering furniture and to making furniture starting from the frame. Use of tools, cutting and fitting different fabrics, fillings and placement of fabrics. Formerly CASC 6003.

FASH 6004. Weaving - Contemporary Basketry
Contemporary and traditional basketry. Coiling, twining, plaiting, and knotless netting using natural fibers and innovative modern materials. Formerly CASC 6004.

FASH 6005. Weaving – Beginning (70 hrs)
Advise: FASH 6008 or CASC 6008  
Design and weaving of textiles using 4 harness floor looms. Simple weave structures are taught, stressing craftsmanship, sensitivity to materials and an appreciation of the medium. Formerly CASC 6005.

FASH 6006. Expanded Woven Design (72 hrs)
Advise: FASH 6005 or CASC 6005  
The design and weaving of textiles using 4 and 8 shaft floor looms. Introduction to 16 shaft dobby loom design and technology. Projects expand basic weave structures with emphasis on best choice of materials, technique and appreciation of the medium. Emphasis on imaginative applications of basic technology to innovative resolutions. Formerly CASC 6006.

FASH 6007. Art Weaving (70 hrs)
Design and weave textiles using 4 and 8 harness treadle looms and 16 harness computer driven looms. Utilizing computer weaving programs, emphasis will be placed on weave structure theory to enable students to conceptualize and create signature fabrics. Integration of the woven structure with dyeing and surface design processes applied before, during and after weaving. Exercises to enhance confidence in color and design skills. Formerly CASC 6007.

FASH 6008. Weaving Tapestry (72 hrs)
Integrating traditional Aubusson tapestry techniques with contemporary techniques and materials. All levels: beginning - samplers;
intermediate - cartoons; advanced - approved, pre-planned pieces. Formerly CASC 6008.

FASH 6014. Fashion Sewing and Alteration (108 hrs)
Development of skills in clothing construction. Areas include tailoring, dressmaking, fitting, alterations. Students provide materials and supplies.
Formerly CASC 6014.

FASH 6025. Quiltmaking (54 hrs)
Develop/improve skills in sewing, design, pattern drafting, applique, patchwork and quilting. Beginning students construct a sampler quilt. Intermediate/advanced students work on individually designed projects.
Formerly CASC 6025.

FASH 6027. Surface Design - 3-dimensional (54 hrs)
Applications of design on fabric via painting silk screening, air-brushing, 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 weavings and table coverings. Relationship to commercial production of these products is emphasized. A notebook with sample woven presentations is recommended.
Formerly CASC 6040.

FASH 6050. Lingerie (72 hrs)
Basic underwear design principles will be examined as they apply to men and women and children. This will include design modifications based on individual creativeness, body shape, figure accents, and selection of fabrics and notions. Course will focus on both consumer and industrial production.
Formerly CASC 6050.

FASH 6051. Millinery (54 hrs)
All aspects of basic hat making, including sewn hats, framed hats and felt hats. Application of trims and embellishments included.
Formerly CASC 6051.

FASH 6052. Apparel Art Lab (35 hrs)
Formerly CASC 6052.

FASH 6055. Upholstery Trade (90 hrs)
Upholstering as a trade. Focusing on the skills necessary for upholstering new and existing residential and commercial upholstered furniture. Upholstering as a professional business - wholesale or retail, including fabric and pattern layout, sewing.
Formerly CASC 6055.

FASH 9612. Draping/Design/Pattern Drafting (54 hrs)
Methods and techniques of clothing construction used to meet students’ individual design needs. Covers basic sewing and pattern drafting through composing test draping designs on manikins. Demonstrations of draping techniques that summarize the basics of garment assembly and finishing.
Formerly CASC 9612.

Film

General Information
The Film Department is dedicated to teaching aesthetic and technical approaches to all phases of filmmaking.

Cinema has evolved over the past century as the most powerful visual language, art and craft. In our era of rapidly changing technology, with digital and electronic techniques incorporated into moving image production, the projected celluloid film image remains the state of the art, and the cinematic approach is chosen to create works of lasting value.

Our two-year Production Program enables beginning students to advance to making 16mm sound films using film, video and digital techniques. The emphasis is hands-on film production, with instruction and encouragement from our outstanding faculty of experienced professional filmmakers. Students who have completed the program will find many job sources in the San Francisco Bay Area, where the film industry is one of the largest employers.

Non-production Film classes explore historic, aesthetic and socio-cultural values in Film History and Film Studies, and link to other departments exploring Homosexuality in Film, Black Cinema, Chicano Film, and the cinema of other countries. These courses offer Humanities credits for students of all majors.

Announcement of Curricula

Degree Curriculum

Admission. Enrollment is open to students seriously interested in pursuing a career in film production. In their first semester students may enroll concurrently in the following courses: FILM 20A/B, 24, 25, 30, 60, and 136.

Associate in Science Degree and Award of Achievement. The program is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements receive the Award of Achievement in Film Production if they complete the program of study with a final grade of “C” or higher. Students who complete the full curriculum in accordance with the regulations of the department will receive the Award of Achievement in Film Production.

Film Production

Courses Required for the Award of Achievement in Film Production

First Semester

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

Additional graduation requirements

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>FILM 30 Pre-Production Planning</td>
<td>3</td>
</tr>
<tr>
<td>FILM 55 Adv Film Editing</td>
<td>3</td>
</tr>
<tr>
<td>FILM 54 Cinematography and Lighting</td>
<td>3</td>
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</tbody>
</table>
FILM 20A. Film History: Evolution of Film Expression (3)
Lec-2, lab-2 CR/NC avail.
Repeat: max. 6 units
History of cinema as a unique expressive medium, from 19th century origins to mid-20th century. Aesthetics of silent and sound films, relation of film techniques to content, films in social/historical context and in relation to other arts and popular culture. Screenings in class for study and analysis. CSU/UC

FILM 20B. Film History: Contemporary Film Expression (3)
Lec-2, lab-2 CR/NC avail.
Repeat: max. 6 units
Similar approaches as in FILM 20A, emphasizing film history from the mid-20th century to the present. The post-WWII film renaissance; movements, genres and changing technologies; the expansion of filmmaking to newly represented people, places and ideas; contemporary documentary approaches; cinemas in the age of international media. CSU/UC

FILM 21. Introduction to Film Studies (3)
Lec-3, lab-2 CR/NC avail.
Survey of critical and academic approaches to cinema, including aesthetic (film as art), sociological (film and society), psychological (spectator and response), ideological (multicultural, feminist, gay/lesbian). Readings in film criticism and theory; in-class screenings. CSU/UC

FILM 22. The Documentary Tradition (3)
Lec-3 Repeat: max. 6 units
History and analysis of non-fiction films; screenings in class considering approaches, forms and issues: objectivity and point of view, aesthetics, ethics and principles, the real and the re-enacted. Documentary films as journalism, anthropology, biography, historical restoration and personal statement. CSU/UC

FILM 24. Basic Film Production (3)
Lec-3, lab-3 CR/NC avail.
Repeat: max. 6 units
Super 8mm and 16mm motion picture production, including concept, principles, basic editing, projection and use of non-synchronous sound. Evaluation and critique of students’ films. Each student required to complete three films. CSU/UC

FILM 25. Beginning Film Editing (3)
PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN FILM 24
Lec-3, lab-3, field trips CR/NC avail. Basic motion picture editing. Discussion and demonstration of narrative and non-narrative editing techniques and aesthetics. Emphasis on shooting for the edit. Formats include 8mm and 16 mm and video. CSU

FILM 30. Pre-Production Planning (3)
Lec-3, field trips
Repeat: max. 6 units
Lectures on all details of planning the production of a media project. From conception to execution, this course 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

FILM 54. Cinematography and Lighting (3)
Lec-3, lab-3, field trips
PREREQ.: FILM 24 AND 25
Repeat: max. 6 units
Development and execution of short, single-camera styled projects focusing on the skills of cinematography and lighting: script visualization, camera operation, lighting setups, lens selection and emphasis on safety awareness. CSU

FILM 55. Advanced Film Editing (3)
Lec-3, lab-1, field trips CR/NC avail.
Advanced motion picture editing. Discussion and demonstration of film and digital editing techniques from rough cut to answer print using 16mm sync and non-sync formats. CSU

FILM 56. Introduction to Digital Film Editing (3)
Lec-3, lab-3, field trips
PREREQ.: FILM 24, 25 AND IDST 120 OR BCST 119 OR DEMONSTRATION OF THEIR EXIT SKILLS
Introduction to film editing techniques using current digital nonlinear film editing systems within the cinematic discipline. CSU

FILM 60. Sound for Motion Pictures (3)
Lec-3, lab-3, field trips
PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN FILM 24 AND 25
Films, field trips, lectures, and work projects covering all stages of creation of a motion picture soundtrack. Demonstrations of recording techniques and equipment, transferring, editing, and mixing. Sync sound location recording. Computer-based audio editing programs. CSU

FILM 75. Screenwriting (3)
Lec-3, field trips
Repeat: max. 6 units
The purpose of this class is to learn to write screenplays. Therefore the student will study film terms and formats, work with treatment, scenario and shooting scripts, analyze film and television clips, shorts, tapes, and full-length films with emphasis on understanding the writer’s perspective. Numerous writing assignments and exercises will be assigned with the intent of developing a student’s ability to write for a visual medium. CSU
FILM 76. Advanced Digital Film Editing (3)  
Lec-3, lab-3, field trips  
PREREQ.: FILM 24, 25, and 56 or BCST 144  
Repeat: max. 6 units  
Advanced film editing techniques using current digital nonlinear  
film editing systems within the cinematic discipline. CSU

FILM 100. Film Production Laboratory (0)  
Lab-8  
COREQ.: FILM 24, 25, 54, 55, 60, 124, 126, 131, or 175  
Supervised production facilities and equipment use for completion  
of production assignments in FILM classes. CSU

FILM 124A. Film Production Workshop (3)  
Lec-2, lab-4, field trips  
PREREQ.: FILM 55 and 60  
Repeat: max. 6 units  
Practical experience in actual film production with emphasis on use  
of professional film production techniques through production of  
personal and/or group projects. Single-camera-styled, sync-sound  
projects will focus on the skills of cinematography and lighting:  
script visualization, camera operation, lighting setups, lens selection  
and emphasis on safety awareness. CSU/UC

FILM 124B. Film Production Workshop (3)  
Lec-2, lab-4, field trips  
PREREQ.: FILM 124A  
Repeat: max. 6 units  
Additional practical experience in two principal areas of film pro-  
duction, 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 profes-  
sional production methodology and quality. CSU/UC

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

FILM 131. Directing Motion Pictures (3)  
Lec-3, field trips  
PREREQ.: FILM 24 AND 25  
Repeat: max. 6 units  
Function of the film director from script to screen through develop-  
ment 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

FILM 136. Special Effects (3)  
Lec-3, lab-3, field trips  
PREREQ.: FILM 24 AND FILM 25; AND BCST 119 OR IDST 120 OR  
CS 100M  
Repeat: max. 6 units  
A survey of the history, evolution of traditional motion picture spe-  
cial effects from the beginning to the present. Hands-on training in  
the optical printer, animation stand and rotoscope. Hands-on training  
in digital special effects creation including bluescreen cinematogra-  
phy, applying digital effects and multi-layer image compositing.  
Discussion of CGI (computer generated imagery), 3-D animation  
techniques and pertinent multimedia issues. CSU

FILM 170. Film/Video Work Experience (2)  
Conf-1, work-10  
PREREQ.: FILM 55 AND 60; AND FILM 30 OR 54 OR 124A/B OR 126  
COREQ.: ENROLLMENT IN A MINIMUM OF 5 UNITS AND CONSENT OF  
INSTRUCTOR  
Repeat: max. 8 units  
Supervised, paid or unpaid work in the film/video industry or related  
projects. Jobs usually arranged by the student, subject to faculty  
approval. Job experiences at CCSF, e.g., issuing film equipment or  
projecting for film history classes, are within the scope of this learn-  
ing experience. A student may not receive work experience credit  
and lab or work-study funds for the same job. CSU

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

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

Foreign Languages

Announcement of Curricula

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

In foreign language courses, the course numbers and letters follow in  
sequence. A student who has completed a course with a grade of A,  
B, C, or CR may not re-register for the same course (unless repeti-  
tion is specifically permitted), nor may he/she register for a course  
with a lower number or letter unless otherwise indicated.

Certain languages 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.

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

For short term noncredit foreign language classes and workshops,  
contact the Continuing Education Coordinator, 561-1860.

French

Certificate Curriculum

Courses Required for the Certificate in French

The Certificate of Completion in French provides students, prospec-  
tive employers and others with documented evidence of persistence  
and academic accomplishment in the language. The certificate
requires completion of 15 units in French. Each course must be completed with a final grade of C or higher or Credit. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>FREN 1 Elementary French</td>
<td>5</td>
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<tr>
<td>FREN 1A, 1B Elementary French</td>
<td>3-3</td>
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<tr>
<td>FREN 2 Continuation of Elementary French</td>
<td>5</td>
</tr>
<tr>
<td>FREN 2A, 2B Continuation of Elem French</td>
<td>3-3</td>
</tr>
<tr>
<td>FREN 3 Intermediate French</td>
<td>5</td>
</tr>
<tr>
<td>FREN 3A, 3B Intermediate French</td>
<td>3-3</td>
</tr>
<tr>
<td>FREN 4 Continuation of Elem French</td>
<td>3</td>
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</table>

**Elective Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<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>
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<tr>
<td>FREN 10C Intermediate Conversational French</td>
<td>3</td>
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<tr>
<td>FREN 10D Cont of Inter Conversational French</td>
<td>3</td>
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<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>
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<tr>
<td>FREN 21 French for Business</td>
<td>3</td>
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<tr>
<td>FREN 22 Grammar Review and Composition</td>
<td>3</td>
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<tr>
<td>FREN 23 French Phonetics</td>
<td>2</td>
</tr>
<tr>
<td>FREN 39A, 39B, 39C French Lit in Transl</td>
<td>3-3</td>
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<tr>
<td>FREN 41 Culture and Civilization of France</td>
<td>3</td>
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<tr>
<td>FREN 42 Contemporary French Culture and Civ</td>
<td>3</td>
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</tbody>
</table>

**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 239-3542. Total beginners in French should select from French 1, 1A or 10A.

**CREDIT, DEGREE APPLICABLE COURSES:**

- **FREN 1. Elementary French (5)**
  - Lec-5, lab-2
  - CR/NC avail.
  - *Advis: ENGL 94 or higher or ESL 82 or higher or any City College or university foreign language course.*
  - Beginner’s course. Grammar, composition, and reading. Practice in speaking and understanding French. CSU/UC/CAN

- **FREN 1A-1B. Elementary French (3-3)**
  - Lec-3, lab-2
  - CR/NC avail.
  - *Advis: For FREN 1A: ENGL 94 or higher or ESL 82 or higher or any City College or university foreign language course* PREREQ.: For FREN 1B: FREN 1A OR DEMONSTRATION OF FREN 1A EXIT SKILLS
  - Grammar, composition, and reading. Practice in speaking and understanding French. CSU/UC/CAN
  - FREN 1A+1B = FREN 1

- **FREN 2. Continuation of Elementary French (5)**
  - Lec-5, lab-2
  - CR/NC avail.
  - PREREQ.: FREN 1 OR 1B OR DEMONSTRATION OF FREN 1/1B EXIT SKILLS
  - Second semester course. Continuation of elementary grammar, composition and reading. Continued practice in speaking and understanding French. CSU/UC/CAN

- **FREN 2A-2B. Continuation of Elementary French (3-3)**
  - Lec-3, lab-2
  - CR/NC avail.
  - PREREQ.: FOR FREN 2A: FREN 1 OR 1B OR DEMONSTRATION OF FREN 1/1B EXIT SKILLS.
  - PREREQ.: FOR FREN 2B: FREN 2A OR DEMONSTRATION OF FREN 2A EXIT SKILLS
  - Continuation of elementary grammar, composition and reading. Continued practice in speaking and understanding French. CSU/UC/CAN
  - FREN 2A+2B = FREN 2

- **FREN 3. Intermediate French (5)**
  - Lec-5, lab-1
  - CR/NC avail.
  - PREREQ.: FREN 2 OR 2B OR DEMONSTRATION OF FREN 2/2B EXIT SKILLS
  - Third semester course. Review of grammar and composition; reading of cultural materials. Constant practice in the use and comprehension of the spoken language. Conducted in French. CSU/UC/CAN

- **FREN 3A-3B. Intermediate French (3-3)**
  - Lec-3, lab-1
  - CR/NC avail.
  - PREREQ.: FREN 2 OR 2B OR DEMONSTRATION OF FREN 2/2B EXIT SKILLS
  - Non-sequential
  - Review of grammar and composition; reading of cultural materials. Constant practice in the use and comprehension of the spoken language. Conducted in French. CSU/UC/CAN
  - FREN 3A+3B = FREN 3

- **FREN 4. Continuation of Intermediate French (3)**
  - Lec-3, lab-1
  - CR/NC avail.
  - PREREQ.: FREN 3 OR 3A+3B OR DEMONSTRATION OF FREN 3 OR 3A+3B EXIT SKILLS
  - Fourth semester course. Reading of representative literary works; review of grammar and composition. Increased emphasis on speaking. Conducted in French. CSU/UC/CAN
  - The 12 unit sequence of French 10A-10B-10C-10D permits three repeats for a total of 21 units. It is the student’s prerogative to choose which courses will be repeated.

- **FREN 10A. Beginning Conversational French (3)**
  - Lec-3, lab-2
  - CR/NC avail.
  - Open to all beginning students. Recommended for students enrolled in FREN 1 or 1A. Not open to native speakers of French.
  - Beginner’s course. Extensive oral training in French. Emphasis on practical vocabulary and idiom rather than formal grammar and literature. CSU

- **FREN 10B. Continuation of Beginning Conversational French (3)**
  - Lec-3, lab-2
  - CR/NC avail.
  - PREREQ.: FREN 10A OR DEMONSTRATION OF FREN 10A EXIT SKILLS
  - Not open to native speakers of French. Recommended for students enrolled in FREN 2 or 2A.
  - Second semester course. Continuation of extensive oral training in French. Emphasis on practical vocabulary and idiom rather than formal grammar and literature. CSU

- **FREN 10C. Intermediate Conversational French (3)**
  - Lec-3, lab-2
  - CR/NC avail.
  - PREREQ.: FREN 10B OR DEMONSTRATION OF FREN 10B EXIT SKILLS
  - 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   CR/NC avail.
**PREREQ.:** FREN 10C or demonstration of FREN 10C exit skills
Not open to native speakers of French. Recommended for students enrolled in FREN 2B or 3A or 3B.
Continuation of extensive oral training in French for students who wish to continue acquiring more advanced skills of the spoken language with a minimum of formal grammar. CSU

**FREN 10E. Continuation of Intermediate Conversational French (3)**
Lec-3, lab-2   CR/NC avail.
**PREREQ.:** FREN 10D or demonstration of FREN 10D exit skills
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   CR/NC avail.
**PREREQ.:** FREN 10E or 3 or 3A+3B or demonstration of FREN 10E, 3, or 3A+3B exit skills
Non-sequential
Extensive oral training in French for students who wish to continue acquiring more advanced skills of the spoken language with a minimum of formal grammar. CSU/UC

**FREN 20. Independent Studies in French (1)**
Lec-1   CR/NC avail.
**PREREQ.:** FREN 3A, 3B, or 4 or demonstration of FREN 3A/3B/4 exit skills
May not be offered every semester.
Repeat: max. 3 units
An individualized study program for improving reading and writing skills in the French language. CSU (UC upon review)

**FREN 21. French for Business (3)**
Lec-3   CR/NC avail.
**PREREQ.:** FREN 2 or 2B or demonstration of FREN 2/2B exit skills
May not be offered every semester.
Intermediate course in basics of financial and business vocabulary, business correspondence skills and French business practices. CSU

**FREN 22. Grammar Review and Composition (3)**
Lec-3, lab-2   CR/NC avail.
**PREREQ.:** FREN 4 or demonstration of FREN 4 exit skills
May not be offered every semester.
Advanced review of grammar and composition with attention to style, vocabulary development, and more advanced grammatical structure, taught entirely in French. CSU/UC

**FREN 23. French Phonetics (2)**
Lec-2, lab-1   CR/NC avail.
**PREREQ.:** FREN 10C or 2A or demonstration of FREN 10C or 2A exit skills
May not be offered every semester.
Introduction to the French phonological system with attention given to spoken French and its differences with written French. Emphasis on skills of pronunciation, oral expression and comprehension rather than on conversation or discussion. CSU

**FREN 39A-39B-39C. French Literature in Translation (3-3-3)**
Lec-3   CR/NC avail.
Advise: Eligible for ENGL 1A
Non-sequential

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**Non-sequential**

**Advise:** Eligible for ENGL 1A

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**No knowledge of French required.**

**Reading of representative works in English translation. CSU/UC**

**39A. French literature of the 19th century. 39B. French literature of the 20th century. 39C. French literature of the 17th and 18th centuries.**

**FREN 41. Culture and Civilization of France (3)**
Lec-3   CR/NC avail.
Advise: Eligible for ENGL 1A
No knowledge of French required.
May not be offered every semester.
The history, geography, social institutions, literature, art, architecture, and music of France from their beginnings to the First World War. CSU/UC

**FREN 42. Contemporary French Culture and Civilization (3)**
Lec-3   CR/NC avail.
Advise: Eligible for ENGL 1A
No knowledge of French required.
May not be offered every semester.
Aspects of French culture and civilization from the 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

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**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**GLST 5. Introduction to Lesbian, Bisexual, Gay and Transgender Studies (3)**
Lec-3, field trips   CR/NC avail.
This introductory course examines a broad range of contemporary gay, lesbian, bisexual and transgender issues in various contexts including bio-medical, sociological, political, racial and sexual. Additionally, students have the opportunity to develop critical thinking skills and practical academic skills vital for further progress in the program. Students leave the course with practice in essay writing, exam preparation, literature analysis and become familiar with academic resources available to them through local archives, libraries and the Internet. CSU/UC

**GLST 10. Lesbian and Gay Culture and Society (3)**
Lec-3   CR/NC avail.
Distinct styles in dress, manner, and taste have played a central role in the development of lesbian and gay community, identity and culture. This course examines significant styles from leather to lipstick and from drag to disco and assesses the evolution of sensibility and identity in various lesbian and gay cultures and communities. CSU

**GLST 11. History of Homosexuality in Film (3)**
Lec-3   CR/NC avail.
Surveys significant trends in the representation of queer sexualities in mainstream commercial cinema, as well as underground and independent films from the silent era to the present. Identifies prominent theoretical approaches to the study of queer cinema intended to develop analytical skills for interpreting homophobic subtexts in mainstream films, as well as issues in creating alternative representations. Emphasizes the way social attitudes shape cultural representa-
tion, and interrogates the relationship between audience interpretation and filmmakers’ intentions. CSU/UC

Formerly FILM 21A

GLST 12. Homosexuality in Recent Cinema (3)
Lec-3 CR/NC avail.
Examines significant issues in the contemporary cinematic representation of queer sexualities inside and outside of commercial cinema. Defines narrative expressed in each form. Films screened progress from multimillion dollar Hollywood representations of queerness which reflect social prejudices to alternative productions made outside of commercial constraint. The language of film theory and recent writings from a queer studies perspective aid in developing a language for discussing the way cinema both challenges and reinforces societal values. CSU/UC

Formerly FILM 21B

GLST 20. Lesbians and Gays in Modern American Culture: The Homosexualization of American Art (3)
Lec-3 CR/NC avail.
Lesbian and gay American artists of the late 19th and 20th centuries and their influences on modern art. This course analyzes the contribution of lesbian and gay artists—and the poets, dancers and writers with whom they associated—on the development of American art. It seeks to restore the specifically lesbian or gay voices of some of the most talked about figures in American cultural history from Thomas Eakins to Jasper Johns against the background of the lesbian and gay movement. CSU/UC

GLST 21. Issues in Lesbian Relationships (3)
Lec-3 CR/NC avail.
An exploration of the historical, cultural, and psychological forces that impact lesbian relationships. Examination of the stages relationships go through with an emphasis on the issues of intimacy, commitment, and the sociological repercussions of homophobia and minority status on the lesbian dyad. The complexity of legal, political, and multicultural influences and ramifications will also be explored. CSU

GLST 24. Gay Male Relationships (3)
Lec-3 CR/NC avail.
Examines the dynamics of gay male relationships. Provides historical and theoretical perspectives on the impact of homophobia on gay relationships. Provides students with practice in clear communication and conflict resolution in male dating, bonding, and developing lasting relationships. CSU

GLST 25. The Lesbian and Gay Avant-Garde of the Fifties: Hot Art/Cold War (3)
Lec-3 CR/NC avail.
This course examines major works of art, music, dance, photography, poetry, and film from the Fifties and early Sixties. In considering the work of artists as diverse as John Cage, Louise Nevelson, and Andy Warhol, it analyzes the importance of lesbian and gay figures within the avant-garde and the significance of their contributions to American culture during this repressive period. CSU/UC

GLST 30. Issues in the Lesbian Community (3)
Lec-3 CR/NC avail.
Historical analysis and examination of issues central to the development of lesbian identity, culture, and relationships. Exploration and debate of current controversial issues in the political, social, and personal realms of lesbian experience. CSU/UC

GLST 40. Lesbian and Gay Aging Issues (3)
Lec-3, field trips CR/NC avail.
An exploration of the lesbian and gay dimensions of aging. Basic concepts in aging are presented and delineated, using examples drawn from autobiographical sources. Existing lesbian and gay institutions and programs that focus on aging are described, current research in lesbian and gay aging is reviewed, and future trends discussed. CSU

GLST 50. Gay/Lesbian/Bisexual/Transgender Communities of Color in the U.S. (3)
Lec-3 CR/NC avail.
Examination of the formation of lesbian/gay/bisexual and transgender identities and communities among people of color in the United States. Included are African Americans, Native Americans, Asian Americans, Pacific Islanders, and Chicano/Latinos. CSU/UC

GLST 55. Global GLBT Art and Culture (3)
Lec-3 CR/NC avail.
Is there such a thing as a global queer culture? Do gay, lesbian, bisexual and 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 CR/NC avail.
Examination of the psychological experience of lesbian, gay, bisexual, transgendered (LGBT) and homophobic people. Impact of additional minority identities (e.g., ethnicity, aging, HIV status and spirituality) on LGBT identities. Influence of psychology and psychiatry on shaping the experience of LGBT people and people with multiple minority identities. Students will gain practice in essay writing, exam preparation, and literature analysis. CSU/UC

GLST 70. AIDS in America (3)
Lec-3 CR/NC avail.
Exploration of the sociological, political and medical dimensions of AIDS. Emergence of AIDS into the American psyche, noting critical moments in the story of AIDS such as defining of risk factors, the discovery of a test for HIV antibodies, and the impact of public figures coming out as HIV positive. Examination of how AIDS and its metaphors have changed, focusing on ethical and legal issues of today and tomorrow. CSU/UC

GLST 75. Queer Cinema in the 70s (3)
Lec-3 CR/NC avail.
Exploration of the overlapping impact of a profoundly significant period in both the gay rights movement and American film history. The resulting images represented queerness more openly than before, while simultaneously painting it as at best ridiculous, and at worst, monstrous. Meanwhile, queer filmmakers were laying the groundwork for the current revolution in independent cinema. CSU/UC

ANTH 20. Anthropology of Homosexualities (3)
Lec-3 CR/NC avail.
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 CR/NC avail.
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 CR/NC avail.  
Introductory survey of the biology of human immunodeficiency virus (HIV) and AIDS. The life cycle of HIV and retroviruses; HIV transmission, epidemiology, immunology, and pathogenesis; and HIV prevention and treatment. CSU

ENGL 55. Survey of Gay and Lesbian Literature (3)  
Lec-3 CR/NC avail.  
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A  
A survey of gay and lesbian literature drawing on examples that present material relevant to present day experience. CSU/UC

ENGL 56A-C. Selected Topics in Gay and Lesbian Literature (3-3-3)  
Lec-3 CR/NC avail.  
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A  
No part of the ENGL 56 series is prerequisite to any other part.  
Selected topics in gay and lesbian literature focusing on specific chronological, generic, thematic, biographical, or national cultural structures. CSU/UC

ENGL 56A. The International Scene  
ENGL 56B. Contemporary Fiction  
ENGL 56C. American Classics

HLTH 20. Maintaining Sexual Well-Being (2)  
Lec-2 CR/NC avail.  
A holistic approach to cultivating, maintaining, and balancing male and female sexual energies; investigation into the current role of sexual health with an emphasis on prevention and risk assessment and development of skills to put this knowledge into practice; all aspects of sexually transmitted diseases including AIDS. CSU

HLTH 25. Women’s Health Issues (3)  
Lec-3, field trips CR/NC avail.  
A health class emphasizing the empowerment of each woman in the pursuit of her physical, mental, spiritual, and political health. Aimed at meeting the needs of women of diverse ethnic backgrounds and sexual orientations. Topics include: breast self-exam, menstrual health, reproductive management, motherhood, AIDS and STDS, menopause, violence against women, stress, nutrition, exercise, alternative health, and more. Course work involves research on personal health concerns. CSU/UC

HLTH 27. Men’s Health Issues (3)  
Lec-3 CR/NC avail.  
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 CR/NC avail.  
Investigation of the physiological, emotional, social and cultural aspects of the AIDS epidemic with emphasis on risk assessment, prevention, and methods of coping. Includes basic biological and microbiological principles relating to AIDS. CSU

HIST 45. Lesbian and Gay American History (3)  
Lec-3, field trips CR/NC avail.  
A survey of the origins, development, and current status of the gay, lesbian, and bisexual reform and liberation movements in the United States during the last two centuries, with particular emphasis since the Second World War. The lives, communities, organizations, and resistance movements created by lesbian, gay, and bisexual peoples from diverse racial, ethnic, and class backgrounds. CSU/UC

LABR 91D. Gay and Lesbian Issues in the Workplace (1)  
Lec-1 CR/NC avail.  
A survey of issues which affect gay and lesbian workers, including job discrimination and relevant legal protections, techniques for responding to harassment at work, and the use of negotiated 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 CR/NC avail.  
Examination of the question of how music encodes “queerness” by focusing on various musical styles and musical performers that have become significant for various lesbian and gay communities. CSU

SOC 28. Dying and Death in Society (3)  
Lec-3 CR/NC avail.  
Helpful for those in medical care, social services, counseling or for personal enrichment. Study of the various death systems common in America with special focus on San Francisco. Beliefs, attitudes, anxieties, and behaviors associated with dying, death and bereavement in terms of sociological theory. Guest speakers, film, history and literature are integrated in an interdisciplinary approach to cultural studies. CSU

Geography  
See Earth Sciences listings

Geology  
See Earth Sciences listings.

German  
Announcement of Curricula

Certificate Curriculum  
The Certificate of Completion in German provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in German. Each course must be completed with a final grade of C or higher or Credit. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

Courses Required for the Certificate in German  

Core Courses  
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>GERM 1 Elementary German</td>
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<td>GERM 1A, 1B Elementary German</td>
<td>3-3</td>
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<tr>
<td>GERM 2 Continuation of Elementary German</td>
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<tr>
<td>GERM 2A, 2B Continuation of Elem German</td>
<td>3-3</td>
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<tr>
<td>GERM 3 Intermediate German</td>
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<tr>
<td>GERM 3A, 3B Intermediate German</td>
<td>3-3</td>
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<tr>
<td>GERM 4 Continuation of Intermediate German</td>
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<tr>
<td>GERM 4A, 4B Cont of Intermediate German</td>
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Elective Courses  
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<th>Course</th>
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<tr>
<td>GERM 10A, 10B Beg Prac Spoken German</td>
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<tr>
<td>GERM 10C Interm Converational German</td>
<td>3</td>
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<tr>
<td>GERM 10D Cont of Inter Converational German</td>
<td>3</td>
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</tbody>
</table>
Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

Students of beginning German are directed to consider German courses numbered 1, 1A or 10A.

GERM 1. Elementary German (5)
Lec-5, lab-2 CR/NC avail.
Advise: ENGL 94 or ESL 82 or higher or any City College or university foreign language course
Beginner’s course: Grammar, composition, and reading; practice in speaking and understanding German. CSU/UC/CAN
GERM 1A+1B = GERM 1

GERM 2. Continuation of Elementary German (5)
Lec-5, lab-2 CR/NC avail.
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/CAN
GERM 2A+2B = GERM 2

GERM 3. Intermediate German (5)
Lec-5, lab-1 CR/NC avail.
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/CAN
GERM 3A+3B = GERM 3

GERM 4. Continuation of Intermediate German (5)
Lec-5, lab-1 CR/NC avail.
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/CAN
GERM 4A-4B. Continuation of Intermediate German (3-3)
Lec-3, lab-1 CR/NC avail.
Prereq.: GERM 3 OR 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/CAN
GERM 4A+4B = GERM 4

The 12 unit sequence of German 10A-10B-10C-10D permits three repeats for a total of 21 units. It is the student’s prerogative to choose which courses will be repeated.

GERM 10A-10B. Beginning Practical Spoken German (3-3)
Lec-3, lab-2 CR/NC avail.
Prereq.: FOR GERM 10B: GERM 10A OR DEMONSTRATION OF GERM 10A EXIT SKILLS.
Not open to native speakers of German
Extensive oral training in German; emphasis on practical vocabulary and conversational idiom. CSU

GERM 10C. Intermediate Conversational German (3)
Lec-3, lab-2 CR/NC avail.
Prereq.: GERM 10B OR DEMONSTRATION OF GERM 10B EXIT SKILLS.
Not open to native speakers of German
Recommended for students enrolled in GERM 2 or 2A
Third semester course. Continuation of extensive oral training in German. Emphasis on conversational idiom. Introduction to German customs, culture, civilization, and current affairs. Grammar analysis is kept to a minimum. CSU

GERM 10D. Continuation of Intermediate Conversational German (3)
Lec-3, lab-2 CR/NC avail.
Prereq.: GERM 10C OR DEMONSTRATION OF GERM 10C EXIT SKILLS.
Not open to native speakers of German
Recommended for students enrolled in GERM 2B or 3
Repeat: max. 6 units
Fourth semester course. Continuation of extensive oral training in German with emphasis on German customs, culture, civilization, and current affairs. Grammar analysis is kept to a minimum. CSU

GERM 11A-11B. Advanced Conversational German (3-3)
Lec-3, lab-2 CR/NC avail.
Prereq.: GERM 10D OR 3 OR 3A+3B OR DEMONSTRATION OF GERM 10D, 3, OR 3A+3B EXIT SKILLS
GERM 11A is not a prerequisite for GERM 11B. These courses may be taken non-sequentially.
Extensive oral training in German. Designed for students who wish to continue acquiring more advanced skills of the spoken language. CSU/UC

GERM 39A-39B. German Literature in Translation (3-3)
Lec-3 CR/NC avail.
Advise: Eligible for ENGL 1A
GERM 39A is not prerequisite to 39B.
No knowledge of German required.
Reading and discussion of important works of German literature in English translation. CSU/UC
GERM 39A. German literature to the mid-nineteenth century.
GERM 39B. German literature from the mid-nineteenth century to the present.
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 certificated program with an emphasis on offset printing technology. These programs are described on the following pages. Enrollment in the various program areas is open to all interested students.

Industrial Design. The Graphic Communications Department offers a concentration in Industrial Design, combining course work in the Graphic Communications and Art Departments. The courses are accepted for credit by four-year institutions offering degree programs in Industrial Design. The program emphasis is on consumer product design, with development of skills related to materials selection, computer plan drawing, manipulation and fabrication techniques, and the history and evolution of the profession through slide presentations, lectures, and field trips. Prospective students should meet with an advisor for more information on program specifics and articulation with four-year schools.

Graphic Design

Degree Curriculum
Award of Achievement 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, communicating ideas in the most effective manner possible.

The Graphic Design emphasis was created to provide students with a strong foundation in the major aspects of the design process. Students develop visualization skills, learn the elements of communication design and then apply this knowledge to a wide range of design problems. 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 print pieces to the campus community. Program electives include Industrial Design, Art and Photography courses which serve to broaden the scope of learning. Prospective students are encouraged to meet with a program advisor to discuss articulation agreements and other program specifics.

This course of study is designed so that students may satisfy the requirements for graduation from the College. Students receive an Award of Achievement in Graphic Design when they complete the required courses in the emphasis with a GPA of 3.2 or higher.

Note: Due to the extensive use of materials in some of the classes listed below, you may be asked to pay a materials fee.

Courses Required for an Award of Achievement in Graphic Design
First Semester Course Units
GRPH 21 Visual Literacy ..................................................3
GRPH 23 Orientation to Design and Grph Comm ...........................2
GRPH 25 Intro. to Graphic Arts Microcomputer .........................3
GRPH 27 Survey of Print Production ..................................................3
Additional graduation requirements .............................................5

Second Semester Course Units
GRPH 35 Graphic Design ....................................................3
GRPH 53A Basic Typography ...................................................3
GRPH 99A Digital Page Layout ...................................................3
GRPH 100A Digital Illustration ...................................................3
Additional graduation requirements .............................................4

Third Semester Course Units
GRPH 36 Publication Design ....................................................3
GRPH 53B Typographic Design ...................................................3
GRPH 78 Digital Scanning and Correction .......................................2
Graphic Communications electives* ..................................................2
Additional graduation requirements .............................................6

Fourth Semester Course Units
GRPH 37 Advanced Graphic Design ...............................................3
GRPH 68 Design & Prepress Production Lab .................................3
GRPH 98A Digital Imaging .....................................................3
Graphic Communications electives* ..................................................2
Additional graduation requirements .............................................6

*Suggested Electives (Graphic Design)
  GRPH 68 Design & Prepress Production Lab .................................3
  GRPH 98A Digital Imaging .....................................................3

*Graphic Communications Electives (Graphic Design) GRPH 68, 98B, 99B, 100B, 123A/B, 124, 140, 145, 148

Print Production

Degree Curriculum
Award of Achievement in Print Production. In 1985, people began using the personal computer to prepare copy and art for printed pieces. For printers, this phenomenon called “desktop publishing” has evolved into the all-encompassing computer-based reality of digital prepress.

Students seeking a degree in print production will learn both traditional and digital skills to be versed in the technology of the industry...
as it exists today. Each area of production—paste-up, camera, and film assembly—has basic concepts introduced using traditional production methods, followed by advanced study using digital tools. All classes are taught with industry standards as a 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.

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. Prospective students are encouraged to meet with a program advisor to discuss articulation agreements and other program specifics.

This course of study is designed so that students may satisfy the requirements for graduation from the College. Students receive an Award of Achievement in Print Production when they complete the required courses in the emphasis with a GPA of 3.2 or higher.

Note: Due to the extensive use of materials in some of the classes listed, you may be asked to pay a materials fee.

Courses Required for an Award of Achievement in Print Production

First Semester

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<tr>
<td>GRPH 21 Visual Literacy</td>
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<tr>
<td>GRPH 23 Orientation to Design and Grph Comm</td>
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<tr>
<td>GRPH 27 Survey of Print Production</td>
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<td>Additional graduation requirements</td>
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Second Semester

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<th>Course</th>
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<tbody>
<tr>
<td>GRPH 53A Basic Typography</td>
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<tr>
<td>GRPH 78 Digital Scanning and Correction</td>
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<tr>
<td>GRPH 99A Digital Page Layout</td>
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Third Semester

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<tr>
<td>GRPH 70A Electronic Imposition</td>
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</tr>
<tr>
<td>GRPH 72A Offset Press Operations</td>
<td>2</td>
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<tr>
<td>GRPH 98A Digital Imaging</td>
<td>3</td>
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<tr>
<td>GRPH 100A Digital Illustration</td>
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<td>Additional graduation requirements</td>
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Fourth Semester

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<tr>
<td>GRPH 68 Design &amp; Prepress Production Lab</td>
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<tr>
<td>GRPH 98B Advanced Digital Imaging</td>
<td>3</td>
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<tr>
<td>GRPH 130 Digital Prepress Seminar</td>
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Certificate Curricula

The Certificate Curricula consists of four programs of study: Digital Printing and Publishing, Production Art, Prepress, and Press and Finishing. Each is designed to prepare students to enter the work force. For further information contact the Graphic Communications Department office, Visual Arts Room 141.

Requirements for the Certificate of Completion. Students may obtain a Certificate of Completion by completing each course in their program of study with a final grade of C or higher.

Digital Printing and Publishing

First Semester

<table>
<thead>
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<th>Course</th>
<th>Units</th>
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<tr>
<td>GRPH 25 Intro to Graphic Arts Microcomputer</td>
<td>3</td>
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<tr>
<td>GRPH 27 Survey of Print Production</td>
<td>3</td>
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<tr>
<td>GRPH 40 Digital Printing and Publishing</td>
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Second Semester

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CNIT 100 Intro to Computers Using PCs</td>
<td>3</td>
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<tr>
<td>GRPH 60 Product Finishing</td>
<td>2</td>
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<tr>
<td>GRPH 69 Press Production Laboratory</td>
<td>3</td>
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Suggested Electives

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>GRPH 72A Lithographic Duplicator Operation</td>
<td>2</td>
</tr>
<tr>
<td>GRPH 147 Adobe Acrobat</td>
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Production Art

First Semester

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<td>GRPH 21 Visual Literacy</td>
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<td>GRPH 23 Orient to Design &amp; Grph Comm</td>
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Second Semester

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<tr>
<td>GRPH 53A Basic Typography</td>
<td>3</td>
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<tr>
<td>GRPH 78 Digital Scanning and Correction</td>
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<td>GRPH 99A Digital Page Layout</td>
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Third Semester

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<tr>
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<tbody>
<tr>
<td>GRPH 53B Typographic Design</td>
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<tr>
<td>GRPH 98A Digital Imaging</td>
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<td>GRPH 99B Advanced Digital Page Layout</td>
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Fourth Semester

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<tr>
<td>GRPH 68 Design &amp; Prepress Production Lab</td>
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<tr>
<td>GRPH 98B Advanced Digital Imaging</td>
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<tr>
<td>GRPH 130 Digital Prepress Seminar</td>
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Prepress

First Semester

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<td>GRPH 21 Visual Literacy</td>
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<td>GRPH 23 Orient to Design and Grph Comm</td>
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<tr>
<td>GRPH 27 Survey of Print Production</td>
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<tr>
<td>GRPH 25 Intro to Graphic Arts Microcomp</td>
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<td>GRPH 27 Survey of Print Production</td>
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Second Semester

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Third Semester

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<tr>
<td>GRPH 72A Offset Press Operations</td>
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Fourth Semester

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Second Semester

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Press and Finishing

First Semester
Course Units
GRPH 21 Visual Literacy ........................................3
GRPH 23 Orientation to Design and Graph. Comm. ..2
GRPH 25 Intro. to Graphic Arts Microcomputer .......3
GRPH 27 Survey of Print Production .........................3

Second Semester
GRPH 60 Product Finishing .....................................2
GRPH 70A Electronic Imposition .........................2
GRPH 69 Press Production Laboratory .....................3

Offset Printing Technology

Noncredit Curriculum
The noncredit program in Offset Printing Technology prepares students for entry and mid-level positions in offset press operations. The length of the program is 4 to 9 months. Admission requires ESL level 6 or permission of instructor.

Requirements for the vocational certificate. Completion of required courses with a grade of C or higher. CASAS TEST “READING” score of 245 for ESL and non-college graduates. (College graduates not tested.)

Core Course Hours
TIPL 9657 Offset Press Technology ..................576
TIPL 9660 Prepress Production .........................70
TIPL 9661 Microcomputers for Graphic Arts .......70
SECY 9374 Keyboarding ..................................90
GRPH 60 Product Finishing* – 2 Units ...............51
ESLB 3821 Intro Micros (ESL students only) ......90

* Credit class: requires registration and tuition

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:
GRPH 21. Visual Literacy (3)
Lec-3, lab-3, field trips
A visual fundamentals course for design and graphic communications students. Study of the principles of visual information organization and sketching techniques for the communication of visual ideas. Introduction to various techniques for problem-solving. CSU

GRPH 23. Orientation to Design and Graphic Communications (2)
Lec-2
A survey class designed to acquaint students with areas of study and employment in graphic design/illustration, industrial design, and print production. Guest appearances from practicing professionals and industry leaders. CSU

GRPH 25. Introduction to Graphic Arts Microcomputer (3)
Lec-3, lab-1, field trips
An introductory computer with an emphasis on text and graphic fundamentals using Macintosh computers. Computer hardware, system software, text formatting, raster and vector graphics will be covered through lecture and practical exercises. CSU

GRPH 27. Survey of Print Production (3)
Lec-2, lab-4, field trips
A technical print production course designed to provide practical laboratory projects in graphic arts paste-up, camera, film assembly and press. Students begin projects in paste-up, using traditional production techniques, and complete them in the press area. CSU

GRPH 35. Graphic Design (3)
Lec-2, lab-4, field trips
Prerequisite: GRPH 21 or ART 125 or IDST 125
Development of problem-solving and conceptualization skills for graphic design. Exploration of various design principles and their applications. Use of design elements, type and image to communicate effectively to a target audience. CSU

GRPH 36. Publication Design (3)
Lec-2, lab-4
Prerequisite: GRPH 35 and 99A
An intermediate graphic design course focusing on publications and publication systems. The design process, typographic hierarchies, grid systems, and the strategies and techniques of publication design for non-printed and printed materials will be covered. CSU

GRPH 37. Advanced Graphic Design (3)
Lec-2, lab-4, field trips
Prerequisite: 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 technology using a Xerox Docutech 135 system. Production concepts and practices including job programming, system features, maintenance, workflow management and customer service. CSU

GRPH 53A. Basic Typography (3)
Lec-3, lab-1, field trips
Prerequisite: GRPH 21 or ART 125 or IDST 125; and GRPH 25 or IDST 120
Corequisite: GRPH 99A
Beginning typography with a study of the history, classification, terminology, and use of type in communications. Students will develop an understanding of type mechanics and design issues through practical exercises and assignments. CSU

GRPH 53B. Typographic Design (3)
Lec-3, lab-1, field trips
Prerequisite: 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
CR/NC avail.
Advising: 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 control assessment. CSU

GRPH 67. Digital Print Production Lab (3)
Lec-2, conf-2, lab-4, field trips
Prerequisite: GRPH 25 or IDST 120; and GRPH 40
Advising: GRPH 60 and CNIT 100
A practical, hands-on course in digital print production. Topics
include: digital print networks, preflighting, font management, file management, archiving, customer service, estimating, job programming, and file transmission. Learning through exercises, assignments and document manufacturing. CSU

GRPH 68. Design and Prepress Production Laboratory (3)
Lec-4, lab-4
PREREQ.: GRPH 98A OR 99A OR 100A
Repeat: max. 9 units
A special production laboratory in which advanced students use skills and techniques they have learned in previous courses. Production jobs will range from concept development through design, illustration, typesetting, pasteup, and film assembly, using traditional and electronic tools. CSU

GRPH 69. Press Production Laboratory (3)
Conf-1, lab-7
PREREQ.: GRPH 60; AND GRPH 40 OR 72A
Repeat: max. 9 units
A special production laboratory in which advanced students use the skills and techniques learned in press classes. Production jobs will range from simple one color work to more complex multicolor work. Students will become fluent on all models of presses in the shop. Students will learn methods of product finishing appropriate to the particular job. CSU

GRPH 70A. Electronic Imposition (2)
Lec-2, lab-1
Instruction in traditional and electronic methods of film assembly. Course work will include current imposition applications and the use of the image setter for outputting film. Practice also in masking and proofing film. CSU

GRPH 72A. Offset Press Operations (3)
Lec-2, lab-6, field trips CR/NC avail.
A technical course focusing on the operation of the offset press. Instruction and practice in commercial offset printing using direct feed and register board presses. Instructional topics include metal and photo-direct plates, stock types, small press setup, adjustment, troubleshooting and maintenance. Field trips and guest speakers included. CSU

GRPH 72B. Advanced Offset Press Operations (3)
Lec-2, lab-6 CR/NC avail.
PREREQ.: GRPH 72A OR 27
Advanced instruction and practice in offset press operations, with an emphasis on two color work using T-head and two color equipment. Practice employing quality control devices, such as the densitometer and light box, to monitor ink coverage. CSU

GRPH 78. Digital Scanning and Correction (2)
Lec-2, lab-1
PREREQ.: GRPH 25 OR IDST 120
COREQ.: GRPH 27
A course covering the theory and practice of scanning and 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 CR/NC avail.
Repeat: max. 2, 4, 6 units
In-depth investigation of selected topics in printing. Current issues and innovations; expansion of subjects covered in introductory courses and exploration of new topics. CSU

GRPH 98A. Digital Imaging (3)
Lec-3, lab-1
PREREQ.: GRPH 25 OR IDST 120
Intensive hands-on course using Adobe Photoshop. A broad understanding of raster image creation and editing is achieved through in-class projects. CSU

GRPH 98B. Advanced Digital Imaging (3)
Lec-3, lab-1
PREREQ.: GRPH 98A
An advanced, hands-on course in Adobe Photoshop. Creative projects are used to help students develop an understanding of Photoshop as a design tool. CSU

GRPH 99A. Digital Page Layout (3)
Lec-3, lab-1
PREREQ.: GRPH 25 OR IDST 120
COREQ.: GRPH 27
Advise: GRPH 21 or IDST 125 or ART 125A
Understanding and use of the most widely used typographic and page makeup programs in print communications; page layout, type specification, manipulation of images from various sources, color separation, combining images and type. CSU

GRPH 99B. Advanced Digital Page Layout (3)
Lec-3, lab-1
PREREQ.: GRPH 99A
Continued study and use of page layout programs in print communications; combining images and type from concept sketches; creating single and multi-page complex documents, specifying and formatting type, color separations, trapping files, color output for proofing. CSU

GRPH 100A. Digital Illustration (3)
Lec-3, lab-1
PREREQ.: GRPH 25 OR IDST 120
COREQ.: GRPH 27
An introductory course in Adobe Illustrator, covering concepts of vector-based graphics creation. Students reproduce existing images to learn the various tools available within the application. Accuracy and control of Bezier curves is emphasized. CSU

GRPH 100B. Advanced Digital Illustration (3)
Lec-3, lab-1
PREREQ.: GRPH 100A
An advanced course in Adobe Illustrator. Creative projects are used to help students develop a deeper understanding of Illustrator as a design tool. CSU

GRPH 123A. Industrial Design (3)
Lec-2, lab-4, field trips
Lab. fee required
Historical evolution of industrial design from its inception through present concepts and trends. Student research, sketches and drawings will be used to manufacture products, utilizing various materials such as cardboard, modeling clay, plaster and plastics. Emphasis on technical development, design and problem solving as demonstrated by the finished assignments. CSU

GRPH 123B. Industrial Design Workshop (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
Lab. fee required
Advanced study in designing and constructing utilitarian objects and prototypes; advanced exploration of materials and processes. Assigned and elective projects. CSU

GRPH 124. Computer Drawing for Industrial Design (3)
Lec-2, lab-4, field trips
An advanced Macintosh computer drawing class that builds on the knowledge and skills gained in the prerequisite courses. Exploration
of drawing programs, use of a scanner for image manipulation, and model building techniques. Emphasis on technical computer drawing as related to industrial design. Construction of prototypes based on technical plan drawings. CSU

**GRPH 130. Digital Prepress Seminar (3)**
Lec-3, field trips  
**PREREQ.:** GRPH 98A OR 99A OR 100A  
The current state of the digital prepress industry and how it affects graphic artists and technicians. Focus on issues of trapping, file formats, proofing, communicating with a printer, and doing press checks. CSU

**GRPH 133. Visual Communication - Animation (3)**
Lec-3, lab-1  
**PREREQ.:** GRPH 21 OR ART 125 OR IDST 125; AND GRPH 25 OR IDST 120  
**Advise:** GRPH 100A and 98A  
The theory and methods of communicating through animation for new media. Character development and storyboarding will be emphasized. Students will be introduced to simple animation on the computer via animated GIFs and software such as Macromedia Flash. CSU

**GRPH 140. Graphic Design for New Media (3)**
Lec-3, lab-3, field trips  
**PREREQ.:** GRPH 35  
**COREQ.:** IDST 130  
The design process for interactive media: information design, content/structure relationships, interface design and navigation, and presentation design issues. The design and production of a prototype for a simple interactive project. CSU

**GRPH 145. Publishing for New Media (3)**
Lec-3, lab-3, field trips  
**PREREQ.:** GRPH 35; AND GRPH 25 OR IDST 120  
The design process for World Wide Web publishing. Analysis of the principles of print publishing as applied to the Web. Technical topics include bandwidth, graphic formats, type, and color. Design and maintenance of a Web publication as an ongoing project. CSU

**GRPH 147. Adobe Acrobat (1)**
Lec-1, lab-1  
**PREREQ.:** GRPH 25 OR IDST 120  
Use of Adobe Acrobat to transform computer-generated documents into a portable document format that can be viewed and printed from any type of computer. Emphasis is placed on creating files that print accurately. CSU

**GRPH 148. Professional Practice (2)**
Lec-2, field trips  
**PREREQ.:** SUCCESSFUL COMPLETION OF THREE SEMESTERS OF STUDY IN THE GRAPHIC COMMUNICATIONS DEPARTMENT  
Advanced course focusing on graphic design professional practices: résumé and portfolio development, freelancing and small business issues, fees, contracts, taxes, copyright, helpful resources and other related topics. 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 250. Computer Laboratory (0)**
Lab-8  
**PREREQ.:** CONCURRENT ENROLLMENT IN AT LEAST ONE COMPUTER COURSE IN GRAPHIC COMMUNICATIONS  
An open laboratory in which students may complete their graphic communications assignments. CSU

**NONCREDIT COURSES:**

**TIPL 9657. Offset Press Operations**
An intensive course in the practice of commercial offset printing techniques, platemaking, and finishing procedures. Theory and lab include instruction on metal and photo-direct plates, various stock types, set-up, adjustment and maintenance of the press, ink-mixing and product finishing.

**TIPL 9660. Prepress Production (70 hrs)**
**Advise:** Concurrent enrollment in TIPL 9661  
Instruction in basic design, layout, graphic arts camera, and prepress techniques. Topics will include film assembly, proofing, and plating.

**TIPL 9661. Microcomputers for Graphic Arts (70 hrs)**
**Advise:** Concurrent enrollment in TIPL 9660  
**Advise:** Keyboarding or typing speed of 20–30 words per minute  
An introduction to and 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.

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**Guidance**

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**Announcement of Courses**

**CREDIT, NON-DEGREE APPLICABLE COURSES:**

**GUID R. Orientation to College (1)**
Lec-2 (8 wks)  
**CR/NC only**  
This course is designed to aid the student in academic, vocational, and personal development at the college. Orients students to the college community, its procedures and resources, the changing educational process with emphasis on the individual in the educational system.

**GUID T. Orientation to College Transfer (2)**
Lec-2 (8 wks)  
Information regarding different segments of higher education. Selection of a major, development of an academic plan (transfer contract) and choice of appropriate college or university. Social and emotional transitional issues.

**GUID W. Guidance Workshop (0)**
Personal development workshops designed to assist students in achieving their educational objectives.
**Health Care Technology**

**Announcement of Curricula**

**CVT/Echocardiography Technician**

**Certificate Curriculum**

**Program Goal.** This certificate program prepares students for employment in a non-invasive cardiology lab as a technologist performing cardiac ultrasound exams, stress echoes, treadmill exams and ECGs. The program concentrates on cardiac ultrasound (echocardiography) with content covering identification of cardiac pathology using M-Mode, 2D echo, Doppler, and color flow Doppler. Students will develop scanning and instrumentation techniques in the classroom lab and hospital labs. Students will participate in hospital or office clinical rotation in the second semester. For information call (415) 561-1900.

**Admission:** Application to CVT/Echocardiography Technician Program and successful advising appointment.

**Prerequisite:** Anatomy 14 or 25; may be a corequisite

**Courses Required for Completion for Certificate in CVT/Echocardiography Technician**

**First Semester**

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<td>CVT 101 Cardiovascular Technician I</td>
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**Second Semester**

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<tr>
<td>ECHO 2 Echocardiography II</td>
<td>8</td>
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<tr>
<td>CVT 102 Cardiovascular Technician II</td>
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**Requirements for Completion.** Successful completion of courses with a grade of C or higher and minimum 80% attendance.

**EKG Technician**

**Certificate Curriculum**

**Program Goal.** Prepares students to operate an EKG machine and work as technicians in non-invasive cardiac diagnostic laboratory units in hospitals, diagnostic laboratories, and medical clinics and facilities. Students will be able to prepare patients for EKG mountings and tracings, will learn the cardiovascular system, and interpret EKG readings. Upon completing program, students will also become cognizant of advanced heart diseases including interpretation of advanced arrhythmias, hypertrophies, and myocardial infarction. Students will also be able to operate a 12 lead, 3 channel EKG machine. For more information all 561-1900.

**Prerequisites.** CCSF placement.

**Core Courses**

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<tr>
<td>EKGT 101 EKG Technician I</td>
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<tr>
<td>EKGT 102 EKG Technician II</td>
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</tbody>
</table>

**Requirements for Completion.** Successful completion of program with a grade of C or higher and minimum of 80% attendance.

**Emergency Medical Technician**

**Certificate Curriculum**

**Program Goal.** The program will assist the EMT trainees in developing skills in areas of specialized emergency problems, initial patient assessment and care, transportation, and communication. For more information call 561-1900.

**Admission Requirements.** CCSF placement.

**Core Courses**

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<thead>
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<th>Course</th>
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<tr>
<td>EMT 100 Emer Med Tech I, Theory</td>
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<tr>
<td>EMT 102 Emer Med Tech I, Clinical</td>
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</tbody>
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**Requirements for Completion.** Completion of required courses with a C grade or higher in each phase of the program.

**Health Information Technology**

**General Information**

The Health Information Technology Program provides students with the knowledge and skills necessary to process, analyze, disseminate, and maintain health care information. A career as a health information professional offers a unique opportunity to combine an interest in health information, business, and computer information service.

Highlights of the Health Information Technology Program include training in a field rated as the Nation’s tenth most employable (career-expected growth is 75% by the year 2006); preparation for the National RHIT Examination upon graduation; and nonpaid professional practice experience applying classroom based knowledge and competencies at affiliated hospitals and health related facilities. For more information call 561-1900.

**Degree Curricula**

Upon completion of the two-year curriculum in Health Information Technology, graduates are qualified to perform a variety of specialized functions in medical/health information departments. Employment opportunities are available in acute care, clinic, ambulatory, long-term rehabilitation, and State and Federal health agencies; professional review organizations, insurance companies, educational settings, consulting firms, and mental health/chemical dependency facilities. Competencies include the review of medical/health records for completeness and accuracy, coding of diseases and operations using proper nomenclature and classification systems, compilation of statistical information, release of information from the medical/health record, participation in medical care evaluation studies, assistance to medical staff and the preparation of special studies, reports, and the supervision of the day-to-day operation of a medical/health information departments of a health care facility.

**Admission.** Enrollment is open to all interested students who fulfill the following admission requirements:

1. Eligible for credit classes (See admission requirements.)
2. Strongly recommended for success in the HIT program: Eligible for ENGL 92 or ESL 82 or more advanced.
3. Application to the HIT program followed by a HIT advising appointment.
4. Additionally, certain courses have prerequisites that must be met prior to enrollment in individual classes.
Credit by Examination. Refer to College Catalog

Accreditation. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Council on Accreditation (COA) of the American Health Information Management Association (AHIMA). Students who complete the Award of Achievement will be eligible to write the national qualifying examination for certification as a Registered Health Information Technician (RHIT).

Award of Achievement. Students who complete the curriculum with an average final grade of C (2.00 grade point average) or higher in technical courses will receive the Award of Achievement in Health Information Technology.

Associate of Science Degree in Health Information Technology. Upon completion of the academic program in Health Information Technology, the College will grant an Associate of Science degree and an Award of Achievement in Health Information Technology. The graduate is then eligible to write the national certification examination approved by the American Health Information Management Association. Upon passing this examination, the candidate earns the credential of a Registered Health Information Technician (RHIT). Students who already possess an associate’s degree, bachelor’s degree, or higher in a discipline must apply for an Associate of Science degree and Award of Achievement in Health Information Technology.

Course of Study. Each option, in addition to an emphasis in the major field, includes training in the following subjects common to all branches of Health Information Technology: health information data collection and processing, retention and retrieval, coding according to ICD-9-CM and CPT coding guidelines, legal aspects, quality assurance, and personnel supervision. Supervised professional practice in the third and fourth semesters gives students practical clinical experience in medical record departments in various health care facilities.

Basis for Disqualification. Students who receive a final grade lower than C in any Health Information Technology course will be disqualified from continuing in the program. Students will be permitted to repeat a course only once and must achieve a grade of C at all evaluation periods. Students may also be disqualified for other reasons consistent with College policy.

Courses Required for the Award of Achievement in Health Information Technology

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<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>ANAT 14 Intro to Human Anat and Phys</td>
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<tr>
<td>HCT 61 Intro to Health Care</td>
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<tr>
<td>HIT 50A Medical Terminology I</td>
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<tr>
<td>HIT 67 Computer Applications</td>
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<td>Additional graduation requirements</td>
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<tbody>
<tr>
<td>HIT 50B Medical Terminology II</td>
<td>2</td>
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<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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<tr>
<td>Additional graduation requirements</td>
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<table>
<thead>
<tr>
<th>Third Semester</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 Adv ICD-9-CM Coding</td>
<td>4</td>
</tr>
<tr>
<td>HIT 77A Professional Practice I</td>
<td>3</td>
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<tr>
<td>Additional graduation requirements</td>
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</table>

Additional graduation requirements

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>HIT 75 Organization and Supervision</td>
<td>2</td>
</tr>
<tr>
<td>HIT 76 Basic CPT</td>
<td>2</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>Additional graduation requirements</td>
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</tbody>
</table>

Certificate Curricula

Students may obtain the Certificate of Completion in Health Information Clerk I, Health Information Clerk II, Health Information Coding Specialist, Medical Transcription, and Health Information Technology by completing the curriculum with a final grade point average of 2.00 or higher and also complete each individual course with a final grade of C or higher or credit.

Health Information Clerk I

This certificate program prepares students for entry-level positions in medical record/health information departments, physician offices, ambulatory, long-term, home health, and other health care settings. Opportunities for employment include reception and admitting/registration department responsibilities, filing and retrieval of records, sorting and filing loose documents, purging of records, storage and retention activities, data entry, and assembly of medical documents in a sequential order.

<table>
<thead>
<tr>
<th>Courses required for the Certificate of Completion in Health Information Clerk I</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 or ESL 150 Adv Academic ESL</td>
<td>3</td>
</tr>
</tbody>
</table>

Health Information Clerk II

This certificate program prepares students for technical positions in medical record/health information departments, ambulatory, long term/rehabilitation, psychiatric/drug rehabilitation, home health, hospital, 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>
<thead>
<tr>
<th>Courses required for the Certificate of Completion in Health Information Clerk II</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>
</tbody>
</table>
Health Information Coding Specialist

This certificate program prepares students to code medical records according to ICD-9-CM and CPT-4 coding classification systems and regulatory guidelines. Emphasis on preparing students to read and interpret medical record documentation and apply knowledge of anatomy and physiology, clinical disease process, pharmacology, and terminology to assign accurate codes to diagnoses and procedures to support clinical data. Students are trained to code manually and with encoders. Employment opportunities include coding in hospitals, physicians’ offices, clinics, ambulatory care facilities, long-term care, psychiatric, home health, and other health care settings. Other opportunities may include developing and maintaining a health information management compliance program, Diagnosis Related Groups (DRGs) activities, and utilization review.

Courses Required for the Certificate of Completion in Health Information Coding Specialist

First Semester
Course                      Units
ANAT 14 Intro to Human Anat and Phys .......4
HCT 61 Intro to Health Care .................3
HIT 50A Medical Terminology I ..............3
HIT 67 Computer Applications ................2
ENGL 90 Basic Comp & Reading I
   or ESL 72 Inter ESL Comp & Reading     2
   or ESL 150 Adv Academic ESL ............3

Second Semester
HIT 50B Medical Terminology II .............2
HIT 57 Disease Process ......................3
HIT 63 Health Information Systems .........3
HIT 65 Organization of Health Care .......2
HIT 73A Basic ICD-9-CM Coding .............2

Third Semester
HIT 73B Adv ICD-9-CM Coding ..............4
HIT 74 Quality Assessment and Improvement ..3
HIT 76 Basic CPT .............................2
HIT 77A Professional Practice I .............3
HIT 78 Reimbursement Methods in HIT .......2

Medical Transcription

This certificate program prepares students for entry-level employment as medical transcriptionists by providing the basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy, clarity, and timeliness; ability to demonstrate knowledge of medical terminology, human anatomy and physiology; ability to operate designated word processing, dictation, and transcription equipment; ability to demonstrate correct English usage and format medical documents; and ability to apply ethics in medical transcription practices. Opportunities for employment include private physicians’ offices, insurance companies, hospitals, outpatient clinics, long-term, psychiatric, radiology, and pathology departments, and privately owned medical transcription services.

Courses Required for the Completion for Certificate in Medical Transcription

First Semester
Course                      Units
ANAT 14 Intro to Anat and Phys ............4
HIT 50A Medical Terminology I .............3
HIT 55A Medical Transcription I ...........2
HCT 66 Medical Typing/Transcription ......4

Second Semester
HIT 66 Intro to Health Care .................3
HIT 50B Medical Terminology II .............2
HIT 55B Medical Transcription II ...........3
HIT 67 Computer Applications ...............2

Third Semester
HIT 55C Medical Transcription III .........3
HIT 57 Disease Process ........................3
HIT 72 Legal Aspects of HIT .................3

Health Information Technology

Courses Required for the Certificate of Completion in Health Information Technology

This certificate program is designed for students entering City College with a degree (A.A./A.S. or higher) or satisfying the CCSF graduation requirements.

First Semester
Courses                      Units
ANAT 14 Intro to Human Anat and Phys ....4
HCT 61 Intro to Health Care ...............3
HIT 50A Medical Terminology I .............3
HIT 67 Computer Applications ...............2

Second Semester
HIT 50B Medical Terminology II ............2
HIT 57 Disease Process .....................3
HIT 63 Health Information Systems .......3
HIT 65 Organization of Health Data ......2
HIT 73A Basic ICD-9-CM Coding ............2

Third Semester
HIT 72 Legal Aspects of HIT ...............3
HIT 73B Advanced ICD-9-CM-Coding .......4
HIT 77A Professional Practice II ..........3
HIT 75 Organization and Supervision .....2

Fourth Semester
HIT 74 Quality Assessment and Improvement ..3
HIT 76 Basic CPT .............................2
HIT 77B Professional Practice II ..........3
HIT 78 Reimbursement Methods in HIT ......2
Medical Assisting Program

Degree Curriculum

(Options in Medical Office Assisting and Medical Administrative Assisting)

In the curriculum in Medical Assisting, a two-year course of study, the College offers students training for employment through options in two areas: Medical Office Assisting and Medical Administrative Assisting. The program is offered in cooperation with the American Association of Medical Assistants.

Admission. Enrollment is open to all interested students; however, students must be eligible for ENGL 92 or ESL 82 and must be able to type 40 nwpmp for a five minute period within a 10 percent error rate or less. Students are required to submit evidence of a recent tuberculin test and a physical examination which indicates that they are in good physical and mental health before enrolling in MED 49. Students must complete 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.

Course of Study. Besides work in the major field, each option includes training in the following subjects common to all branches of medical assisting: business correspondence, business mathematics, business records and record keeping, filing, first aid, medical terminology and speech, professional relationships, and typing.

In addition, students who elect the Option in Medical Office Assisting receive specialized training in the following: anatomy, principles of medical assisting, medical transcription, medical-laboratory techniques, and related medical practices.

In Internship/Certification or Administrative Internship, a course included in the second year, students are given practical training off campus in their special fields. Students who have elected the Option in Medical Office Assisting work without compensation with physicians and medical office assistants in both hospital and medical offices.

Students who have elected the Option in Medical Administrative Assisting are assigned primarily to perform clerical duties without compensation in outpatient clinics and medical offices.

Employment. Students who have completed their training satisfactorily are qualified for employment in various capacities. Those who have completed the Option in Medical Office Assisting are prepared to hold positions combining the duties of medical assistant, receptionist, and office manager in physicians’ offices. Those who have completed the Option in Medical Administrative Assisting are qualified for the positions of receptionist, admitting clerk and ward clerk in hospitals, clinics, and health centers.

Associate in Science Degree and Award of Achievement. The curriculum is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete their training in Medical Office Assisting or Medical Administrative Assisting with a 2.50 grade point average or higher receive the Award of Achievement in Medical Office Assisting or Medical Administrative Assisting.

Certified Medical Assistant Examination. Graduates who receive the Award of Achievement in Medical Office Assisting or the Certificate of Completion are eligible to take the Certified Medical Assistant examination given by the American Association of Medical Assistants.

Medical Office Assisting

Courses Required for the Award of Achievement in Medical Office Assisting

Students must be eligible for ENGL 92 or ESL 82 and must be able to type 40 nwpmp for a five-minute period with a 10 percent error rate or less.

Suggested Sequence:

<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>
<td>4</td>
</tr>
<tr>
<td>PSYC 26 Human Relations</td>
<td>3</td>
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</table>

Fall Semester (18+ units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCT 61 Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HCT 66 Medical Typing/Transcription</td>
<td>4</td>
</tr>
<tr>
<td>HIT 50A Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 57 Disease Process</td>
<td>3</td>
</tr>
<tr>
<td>HIT 73A Basic ICD-9-CM Coding</td>
<td>2</td>
</tr>
<tr>
<td>MED 56 Administrative Procedures</td>
<td>3</td>
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</table>

Spring Semester (18+ units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>PSYC 26 Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>ANAT 14 Intro to Human Anat and Phys</td>
<td>4</td>
</tr>
<tr>
<td>ERT 104 Introduction to Phlebotomy</td>
<td>3.5</td>
</tr>
<tr>
<td>HIT 50B Medical Terminology II</td>
<td>2</td>
</tr>
<tr>
<td>HIT 55A Medical Transcription I</td>
<td>2</td>
</tr>
<tr>
<td>HIT 76 Basic CPT</td>
<td>2</td>
</tr>
<tr>
<td>MED 49 Clinical Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MED 70 Bookkeeping/Insurance Procedures</td>
<td>3</td>
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</table>

Summer Semester (5 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 82 Internship/Certification</td>
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Fall Semester (7+ units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>HIT 55B Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>HIT 75 Organization and Supervision</td>
<td>2</td>
</tr>
<tr>
<td>MED 73 Advanced Medical Manager</td>
<td>2</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Medical Administrative Assisting

Courses Required for the Award of Achievement in Medical Administrative Assisting

Students must be eligible for ENGL 92 or ESL 82 and must be able to type 40 nwpmp for a five-minute period with a 10 percent error rate or less.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ANAT 14 Intro to Human Anat and Phys</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 26 Human Relations</td>
<td>3</td>
</tr>
</tbody>
</table>
Fall Semester (18+ units)
HCT 61 Introduction to Health Care ....................3
HCT 66 Medical Typing/Transcription ..................4
HIT 50A Medical Terminology I ..........................3
HIT 57 Disease Process ......................................3
HIT 73A Basic ICD-9-CM Coding ..........................2
MED 56 Administrative Procedures .......................3

Additional graduation requirements

Spring Semester (10.5+ units)
HIT 50B Medical Terminology II ..........................2
HIT 55A Medical Transcription I ..........................2
HIT 76 Basic CPT .............................................2
MED 70 Bookkeeping/Insurance Procedures ............3
MED 71 Computers for the Medical Office .............1.5

Additional graduation requirements

Summer Semester (5 units)
MED 83 Administrative Internship .......................5

Fall Semester (10+ units)
HIT 55B Medical Transcription II .........................3
HIT 75 Organization and Supervision .....................3
MED 72 Advanced Insurance Billing .......................3
MED 73 Advanced Medical Manager .......................2

Additional graduation requirements

General Education Requirements Areas A-H, see CCSF current Catalog for course listings and descriptions.

Medical Office Assisting

Certificate Curriculum
The program of study for the Certificate of Completion in Medical Office Assisting is designed to prepare students for employment in medical offices, clinics, and health centers.

Admission. Enrollment is open to all interested students; however, students must be eligible for ENGL 92 or ESL 82 and must be able to type 40 nwpm for a five minute period with a 10 percent error rate or less.

Requirements for the Certification of Completion in Medical Office Assisting
Students may obtain the Certificate of Completion in Medical Office Assisting by completing the following courses with a final grade point average of 2.50 or higher.

Suggested Sequence of Courses
PSYC 26 Human Relations .....................................3
ANAT 14 Intro to Human Anat and Phys .................4
or ANAT 25 General Human Anatomy ..................4
and PHYS 1 Introductory Human Physiology .........3
or PHYS 12 Intro to Human Physiology .................5-4

Fall Semester
Course Units
HCT 61 Intro to Health Care ................................3
HCT 66 Medical Typing/Transcription .................4
MED 56 Administrative Procedures ....................3
HIT 50A Medical Terminology I ..........................3
HIT 57 Disease Process ......................................3
HIT 73A Basic ICD-9-CM Coding ..........................2

Spring Semester
MED 49 Clinical Procedures ................................4
ERT 104 Intro to Phlebotomy ...............................3.5
MED 70 Bookkeeping/Insurance Procedures ..........3
MED 71 Computers for the Medical Office .............1.5
HIT 50B Medical Terminology II ..........................2
HIT 55A Medical Transcription I ..........................2
HIT 76 Basic CPT .............................................2

Summer Semester
MED 82 Internship/Certification .........................5

Medical Biller

Certificate Curriculum
This certificate program prepares students to complete medical insurance claims for private physicians and outpatient facilities. Students learn CPT-4 and ICD-9-CM coding, medical terminology, disease process, manual and computer bookkeeping, and manual and computer insurance billing. Private insurance, Medi-Cal, Medicare, Worker’s Compensation, and managed care plans are included.

Courses Required for a Certificate in Medical Biller
Students must be able to type 45 nwpm for a five minute period with a 10 percent error rate or less.

Suggested Sequence of Courses:
Spring Semester
Course Units
ANAT 14 Intro to Human Anat and Phys .................4
HCT 66 Medical Typing/Transcription .................4
HIT 50A Medical Terminology I ..........................3
HIT 76 Basic CPT .............................................2
MED 70 Bookkeeping/Insurance Procedures ............3
MED 71 Computers for the Medical Office .............1.5
BSMA G, H, J Basic Bus Arith
or MATH E Basic Math (Indiv) ..................2 or 3

Fall Semester
HIT 50B Medical Terminology II ..........................2
HIT 57 Disease Process ......................................3
HIT 73A Basic ICD-9-CM Coding ..........................2
MED 72 Adv Insurance Billing .............................3
MED 73 Adv Medical Manager .............................3
ENGL 90 Basic Comp & Reading I
or ESL 82 Adv Comp ........................................3
*Based on placement scores

Medical Receptionist

This certificate program prepares students for employment as a receptionist in a physician’s office, outpatient clinic, or other medical facility. Students receive training in computer applications, appointment scheduling, telephone etiquette, medical record preparation, medical terminology, business correspondence, insurance claims completion, and first aid and CPR. Students may obtain the Certificate of Completion in Medical Receptionist by completing the following courses with a final grade of C (2.50 grade-point average) or higher.

Courses Required for Completion for Certificate in Medical Receptionist

Suggested Sequences of Courses
Fall Semester
Course Units
ANAT 14 Intro to Anat and Phys
or ANAT 25 Gen Human Anatomy ..................4
and PHYS 1 Introductory Human Physiology or PHYS 12 Intro to Human Physiology ...5 or 4
HCT 61 Intro to Health Care .........................................3
HIT 50A Medical Terminology I ...................................3
MED 56 Administrative Procedures ..............................3

Spring Semester
HCT 66 Medical Typing ..............................................4
HIT 50B Medical Terminology II .................................2
MED 70 Bookkeeping/Insurance Procedures .................3
MED 71 Computers for the Medical Office .................1.5
HLTH 12 Basic Life Support/First Aid for Health ......1

Summer Semester
MED 85A Medical Receptionist Externship ............3

Pharmacy Technician

Program Goal. This certificate program prepares students to work as technicians in pharmacies utilizing automation and math ability for safe medical dosages. Emphasis will be on optimum patient clinical outcome and customer services. For more information call (415) 561-1900.

Admission Requirements. Acceptance into the Pharmacy Technician Program after successful interview and suitability for State Board registration.

Courses Required for Completion for Certificate 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

Core Courses. Both theory and clinical courses must be taken in the same semester.

Requirements for Completion. The Certificate of Completion requires completion of 24 units. Each course must be completed with a final grade point average of 2.00 or higher.

Unit Coordinator (Hospital)/Ward Clerk

Program Goal. This program is designed to introduce the student to the clerical aspects of the hospital unit coordinator or ward clerk, liaison between the inpatient and the medical professionals in a hospital or other medical facility, and to familiarize the student with basic procedures and communication skills. For more information call 561-1900.

Admission Requirements. High school diploma, GED, or high school proficiency certificate.

Length of Course. One semester.

Core Course 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

Students must submit an application and be accepted into the CVT Program prior to registration.

ECHO 1. Echocardiography Technician I (8)
Lec-6, lab-6
Prereq.: ANAT 14 or 25; ESL 82 or ENGL 92
Coreq.: CVT 101
Cardiac anatomy and physiology. Standard presentation of two dimensional (2D) and M-Mode images. Principles and characteristics of color flow Doppler. Pulse and continuous wave Doppler will be thoroughly investigated and applied to normal and abnormal cardiac ultrasound studies. Disease states and their relationship to ultrasound findings and calculations will be used to determine severity. Scanning techniques and instrumentation skills development will be part of lab skills competency. CSU

ECHO 2. Echocardiography Technician II (8)
Lec-6, lab-6
Prereq.: ECHO 1 AND CVT 101
Coreq.: CVT 102
Advanced cardiac abnormalities evaluated by two dimensional (2D), M-Mode, and Doppler methods include: cardiomyopathies, pericardial diseases, tumors, prosthetic valve and diastolic performance and endocarditis. Cardiac embryology and congenital abnormalities studied along with their 2D and Doppler presentation. Emphasis is on cardiovascular principles, instrumentation and the physics of ultrasound. Clinical lab rotation focuses on performing comprehensive Echo with interpretation. Class prepares students to pass the national registry examination. CSU

CVT 101. Cardiovascular Technician I (5)
Lec-3, lab-6
Prereq.: ANAT 14 OR 25; ESL 82 OR ENGL 92
Coreq.: ECHO 1
Cardiac anatomy and the conduction system. ECG identification and measurements, action potential curve, basic dysrhythmias, myocardial ischemia and infarction patterns, interpretation techniques of 12 lead ECGs. Holter monitor and exercise stress testing protocols, procedures, and analysis. CSU

CVT 102. Cardiovascular Technician II (5.5)
Lec-3.5, lab-6
Prereq.: CVT 101 AND ECHO 1
Coreq.: ECHO 2
Advanced complex, cardiac rhythms including heart blocks, bundle branch blocks, and accessory pathways. Includes cardiac pharmacology, pacemaker technology and stress echo indications, procedures and analysis. Students will practice stress echo in the classroom and hospital setting. Prepares students to pass the national registry examination. CSU

CVT 103. Vascular Ultrasound (3)
Lec-3, field trips
Prereq.: 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

Health Care Technology
associated ultrasound images and Doppler patterns. Scanning techniques and instrumentation skills developed. Previous ultrasound experience required. CSU

CVT 105. Vascular Technology - Cerebrovascular Ultrasound (3)
Lec-2, conf-1, field trips
PREREQ.: CVT/ECHO PROGRAM
Repeat: max. 6 units
Cerebrovascular Ultrasound will focus on the ultrasound imaging of the carotid arteries, vertebral and subclavian arteries. Content will include identifying the normal cerebrovascular system, arterial pathology, and ultrasound imaging techniques used to identify abnormalities. CSU

**EKG Technician**

EKGT 101. EKG Technician I (4)
Lec-3, lab-3
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

EKGT 102. EKG Technician II (4)
Lec-3, lab-3
PREREQ.: EKGT 101
Advanced knowledge of cardiovascular system with emphasis on the heart in disease status including interpretation of advanced arrhythmias, hypertrophies, cardiac ischemia, and myocardial infarction. Patient preparation and running of appropriate EKG machines. Introduction to other non-invasive cardiology tests. CSU

**Emergency Medical Technician**

EMT 100. Emergency Medical Technician I (12)
Lec-5, conf-10
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 extraction 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 101B. Emergency Medical Technician (3.25)
Lec-2, conf-2
PREREQ.: EMT 101A
COREQ.: COMPLETION/CONCURRENT ENROLLMENT IN EMT 102
Repeat: max. 6.5 units
Provides the theoretical knowledge and technical skills necessary for working in the emergency pre-hospital medical field. Key topics include emergency management of victims of serious illness or injury, management of a disaster scene, and extraction of victims. CSU

EMT 102. EMT I - Clinical (1)
Conf-4
COREQ.: EMT 100 or 101
May be repeated.
Emergency Medical Technician I – Clinical (EMT-1 Clinical) is taught in conjunction with EMT-1 Theory (EMT 100) to train individuals in the basic life support skills necessary to work on an ambulance. Clinical skills in the course include: management of respiratory, cardiac, and environmental emergencies. This course leads to certification which is a prerequisite for paramedic training. CSU

EMT 103. EMT Refresher (1.5)
Lec-24 (total hrs); lab-8
PREREQ.: CURRENT EMT-I CERTIFICATION
May be repeated as required for certification
The Emergency Medical Technician Refresher Course is required for recertification of EMT-I personnel. This course consists of didactic and skills instruction. The student will be updated in all areas of emergency medical prehospital care, as contained in the EMT-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

**Paramedic Program**

Students must submit an application and be accepted into the Paramedic Program prior to registration.

EMT-P 100. Paramedic Theory I - 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 101. Paramedic Theory II - Roles and Responsibilities (2.5)
Lec-45 (total hrs)
PREREQ.: EMT-P 100
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

EMT-P 102. Paramedic Theory - Trauma (4)
Lec-72 (total hrs), field trips
PREREQ.: EMT-P 101
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 103. Paramedic Theory - PHTLS (1)
Lec-32 (total hrs), field trips
PREREQ.: EMT-P 102
Pre-Hospital Trauma Life Support (PHTLS) certification course. CSU

EMT-P 104. Paramedic Theory - Pharmacology (2)
Lec-32 (total hrs)
PREREQ.: EMT-P 103
Basic principles of pharmacology, drug classifications, action of drugs, clinical uses as well as weights, measures, and administration of drugs. Emphasis on drugs and solutions used in the pre-hospital emergency environment by paramedics. CSU

EMT-P 105. Paramedic Theory - Cardiac (4.5)
Lec/conf-84 (total hrs), field trips
PREREQ.: EMT-P 104
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

EMT-P 106. Paramedic Theory - Endocrine/Nervous (4)
Lec/conf-76 (total hrs), field trips
PREREQ.: EMT-P 105
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

EMT-P 107. Paramedic Theory - Special/Abdominal (5)
Lec/conf-100 (total hrs), field trips
PREREQ.: EMT-P 106
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

EMT-P 108. Paramedic Theory - Pediatrics (3)
Lec-56 (total hrs)
PREREQ.: EMT-P 107
Focus on prehospital evaluation of pediatric emergencies. Emphasis on special considerations in treating a pediatric patient, including medico-legal, psychological, and emotional needs of the patient and patient’s family. Pediatric Advanced Life Support (PALS) and Pediatric Education for Paramedics (PEP) are taught. CSU

EMT-P 109. Paramedic Theory - Reproduction, Behavioral, and Geriatric (6)
Lec-144 (total hrs)
PREREQ.: EMT-P 108
Emphasis on recognition and evaluation of patients experiencing medical emergencies in the specific health care areas of obstetrics, gynecology, behavioral and geriatrics. Management of the patient in the pre-hospital setting. Focus in areas of death and dying, violence and abuse. CSU

EMT-P 110. Paramedic - Clinical/Field Internship (3.5)
Conf-60 (total hrs), lab-480 (total hrs)
PREREQ.: EMT-P 109
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 Step-Down Unit, Labor and Delivery Trauma, Operating Room Anesthesia and Pediatric Clinic. CSU

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
Advise.: 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
Advise.: 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
Advise.: 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 82 or Eng 92
Advise.: EMT 100 or 101 or MED 53
Theory and skills competencies necessary to meet requirements of AB 1557 for a phlebotomy technician. Emphasis on phlebotomy techniques, equipment, medical/legal considerations, safety, infection control, specimen collection, patient preparation, labeling, handling, and preservation or fixation. CSU
ERT 106. Introduction to Trauma Care (3)
Lec-3
Advise: EMT 100 or 101
Evaluation and management techniques necessary in the emergency in-hospital care of victims of trauma. Emphasis on management of injuries involving the musculoskeletal, nervous, digestive, genitourinary, respiratory, and integumentary systems; and multisystem injuries. Focus on special emergency room procedures required in the care of the injured patient. CSU

ERT 109. Clinical Pharmacology (2)
Lec-2
Advise: EMT 100 or 101
Basic principles of pharmacology: drug classification, action of drugs, clinical uses, weights and measures, and administration. Emphasis on drugs and solutions used in an emergency department. CSU

ERT 110. ERT Clinical Practice I (1)
Lab-5
Prereq.: Current California EMT-I certificate
Clinical training in EMT. Focus on communication skills and working as a member of the emergency health care team. Emphasis on basic evaluation and management techniques for a variety of emergency situations and assisting with routine and special examinations. CSU

ERT 111. Common Medical Emergencies (3)
Lec-3
Advise: EMT 100 or 101
Focus on evaluation and management techniques necessary for emergency care of a patient in an emergency department. Emphasis on problems resulting from endocrine dysfunction, altered mental status, nontraumatic acute abdomen, drug and alcohol abuse, poisoning, anaphylaxis, infectious diseases, and environmental injuries. CSU

ERT 114. Pediatric Emergencies (2)
Lec-2
Advise: EMT 100 or 101
Focus on emergencies seen in the pediatric patient. Evaluation and management techniques required in the emergency room setting. Emphasis on the special considerations for a pediatric patient, including psychological and emotional needs of the patient and the patient’s family. CSU

HCT 61. Introduction to Health Care (3)
Lec-2, lab-3
Prereq.: ENGL 90 or placement in ENGL 92, or ESL 72 or 150 or placement in ESL 82
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 NWPM
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 82
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-18
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 Pharmocopia. Class will emphasize the proper and accurate identification of the prepared substances (i.e. dried, calcined, ginger fried, honey fried, sliced, etc.) CSU

Health Care Technology

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 AND 50B
Continued study in the transcription of medical dictation to provide a permanent record of patient care. Increasingly difficult dictation includes general medicine, general surgery, medicine/surgery, radiology and pathology, and assessment reports. Medical transcription provides practice in applying principles of medicolegal responsibilities to protect the patient and the business/institution. Refinement in the use of and introduction to additional reference tools. CSU

HIT 55C. Medical Transcription III (3)
Lec-2, conf-4
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.: HIT 73A
Basic coding principles of International Classification of Diseases-9-Clinical Modification (ICD-9-CM) with emphasis on ambulatory codes and introduction to inpatient records. Focus on ICD-9-CM format, code conventions, Uniform Hospital Discharge Data Set (UHDDS), document sources, coding guidelines for diagnosis operations and procedures, official guidelines for coding and reporting as well as sequencing of codes. Use of computer software programs in coding. CSU

HIT 73B. Advanced ICD-9-CM Coding (4)
Lec-3, lab-3
PREREQ.: HIT 73A
REPEAT: MAX. 8 UNITS

HIT 74. Quality Assessment and Improvement (3)
Lec-2, lab-3
PREREQ.: HIT 50B AND 63
History, concepts, components, and methods of quality assessment and improvement activities in health care organizations. Internal and external requirements. Techniques for data presentation. Statistical process control. Performance assessment and improvement in health care. Quality improvement tools. The role of the health information professional in quality assessment, medical staff credentialing, utilization management and risk management. CSU

HIT 75. Organization and Supervision (2)
Lec-2
PREREQ.: HIT 77A OR MED 82
Introduction to the principles of organization, management, and supervision. Study of management of human resources in various health care settings. Fundamentals of budgeting, personnel perfor-
mance evaluations, and quality improvement. Emphasis on typical situations encountered in supervision. CSU

HIT 76. Basic CPT (Current Procedural Terminology) (2)
Lec-2
Introduction to the Current Procedural Terminology (CPT) coding system used to describe services provided by physicians including evaluation and management services, surgical, radiology procedures, lab and pathology. Overview of the Health Care Financing Administration (HCFA) three-level system HCPCS (HCFA Common Procedure Coding System). CSU

HIT 77A. Professional Practice I (3)
Conf-3, lab-6 CR/NC only
PREREQ.: HIT 63, 65, and 73A
Designed to provide students with clinical experience in performing tasks in health information departments. Tasks include admission procedures, information retention and retrieval, data entry, chart assembly, data collection, abstracting, coding, and release of information, data quality and improvement. CSU

HIT 77B. Professional Practice II (3)
Conf-3, lab-6 CR/NC only
PREREQ.: HIT 77A
Recommended to be taken in student’s last semester.
Designed to provide students with advanced technical experience in health information departments. Tasks include quality assessment, medical transcription, registries, abstracting and coding, special projects in management and supervision. CSU

HIT 78. Reimbursement Methods in HIT (2)
Lec-2
PREREQ.: HIT 73A
Introduction to health care reimbursement systems and techniques to optimize reimbursement for third party payors. Review of uniform reporting regulations, ICD-9-CM and CPT-4 updates, case mix management, validation studies, and Peer Review Organizations. CSU

Medical Assisting

MED 49. Clinical Procedures (4)
Lec-3, conf-3
PREREQ.: ANAT 14
Advisement: 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 53. Advanced Clinical Procedures (3)
Lec-2, conf-3
Instruction in the collection and processing of laboratory specimens including the handling of lab reports and lab requests; performance of urinalysis and urine pregnancy testing; venipuncture and capillary puncture collection; principles of blood types and antigen-antibody reactions; hematologic and blood chemistry tests; principles of microbiology including culture and sensitivity; care, maintenance, and use of specialized clinical equipment; injections; electrocardiograms, allergy testing and TB skin testing, spirometry. CSU

MED 56. Administrative Procedures (3)
Lec-3, lab-2
COREQ.: HIT 61
Instruction in medicolegal ethics; professional liability; verbal, nonverbal, and written communication; telephone, reception, and appointment scheduling techniques; computers and information processing; office maintenance and management; employee handbook and policy and procedures manuals; and seeking employment. CSU

MED 70. Bookkeeping/Insurance Procedures (3)
Lec-2, lab-3
COREQ.: HIT 76
Repeat: max. 6 units
A comprehensive and intensive study of professional fees and credit arrangements; financial policies including payroll, accounts payable, and budget overview; billing and collection procedures; insurance regulations and submission of documents; and managed care plans. Practice in completing various insurance claim forms for accuracy, thoroughness, and speed. CSU

MED 71. Computers for the Medical Office (1.5)
Lec-1, lab-2
Introduction to medical office computer billing, use of medical office software to establish new accounts; post charges, payments and adjustments to accounts; print financial activity reports; print patient charge slips and statements; bill insurance carriers; and schedule appointments. CSU

MED 72. Advanced Insurance Billing (3)
Lec-2, lab-3, field trips
PREREQ.: MED 70
An advanced insurance billing course which concentrates on private insurance, Medicare, and MediCal claims. The course will focus on specialty billing to include cardiology, OB/GYN, surgery, orthopedic, and dermatology. Students will learn how to manage capitated accounts, obtain preauthorizations and referrals, complete secondary insurance billing, and handle claim appeals and disputes. CSU

MED 73. Advanced Medical Manager (2)
Lec-1, lab-2, field trips
PREREQ.: MED 71
An advanced Medical Manager software course. Students will establish new patient accounts, post charges, payments, and adjustments to accounts using an existing database from MED 71. Students will learn to set up appointment templates, create and manage capitated accounts, and produce and analyze financial activity reports, edit the support files, and utilize the appointment recall system. CSU

MED 82. Internship/Certification (5)
Conf-2, lab-2, work-12 CR/NC only
PREREQ.: MED 51, 56, 70, 71, AND HIT 50B
Supervised experience in developing a professional relationship with patients, physicians, experienced medical assistants, and other health care professionals in physicians’ offices, hospitals, and outpatient clinics. Emphasis on integrating professional attitudes and skills in all areas of medical assisting. Individualized study program to prepare for the American Association of Medical Assistants Certification Exam. CSU

MED 83. Administrative Internship (5)
Conf-2, work-15 CR/NC only
PREREQ.: MED 56, 70, 71; HIT 50B
Supervised experience in developing a professional relationship with patients, physicians, experienced medical administrative assistants, medical assistants, and other health care professionals in hospitals and physicians’ offices. Emphasis on integrating professional attitudes and skills in all phases of medical administrative work. CSU
MED 84. Administrative Skills Laboratory (2)  
Lab-6  CR/NC only  
**PREREQ.:** MED 56, 70, 71, 80; HIT 50B  
Designed to give Medical Administrative Assistant students the opportunity to practice and master the medical assisting administrative skills learned in MED 56, 70, 71, and 80. This course is an open lab with supervision. Administrative skills include reception, appointment scheduling, telephone techniques, bookkeeping, insurance claims preparation, CPT and ICD-9-CM coding, filing, transcription, and computer applications. CSU

MED 85A. Medical Receptionist Externship (3)  
Conf-7, work-168 (6 wks)  CR/NC only  
**PREREQ.:** MED 56, 70, 71, AND HIT 50B  
Supervised experience in developing a professional relationship with patients, physicians, medical administrative assistants, medical assistants, and other health care professionals in physicians' offices, hospitals, and outpatient clinics. Emphasis on integrating professional attitudes and skills in all areas of medical reception procedures. CSU

**Pharmacy Technician**

Students must be accepted into the Pharmacy Technician Program to register in PHTC 101 and 102.

**PHTC 101. Pharmacy Technician I - Theory (9)**  
Lec-9  
**PREREQ.:** ENGL 94 AND MATH 840  
**COREQ.:** PHTC 102  
Prepares students to work as technicians in pharmacies under the direct supervision of a pharmacist. Covers drug classification and uses, pharmacy laws, rules and regulations, storage of drugs, record keeping of drugs, pharmacy math, basic anatomy and physiology. Emphasis is on drug dose calculations, medical terminology, and abbreviations and symbols used in prescriptions. CSU

**PHTC 102. Pharmacy Technician I - Clinical (3)**  
Conf-10  
**COREQ.:** PHTC 101  
Instruction includes application of pharmaceutical knowledge, pharmacy law, mathematics, and terminology to a clinical setting, storage of drugs, labeling requirements, preparation of sterile products, and computerized record keeping. CSU

**PHTC 102A. Health Care Mathematics (2)**  
Lec-2  
Introduction to mathematical calculations required for health care medical preparations. Emphasis on ratio, proportion, alligation, and basic equations with two unknowns to determine various drug dosages, solutions, and other dilution formulas. Drug inventory procedures and patient relations. CSU

**PHTC 103. Pharmacy Technician II - Theory (9)**  
Lec-9  
**PREREQ.:** PHTC 101 AND 102  
**COREQ.:** PHTC 104  
Advanced drug classification and uses; preparation of IV additives and chemotherapeutic agents; record keeping of drugs; anatomy; physiology; medical terminology; and pharmacology. CSU

**PHTC 104. Pharmacy Technician II - Clinical (3)**  
Conf-10  
**COREQ.:** PHTC 103  
Instruction in the application of advanced drug preparation skills to various clinical settings; maintaining inventory, storage, selection, preparation and filling of prescriptions. Emphasis on quality control and use of automated technology as related to preparation and packaging of unit dose, IV additives, and chemotherapeutic admixtures. CSU

**Psychoneuroimmunology**

**PNI 101. Psychoneuroimmunology - Bodymind (2)**  
Lec-3 (12 wks)  
**Advise:** Completion of ESL 72 or 150 or ENGL 90  
Explores the health maintenance capacity of the bodymind and its innate ability to heal with focus on the brain’s and the mind’s function in this process and the interrelated roles of the nervous, cardiovascular, endocrine and immune systems. Includes effects of placebo and imagery, support groups, meditation, laughter, and play on these systems. Evaluates integrative medicine vis-à-vis healing. CSU

**PNI 102. Psychoneuroimmunology - Aging (1)**  
Lec-3 (12 wks)  
**Advise:** Completion of ESL 72 or 150 or ENGL 90  
Study and investigation of psychophysiology of aging and society’s role in the process. Evaluate physiological theories of aging. Emphasis on differentiating between disease and actual aging and factors contributing to healthy aging. CSU

**Related Course**

**LABR 96E. Labor Relations in Health Care (3)**  
Lec-3, field trips  
A study of labor relations in the health care industry, including its history, present status and current issues. Patterns of ownership, workplace structures, the changing work force, management practices, unionization, workers’ rights and current concerns. A thorough analysis of health care industry labor relations. CSU

**NONCREDIT COURSES:**

**Emergency Response Skills and Skills for Home Care Providers**

**AHTC 9105. Emergency Response Skills (45 hrs)**  
Training in emergency response skills necessary to sustain victims of serious illness or injury until more advanced medical assistance arrives.

**AHTC 9121. Skills for Home Care Providers (25 hrs)**  
Training in the basic communication, health, safety, nutrition, and job readiness skills competencies required of a health care provider.

**Unit Coordinator and Medical Computing Skills**

**AHWC 9183. Unit Coordinator**  
**Advise:** ABE 2071  
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.
Credit Certificate Curriculum

The curriculum for the Community Health Worker Certificate of Completion 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 outreach settings. The program emphasizes health education and promotion as well as specific competencies for work in underserved and/or linguistically isolated communities.

Admission. Admission to the program is based on:

1. Submission of a written application
2. 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.

For more information or a form for documenting work experience, call Community Health Works (415) 338-3034.

Requirements for the Certificate of Completion. The Certificate requires completion of 17 units. Each course must be completed with a final grade of C or higher or Credit.

Credit toward Graduation. Credits earned in obtaining the Certificate of Completion in Community Health Work may also be applied toward satisfaction of City College graduation requirements.

Suggested Sequence of Courses

First Semester (fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 60 CHW Skills</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 62 Prep for Field Experience</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 64 Health Ed and Prevention</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
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</tbody>
</table>

Second Semester (spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 61 CHW Field: Health Services</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 63 CHW Field Experience</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 10 Health and Aging</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 11A Pediatric CPR and First Aid</td>
<td>0.5</td>
</tr>
</tbody>
</table>

*Note: Students may elect to take HLTH 12 or HLTH 14 for this certificate, and one course in the series HLTH 67, or HLTH 68 or 69.

Drug and Alcohol Studies

Credit Certificate Curriculum

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. Enrollment is open to all interested students. Consultation with the Drug and Alcohol staff is strongly recommended.

Requirements for the Certificate of Completion. The Certificate requires completion of 31 units. Each course must be completed with a final grade of C or higher or Credit.

Credit Towards Graduation. Credits earned in obtaining the Certification of Completion in Drug and Alcohol Studies may be applied toward satisfaction of City College graduation requirements.

Suggested Sequence of Courses

First Semester (fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>HLTH 30 Drugs and Society</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 70 Physiological Effects of Addiction</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 77 Multiple Diagnosis</td>
<td>3</td>
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</table>

Second Semester (spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>HLTH 73 Case Mgmt/Indiv Intervention Skills</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 83 Addiction Treatment Skills</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 78 Fieldwork Prep: Ethical &amp; Legal Issues*</td>
<td>2</td>
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</tbody>
</table>

Third Semester (fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>HLTH 79A Beginning Field Work**</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 74 Criminology and Addiction</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 75 Treatment Modalities</td>
<td>3</td>
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</table>

Fourth Semester (spring)

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>HLTH 79B Advanced Field Work**</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 72 Specific Populations &amp; Addiction</td>
<td>3</td>
</tr>
</tbody>
</table>
**Health Care Interpreter**

**Credit Certificate Curriculum**

The curriculum for the Health Care Interpreter Certificate is designed to train bilingual and bicultural students to develop the awareness, knowledge, and skills necessary for effective language interpretation in health care settings. Through academic preparation, practical skills training and service in community-based health care settings and educational organizations, certificate candidates learn:

- 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;
- application of interpreting skills in English and language of service.

**Admission Requirements**

Admission is based on:

1. Attend required orientation
2. Submission of written application

**Requirements for Certificate of Completion**

Each course must be completed with a grade of C or higher or Credit.

Students must complete the following sequence of the required courses listed below:

**Recommended courses prior to enrollment or during the first semester:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>HLTH 80 Interpreting in Health Care I</td>
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<td>HLTH 81 Interpreting in Health Care II</td>
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<tr>
<td>HLTH 82 Field Exp in Health Care Interpreting</td>
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**HIV/STD Prevention Education Certificates in Specialty Skill Areas**

**Credit Certificate Curriculum**

The HIV/STD Prevention Education Program offers certificates in the specialty areas of **Outreach, Case Management, and Facilitation**. Each certificate focuses on a specific skill set supported by core curriculum in HIV and STD prevention, and health education and promotion. Graduates are qualified for employment in the HIV/STD field and work in a variety of community-based, public and private health and social service settings. In addition, these certificates have been designed to combine course work with the Community Health Worker, Drug and Alcohol Studies, and Sexual Health Educator Programs.

**Admission.** Open enrollment

**Requirements for the Certification of Completion.** Each certificate requires completion of 9 units. Each course must be completed with a final grade of “C” or higher or Credit.

**Credit Toward Graduation.** Credits earned in obtaining the HIV/STD Prevention Education Specialty Skill Certificates may also be applied toward satisfaction of City College graduation requirements.

**HIV/STD Prevention Education Specialty Skill Certificates.**

Students are encouraged to combine all three HIV/STD Specialty Skill Certificates as appropriate to their interests and abilities for a more complete skill set. Students are also encouraged to combine the HIV/STD Specialty Certificates with the Community Health Worker, Drug and Alcohol Studies, and/or Sexual Health Educator Certificate programs in their course of study to broaden their range of skills, knowledge, and career/employment opportunities. In all certificate options, HLTH 64 may be taken concurrently with HLTH 67.

**HIV/STD Prevention Education: Outreach Skills**

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<th>Course</th>
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<tr>
<td>HLTH 67 HIV/STD Prevention Ed</td>
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<td>HLTH 64 Health Ed and Prevention</td>
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<tr>
<td>HLTH 68 HIV/STD Outreach Skills</td>
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**HIV/STD Prevention Education: Case Management Skills**

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<th>Course</th>
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<tr>
<td>HLTH 67 HIV/STD Prevention Ed</td>
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<tr>
<td>HLTH 64 Health Ed and Prevention</td>
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HLTH 73 Case Mgmt/Individual Intervention........3

HIV/STD Prevention Education: Facilitation Skills

Course Units
HLTH 67 HIV/STD Prevention Ed......................3
HLTH 64 Health Ed and Prevention ..................3
HLTH 76 Group Facilitation .........................3

Announcement of Courses

CREDIT, NON-DEGREE APPLICABLE COURSE:

HLTH E. Successful Communication/Health Occupations (1)
Lec-3 CR/NC avil.
Appropriate for students in Health Care Technology programs, Nursing, Vocational Nursing, Dental Assisting, Dental Lab, Radiology and Medical Imaging.
Advises: ESL 72 or 150

Practical preparation for successful communication in the Allied Health Fields. Designed for non-native speakers.

CREDIT, DEGREE APPLICABLE COURSES:

HLTH 5. Community Health (4)
Lec-4, field trips
An analysis and investigation of the organization, responsibilities, functions, utilization, delivery, and dynamics of our public and private community health care systems. Current health problems, crises, and trends and human behavior patterns. Factors that control and influence the various levels of health and health care systems. A holistic approach to community health. CSU/UC

HLTH 7. Introduction to Careers in Health (2)
Lec-2 CR/NC avil.
A survey of opportunities in health careers with special emphasis on those offered by City College of San Francisco (see Catalog). Lectures include pertinent information on various career opportunities, educational preparation, current salaries, job mobility, and advancement potential. Guest lectures from professionals in the various health careers are a major part of this course. CSU

HLTH 10. Health and Aging (3)
Lec-3
An overview of the health aspects of aging and the changes and problems which take place as a result of the aging process. Demographic theories of aging; attitudes toward aging/stereotyping, normal biological and physiological changes, common pathological changes, mental disturbances, sexuality, nutrition, medication and substance abuse. Social aspects of aging, multicultural perspective, and methods of intervention. CSU

HLTH 11A. Pediatric CPR and First Aid (0.5)
Lec-8 (total hrs) CR/NC avil.
Not open to students who are enrolled in or who have completed HLTH 21 within the last two years. Instruction in the practice of universal/standard precautions and pediatric CPR and first aid. Emphasis on identification and care for secondary survey conditions of common traumatic, medical and environmental emergencies involving children. American Heart Association “Pediatric Heartsaver CPR” and City College of San Francisco Pediatric First Aid cards will be awarded to those who qualify. Course fulfills the partial requirement of AB 243 mandated Health and Safety Training established by the State EMS Authority for Childcare Providers. CSU

HLTH 11B. Pediatric Preventive Health Education (0.5)
Lec-8 (total hrs) CR/NC avil.
Instruction in the recognition and management of preventive health practices, prevention policies and injury prevention in the childcare setting. A City College of San Francisco Pediatric Preventive Health Education certificate of attendance will be awarded to those who qualify. Course fulfills the partial requirement of the AB 243 mandated Health and Safety Training established by the State EMS Authority for Childcare Providers. CSU

HLTH 11C. First Aid Care for Ill Children (0.5)
Lec-8 (total hrs) CR/NC avil.
Identification, transmission, control and care for common childhood illnesses and communicable diseases. Childcare first aid practices and procedures for the management of well children with mild illnesses, chronic health conditions and special needs. A City College of San Francisco First Aid Care for Ill Children certificate of attendance will be awarded to those who qualify. Course fulfills the partial continuing education requirement of the AB 243 mandated Health and Safety Training established by the State EMS Authority for Childcare Providers. CSU

HLTH 11D. Childcare Disaster Prep. (0.5)
Lec-8 (total hrs) CR/NC avil.
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 12. Health Providers BLS/First Aid (1)
Lec-16 (total hrs) CR/NC avil.
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 “Basic Life Support for the Healthcare Provider” and City College of San Francisco First Aid cards will be awarded to those who qualify. CSU

HLTH 13. Standard First Aid (0.5)
Lec-8 (total hrs) CR/NC avil.
Repeat: max. 1.5 units
Current trends in standard first aid and adult cardiopulmonary resuscitation. Emphasis also on the ability to handle life threatening injuries, the performance of a secondary survey, and activation of the emergency medical services system. American Heart Association “Adult Heartsaver CPR” and City College of San Francisco First Aid cards will be awarded to those who qualify. CSU

HLTH 14. Advanced First Aid/Emerg. Care (2)
Lec-2, field trips CR/NC avil.
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 Basic Life Support for Healthcare Provider/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 Recertif (0.5)
Lec-8 (total hrs) CR/NC avail.
PREREQ.: HLTH 12, 14 or 17, OR an American Red Cross, OR an American Heart Association Basic Life Support 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 Basic Life Support/AED Recertification card will be awarded to those who qualify. CSU

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

HLTH 18. Community Disaster Prep. (1)
Lec-18 (total hrs) CR/NC avail.
Training in community disaster management and emergency preparedness. Basic disaster skills instruction in utility control, identification of nonstructural hazards, hazardous materials awareness, fire extinguish equipment and techniques, disaster medicine, search and rescue, team organization and management, and disaster psychology. A Neighborhood Response Team Training certificate of attendance will be awarded to those who qualify. CSU

HLTH 20. Sexual Well Being (2)
Lec-2 CR/NC avail.
Investigation into the current role of sexually transmitted diseases in public and personal life. Emphasis on prevention and risk assessment and the development of skills to put this knowledge into practice; all aspects of sexually transmitted diseases including AIDS. CSU

HLTH 21. CPR, Childcare Health and Safety Education (3)
Lec-3 CR/NC avail.
Training for childcare personnel to develop the knowledge and skills needed to provide first aid care for victims of traumatic, medical and environmental emergencies. Instruction includes Adult and Pediatric CPR, advanced level first aid, childcare health practice policies, prevention of childhood injuries, management of well children with mild illnesses, chronic health conditions and special needs. Course fulfills the AB 243 mandated Health and Safety Training requirements established by the State EMS Authority for Childcare Providers. CSU

HLTH 25. Women's Health Issues (3)
Lec-3, field trips CR/NC avail.
Advis: ESL 72 or 150 or ENGL 90 or placement in ESL 82 or ENGL 92
A health class emphasizing the empowerment of each woman in the pursuit of her physical, mental, spiritual, and political health. Aimed at meeting the needs of women of diverse ethnic backgrounds and sexual orientations. Topics include: breast self-exam, menstrual health, reproductive management, motherhood, AIDS and STDs, menopause, violence against women, stress, nutrition, exercise, alternative health, and more. Course work involves research on personal health concerns. CSU/UC

HLTH 26. Women's Health: Advanced Issues (3)
Lec-3, field trips CR/NC avail.
Advis: HLTH 25, 27 or 53; and ESL 82 or ENGL 92
In-depth analysis of women's health issues. Focus includes: tailoring health advice to individual needs, body image and self-esteem, stress management, alternative health practices, public policy and advocacy, emerging trends and careers in women's health, Internet research, and current controversies. CSU

HLTH 27. Men's Health Issues (3)
Lec-3 CR/NC avail.
Advis: ESL 72 or ENGL 90 or placement in ESL 82 or ENGL 92
This course considers the physical, psychological, social and political influences on the health of men. Its purpose is to provide a basis for men with diverse ethnic backgrounds an sexual orientations to make health life choices. CSU/UC

HLTH 30. Drugs and Society (3)
Lec-3 CR/NC avail.
COREQ.: HLTH 78
Exploration of the nature and extent of the drug problem in society; addiction vs. habituation; drug interactions; methods and resources in the prevention and control of the abuse of alcohol, tobacco and other drugs. CSU

HLTH 33. Health Science (2)
Lec-2
Advis: ESL 62 or 140 or placement in ESL 72 or 150, OR completion of or concurrent enrollment in ENGL 90
Not open to students who have completed HLTH 53.
An interdisciplinary, introductory, and integrative presentation of natural and social science material relevant to psychological, social, and physical well-being, and the prevention of disease and injury. Emphasis on the nature of being human, the use and abuse of drugs including alcohol, human sexuality, the control of reproduction, intimacy and the family, optimum nutrition, fitness, disease, genetic and environmental health factors, consumer health practices, and coping with aging and dying. CSU

HLTH 35. Holistic Health Practices (3)
Lec-3 CR/NC avail.
A comprehensive examination and comparison of allopathic and holistic health in contemporary and future health care. An analysis and exploration of conventional methods of healing, holistic health philosophies, principles and methods of therapy, including acupuncture, acupressure, homeopathy, chiropractic, herbal medicine, and other healing systems. Includes a survey of health and healing practices among various ethnic cultures living in the United States. This is an introductory class and not intended to diagnose or treat medical problems. CSU

HLTH 41. Survey and Management of Stress (1)
Lec-2 (8 wks) CR/NC avail.
A survey of the stress process, major stressors and management of stress. An analysis of the stress experience. Exploration of many common and effective management approaches, methods and relaxation techniques. CSU
HLTH 45. AIDS: The Epidemic (1)
Lec-2  CR/NC avail.
Investigation of the physiological, emotional, social and cultural aspects of the AIDS epidemic with emphasis on risk assessment, prevention, and methods of coping. Includes basic biological and microbiological principles relating to AIDS. CSU

HLTH 50. Tai Chi for Health (3)
Lec-2.5, lab-1.5  CR/NC avail.
Tai Chi Chuan is a form of thought and physical movement that incorporates meditation into motion; emphasis on the philosophical and practical application of Tai Chi thought as it applies to human health and life; practice of basic Tai Chi Chuan forms (Yang Style). CSU

HLTH 53. Health Science (3)
Lec-3  CR/NC avail.
Advisement: ESL 72 or 150 or eligible for ESL 82, or ENGL 92 (concur.)
Not open to students who have completed HLTH 33.
Critical analysis of individual and societal issues and problems involving the promotion and maintenance of a psychological, social, and physical state of well-being, based on relevant natural and social science skills and knowledge. Topics include: mental health and illness, stress management, use and abuse of drugs, including alcohol and tobacco, sexuality, birth control, pregnancy, nutrition, fitness, disease and accident prevention, consumer and environmental health and related areas, aging, and coping with death and dying. CSU/UC

HLTH 59. Introduction to Community Health Work (1)
Lec-3 (5 wks), field trips
“Who are Community Health Workers (CHWs) and what do they do?” Introduction to the roles of CHWs through class discussions, guest speakers, and class field trips. Development of practical skills such as on-the-job solution-oriented problem solving, and organizational and time management skills. CSU

HLTH 60. CHW Skills (3)
Lec-3, field trips  CR/NC avail.
Prereq.: Acceptance into Certificate Program
Coreq.: HLTH 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 diverse communities. Skill development will focus on communication skills and information technology, including the use of computers for data and information recording and retrieval. Students will practice essential interpersonal skills for use in a health team, preparing students to enter into their field experience as a Community Health Worker. CSU

HLTH 60A. D/A Skills (3)
Lec-3, field trips  CR/NC avail.
Prereq.: Acceptance into Certificate Program
Coreq.: HLTH 60
Skill development will focus on communication skills and techniques used for health advising, intake interviewing, data collection, documentation, and referrals. Students will practice essential intervention skills needed to work in substance abuse agencies and community settings, and develop appropriate strategies in the intake process and recording of information in the substance abuse field. CSU

HLTH 61. CHW Field: Health Services (3)
Lec-3, field trips  CR/NC avail.
Prereq.: HLTH 60
Coreq.: HLTH 63
Exploration of the history, philosophy and development of the community health work field. Skill development will focus on advocacy, community involvement, program planning, case study analysis, and observation and reporting techniques. Overview of health delivery systems, identify new programs and careers in the emerging field of community health. CSU

HLTH 62. Prep for Field Experience (2)
Lec-2  CR/NC avail.
Coreq.: HLTH 60
Training community health workers to be an integral member of the health care delivery team to provide effective, efficient and appropriate services to underserved clients and communities of diverse backgrounds. Developing job readiness skills and communications skills for use in a health team, preparing students to enter into their field experience as a Community Health Worker. CSU

HLTH 63. CHW Field Experience (2)
Conf-2, work-8  CR/NC avail.
Prereq.: HLTH 61
Training community health workers to be an integral member of the health care delivery team to provide effective, efficient and appropriate services to underserved clients and diverse communities. This course provides field experience as a Community Health Worker, enabling students to practice skills learned in HLTH 61. CSU

HLTH 64. Health Education and Prevention (3)
Lec-3
Exploration of principles of community health education and outreach. Topical presentations will explore prevention strategies and education programs appropriate to different populations and communities. CSU

HLTH 65. AIDS: The Epidemic (1)
Lec-2  CR/NC avail.
Investigation of the physiological, emotional, social and cultural aspects of the AIDS epidemic with emphasis on risk assessment, prevention, and methods of coping. Includes basic biological and microbiological principles relating to AIDS. CSU

HLTH 66. HIV/STD Prevention Education (3)
Lec-3, field trips  CR/NC avail.
Education and skills training in peer education to help diverse populations to reduce their risk of infection with sexually transmitted diseases (STDs), especially HIV/AIDS; STD/HIV prevention activities are conducted among CCSF students as members of Project SAFE, with volunteer work in community-based organizations. CSU

HLTH 67. HIV/STD Outreach Skills (3)
Lec-3, field trips  CR/NC avail.
Advisement: HLTH 67 or HIV/STD prevention experience
Education and training in advanced issues in HIV/STD peer education, such as events production, in-depth analysis of STD transmission and risk reduction, and careers in public health; conduct peer education activities as members of CCSF’s Project SAFE; emphasis on putting skills into practice. CSU

HLTH 68. HIV/STD Outreach Skills: Directed Practice (3)
Lec-3, field trips  CR/NC avail.
Advisement: HLTH 68; discuss with instructor: 2 yrs work experience in HIV/STD prevention needed to possibly waive prerequisite
Repeat: max. 9 units
Specialized education and directed practice for trained HIV/AIDS Peer Educators. Emphasis on utilizing skills in producing and participating in STD and HIV/AIDS prevention activities at CCSF and in the community, serving as mentors for beginning Peer Educators, updating information and skills. CSU

HLTH 69. HIV/AIDS Peer Education: Directed Practice (3)
Lec-3, field trips  CR/NC avail.
Advisement: HLTH 68; discuss with instructor: 2 yrs work experience in HIV/STD prevention needed to possibly waive prerequisite
Repeat: max. 9 units
Specialized education and directed practice for trained HIV/AIDS Peer Educators. Emphasis on utilizing skills in producing and participating in STD and HIV/AIDS prevention activities at CCSF and in the community, serving as mentors for beginning Peer Educators, updating information and skills. CSU

HLTH 70. Physiological Effects of Addiction (2)
Lec-2  CR/NC avail.
This course provides an understanding of basic pharmacological aspects of drugs. How drugs are metabolized, their effects on body systems and behavior, the addiction process and current research. CSU
HLTH 71. Selected Topics in Addictions (1)
Lec-16 (total hrs) CR/NC avail.
Repeat: May vary with topical courses
Investigation of current important substance abuse concerns which affect our communities, professions, and occupations. Designed to provide in-depth and intensive examination of issues affecting the substance abuse field.

HLTH 71A. Ethics and Legal Issues. CSU
HLTH 71C. Drug and Alcohol Referral Techniques. CSU

HLTH 72. Specific Populations and Addiction (3)
Lec-3 CR/NC avail.
A comprehensive, integral, and interdisciplinary approach in examining substance abuse within specific marginalized populations. Exploration of interrelated quality of life issues that influence and contribute to chemical dependency. CSU

HLTH 73. Case Management/Individual Intervention (3)
Lec-3, field trips CR/NC avail.
Required for Health Science HIV/STD and Drug and Alcohol certificates.
Skill development will focus on communication skills and 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 74. Criminology and Addiction (3)
Lec-3, field trips CR/NC avail.
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 CR/NC avail.
Exploration of the differing models of intervention, prevention, recovery and the rationales behind them. Individual differences and needs of underserved and specific populations. CSU

HLTH 76. Group Facilitation (3)
Lec-3 CR/NC avail.
Introduction to group dynamics and facilitation skills for people working in the addiction field. Students will gain theoretical understanding of group facilitation concepts, observe group dynamics, and experience group membership. CSU

HLTH 77. Multiple Diagnosis (3)
Lec-3, field trips CR/NC avail.
This course will help students to identify common pre-existent or concurrent psychiatric disorders that may surface with substance dependence. CSU

HLTH 78. Field Work Prep: Ethics and Legal Issues (2)
Lec-2, field trips CR/NC avail.
COREQ.: HLTH 30
This course develops job readiness and communication skills for use in a health team, preparing students to enter into their field experiences in substance abuse. Exploration of issues related to ethical and legal responsibility for Addiction Specialists. CSU

HLTH 79A. Beginning Field Work (2)
Conf-2, work-8 CR/NC avail.
PREREQ.: HLTH 78
Training substance abuse workers to provide effective, efficient and appropriate services to underserved clients and diverse communities. Providing students with hands-on learning experiences in settings involving all aspects of the recovery process. CSU

HLTH 79B. Advanced Field Work (2)
Conf-2, work-8 CR/NC avail.
PREREQ.: HLTH 79A
Training substance abuse health workers to provide effective, efficient and appropriate services to underserved clients and diverse communities. Providing students with hands-on learning experiences in settings involving all aspects of the recovery process. CSU

HLTH 80. Interpreting in Health Care I (6)
Lec-6, field trips CR/NC avail.
Training for bilingual individuals to develop awareness, knowledge, and skills necessary for effective language interpretation in health care settings. Emphasis include the roles and responsibilities of a health care interpreter, basic knowledge of common medical conditions, treatments and procedures, insight in language and cultural nuances for specific communities necessary in the art of interpretation. CSU

HLTH 81. Interpreting in Health Care II (6)
Lec-6, field trips CR/NC avail.
PREREQ.: HLTH 80
Training for bilingual individuals to be an integral member of the health care team in bridging the language and cultural gap between clients and providers. Further enhancement of interpreting skills learned in HLTH 80 covering specialized health care service areas such as genetics, mental health, and death and dying. Emphasis on the development of cultural competency in the community and workplace and careers in interpretation. CSU

HLTH 82. Field Experience in Health Care Interpreting (3)
Conf-2, work-8 CR/NC avail.
PREREQ.: HLTH 81
Training interpreters in facilitating linguistic and cultural communication between client and health care providers. Field work experience on application of knowledge and technical interpreting skills learned in HLTH 80 and 81. CSU

HLTH 83. Addiction Treatment Skills (2)
Lec-2, field trips CR/NC avail.
An examination of specific aspects of individual and family chemical dependency counseling in residential and outpatient treatment. We will explore the use of individual sessions, family sessions, relapse prevention and motivational interviewing. CSU

HLTH 89A-89B-89C-89D. Independent Study (0.5-1-2-3)
Ind st-2.5, 5, 10, 15 CR/NC avail.
Repeat: max. 2, 4, 8, 12 units
Designed to provide students an opportunity to extend their health education knowledge and practice-related skills through independent study. Student enrollment by arrangement with instructor. CSU

HLTH 90-91-92-93. Selected Topics in Health Science (0.5-1-2-3)
Lec-0.5, 1, 2, 3 CR/NC avail.
Repeat: if no subject repeat
Investigation of current important health concerns which affect our communities, professions, and occupations. Designed to provide in-depth and intensive examination of issues affecting health and social service providers. CSU
HLTH 90A. Healthworker: Homeless Issues
HLTH 91B. Health Education: Introductory Asthma
HLTH 91C. Hepatitis ABC’s

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 “Adult Heartsaver CPR” participation card will be awarded to those who qualify.

HLTH 5001. First Aid Care (8 hrs)
First aid training for the lay rescuer who will learn how to identify and care for victims of common traumatic, medical and 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 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 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 healthcare 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: Current Issues (8 hrs)
Overview of HIV/AIDS including basic information on biology, transmission, treatment, psychosocial and legal/ethical issues. The course is designed to meet the CEU requirement for Social Workers and other health professionals.

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**History**

**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**HIST 1. The United States Since 1900 (3)**
Lec-3
An in-depth history of the United States since 1900, with emphasis on the more important political, economic, social, artistic, and cultural aspects of American life and on the role of the United States in world affairs. CSU/UC

**HIST 3A-3B. The People's Century (3-3)**
Lec-3 CR/NC avail.
This course surveys the history of our times, offering insight into the turbulent events of these 100 years. Emphasis will be placed on the social and political upheaval of the times, including war and revolution - and great expectations. Also illustrates how and why the 20th century was shaped as much by the masses and the force of the common people as by the elite and powerful. CSU/UC

**HIST 4A-4B. Western Civilization (3-3)**
Lec-3
*HIST 4A not prerequisite to 4B*

- **HIST 4A. Development of Western Civilization from ancient times through the Reformation. The emergence of civilization in the Near East; Greek and Roman contributions, development of Christianity, Byzantine influences, the Middle Ages, and the intellectual and religious changes of the Renaissance and Reformation. CSU/UC/CAN**

- **HIST 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/CAN**

**HIST 5. Europe Since 1900 (3)**
Lec-3
A survey of developments since 1900 with emphasis on European and world relationships since 1914. The political-economic-social effects on Europe of the World Wars and the power blocks. The reason for current European attitudes. CSU/UC

**HIST 9. Immigrants in American History (3)**
Lec-3 CR/NC avail.
Comparison of selected Asian, European and Latino groups in the United States from colonial times to the present. Students examine and compare economic, social, and cultural contributions of immigrant communities; evaluate immigration and naturalization policies; and discuss issues of acculturation and ethnic identity. Meets American Cultures requirement at U.C. Berkeley. CSU/UC

**HIST 12A-12B. Women in American History (3-3)**
Lec-3 CR/NC avail.
*HIST 12A not prerequisite to 12B*

- An in-depth study of the experiences, roles and contributions of women in the political, economic, social and cultural developments of the United States across racial, ethnic, and class lines. CSU/UC
- **HIST 12A. Pre-colonial period to the end of the Civil War.**
- **HIST 12B. End of the Civil War 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. CSU/UC/CAN

HIST 17A.
Pre-colonial to the end of the Civil War.

HIST 17B.
End of the Civil War to the present.

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 colonial times to present. CSU/UC

HIST 20. History of Mexico (3)

Lec-3
CR/NC avail.
A survey of the history of Mexico. Examination of indigenous, cultural, psychological, socio-economic, and artistic elements. CSU/UC

HIST 21. History of the Mexican American/Chicano (3)

Lec-3
CR/NC avail.
Survey of historical processes undergone by the Mexican American/Chicano from pre-Conquest to the present. Social, political, economic, artistic, and cultural trends. Emphasis on the history of the United States to explain the contemporary status of Mexican American/Chicanos. CSU/UC

HIST 30. Introduction to the History of England (3)

Lec-3
CR/NC avail.
English history, culture and art from Norman times to the present. CSU/UC

HIST 31. History of Russia (3)

Lec-3
CR/NC avail.
The history of modern Russia with attention given to the religious, literary, artistic, political, and other cultural influences which shaped the country in the nineteenth century. Later emphasis is on the social and intellectual ferment leading to the Bolshevik Revolution and the subsequent development of the Soviet Union. CSU/UC

HIST 33. History of South Asia (3)

Lec-3
CR/NC avail.
A survey of the history of India, Ceylon, and Pakistan, with emphasis on the development of modern India and its role in international affairs. CSU/UC

HIST 34. History of Japan (3)

Lec-3
CR/NC avail.
A survey of the history of Japan, with emphasis on the more important political, economic, social, artistic, and cultural aspects of Japanese life as well as on the development of modern Japan and its role in world affairs. CSU/UC

HIST 35A-35B. History of China (3-3)

Lec-3
CR/NC avail.
HIST 35A not prerequisite to 35B
Intellectual, social, political, and economic development of China from ancient times to the present. Emphasis in second semester on twentieth century China, concentrating on the rise of nationalism and Communist rule on the Mainland. CSU/UC

HIST 35A.
Ancient times to approximately 1900.

HIST 35B.
1900 to present.

HIST 36. History of Southeast Asia (3)

Lec-3
CR/NC avail.
A survey of the history of Southeast Asia, with emphasis on the role of the United States in Southeast Asia. CSU/UC

HIST 37. History of the Philippines (3)

Lec-3
CR/NC avail.
The historical and cultural growth of the Philippines, including the development of national culture, political and social institutions, and foreign relations. CSU/UC

HIST 38. The Antebellum South in American History (3)

Lec-3
CR/NC avail.
The antebellum South; its history, system of race relations, social institutions, art, and unique culture. CSU/UC

HIST 39. The United States Presence in the Western Pacific Rim: An Introduction (3)

Lec-3
CR/NC avail.
A survey course on the evolution of US interests, expansion and foreign policies in the Western Pacific Rim area, specifically the countries in East Asia and Southeast Asia. CSU/UC

HIST 40. California (3)

Lec-3
CR/NC avail.
A search for meaning in the forces, events, and lives that have shaped the present-day destiny of the Golden State and the Pacific Slope, beginning with the Spanish conquistadors and the period of exploration, extending through the ‘49er era and statehood, and including present-day political, social, and economic trends. CSU/UC

HIST 41A-41B. The African American in the United States (3-3)

Lec-3
CR/NC avail.
The political, social, artistic, and cultural history of the African American in the United States, from the African heritage to the present. CSU/UC

HIST 41A.
From the African heritage through the Civil War.

HIST 41B.
From the Reconstruction to the present.

HIST 44. Comparative History of Overseas Chinese (3)

Lec-3
CR/NC avail.
The history and social organization of overseas Chinese communities in Southeast Asia, North America, and Latin America from the Eastern Han Dynasty to the present. CSU/UC

HIST 45. Lesbian and Gay American History (3)

Lec-3, field trips
CR/NC avail.
A survey of the origins, development, and current status of the Gay, Lesbian, and Bisexual reform and liberation movements in the United States during the last two centuries, with particular emphasis since the Second World War. The lives, communities, organizations, and resistance movements created by lesbian, gay, and bisexual people from diverse racial, ethnic, and class backgrounds. CSU/UC
HIST 46. Independent Studies in History (1)
Ind st-5
Repeat: if no subject repeat, max. 2 units
An individualized reading or research program. CSU (UC upon review)

HIST 47A-47B-47C-47D. Discussions in History (1-1-1-1)
Lec-1 CR/NC avail.
Lectures on varied subjects given by authorities in the field of history; discussions and field trips. CSU (UC upon review)

HIST 48. African History (3)
Lec-3 CR/NC avail.
A survey of African history from the beginning of man to the present. Its geography, race, development of major states, art, culture, population movements, European influence, and nationalism. CSU/UC

HIST 49. History of San Francisco (3)
Lec-3, field trips CR/NC avail.
The growth of San Francisco from its origins as an Indian-Spanish-Mexican settlement to the metropolis of the San Francisco Bay Area. Emphasis on the role of San Francisco as the political, social, cultural, commercial, and artistic capital of the West Coast. CSU

HIST 50. United States Railroad History (3)
Lec-3, field trips CR/NC avail.
United States Railroad History covers the History and evolution of the railroad industry in North America, including the geographical expansion, technical advancements, sociological influences, government involvement, and economic impacts of the railroads and related businesses in the United States, Canada and Mexico. CSU

HIST 51-52-53. Selected Topics in History (1-2-3)
Lec-1,2,3 CR/NC avail.
Repeat: if no subject repeat
Selected topics in history will be explored through lectures, discussions, film, video, and/or television leading to a critical analysis and understanding of the topic under consideration.

HIST 53A. The Civil War. CSU

Home Economics

See Fashion or Consumer Education

Humanities

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

HUM 7. Comparative Religions (3)
Lec-3 CR/NC avail.
A survey of the world religions: Hinduism, Buddhism, Taoism, Judaism, Christianity, and Islam. CSU/UC

HUM 8. Philosophies of Religions (3)
Lec-3 CR/NC avail.
A study of religious philosophies through a close examination of the literature of world religions. The sacred records and the lives, works, and teachings of the great teachers of world religions. CSU/UC

HUM 11. Music, Art, and Literature: Traditional Concepts (3) fa
Lec-3, field trips CR/NC avail.
An introduction to traditional concepts in the humanities embracing the visual arts, music, literature, and the cross-cultural life of the community. Development of awareness for both cultural diversity and shared concepts. Background for guided discussions and study provided through the use of recordings, readings, slides, tape recordings, films, as well as field trips (on the students’ own time) to museums, concerts, and plays. CSU/UC

HUM 12. Music, Art, and Literature: Contemporary Concepts (3) sp
Lec-3, field trips CR/NC avail.
An introduction to contemporary concepts in the humanities embracing the visual arts, music, literature, and the cross-cultural life of the community. Development of awareness for both cultural diversity and shared concepts. Background for guided discussions and study provided through the use of recordings, readings, slides, tape recordings, films, as well as field trips (on the students’ own time) to museums, concerts, and plays. CSU/UC

HUM 20. San Francisco Arts (3)
Lec-3, field trips CR/NC avail.
Special studies in San Francisco arts; local examples of architecture, art, music, and literature, with reference to geography and history. CSU

HUM 25. Women in the Arts (3)
Lec-3, field trips CR/NC avail.
Examination of the creative process by studying the history of women in the arts from pottery, ritual chants, and storytelling to painting, sculpture, jazz, novels, and performance art. Recognized “greats” as well as anonymous women of diverse cultural and ethnic backgrounds. Films, tapes, slides, and a field trip to complement class lectures and discussions. CSU/UC

HUM 35. North American Indian Contemporary Music, Art, and Literature (3)
Lec-3, field trips CR/NC avail.
A study of contemporary North American Indian literature, visual art, music, and dance. Focus on the way contemporary artists express their cultural tradition through their art works. Background for guided discussion and study provided through the use of readings, slides, tapes, films as well as field trips (on the students’ own time) to museums, concerts, and dance performances. CSU/UC

HUM 41A. Western Cultural Values (3) fa
Lec-3, field trips CR/NC avail.
Advise: ENGL 96 or placement in ENGL 1A
The evolution of Western consciousness from Paleolithic times to the Renaissance. Emphasis on the creations of those artists and thinkers whose styles and modes of thought reflect the cultural temper of their times. CSU/UC

HUM 41B. Western Cultural Values (3) sp
Lec-3, field trips CR/NC avail.
Advise: ENGL 96 or placement in ENGL 1A
HUM 41A not prerequisite to 41B.
The evolution of Western consciousness from the Renaissance to the present. Emphasis on the creations of those artists and thinkers whose styles and modes of thought reflect the cultural temper of the times. CSU/UC
Interdisciplinary Studies

Announcement of Curricula

Multimedia Studies

Certificate Program

The Multimedia Studies Program prepares students for entry-level employment in the multimedia industry. Created as a cooperative effort by many disciplines, the program offers instruction in the design, development, tools, techniques, and production of computer-based interactive multimedia. Teamwork is emphasized, reflecting the interdisciplinary work environment of the multimedia industry.

Certificate of Completion. Students may obtain a Certificate of Completion in Multimedia Studies by completing the courses in one of the concentrations listed below. Each course must be completed with a final grade of “C” or higher or credit.

Concentration in Animation

The Multimedia Studies Program Concentration in Animation combines the study of animation, art, graphics, theater and problem-solving with the tools and techniques of communication for interactive digital media. This course of study prepares students for entry-level positions in multimedia animation. Each course must be completed with a grade of “C” or higher.

Courses required for Concentration in Animation

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>IDST 120 Computer Skills for Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>ART 125 Multimedia Content and Form</td>
<td>3</td>
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<tr>
<td>ART 130A Basic Drawing</td>
<td>3</td>
</tr>
<tr>
<td>TH A 143 Character Voices: Voice-Over</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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<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>IDST 145 Storytelling/Storyboarding</td>
<td>3</td>
</tr>
<tr>
<td>IDST 146 2D Animation for Multimedia</td>
<td>3</td>
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<tr>
<td>or GRPH 133 Visual Comm – Animation</td>
<td>3</td>
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<tr>
<td>ART 130B Intermediate Drawing</td>
<td>3</td>
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<tr>
<td>GRPH 98A Digital Imaging</td>
<td>3</td>
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<tr>
<td>or PHOT 60A Beginning Comp Imaging</td>
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Third Semester

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>IDST 147 3D Imaging for Multimedia</td>
<td>3</td>
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<tr>
<td>GRPH 98B Advanced Digital Imaging</td>
<td>3</td>
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<tr>
<td>or PHOT 60B Advanced Comp Imaging</td>
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<tr>
<td>GRPH 100A Digital Illustration</td>
<td>3</td>
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<tr>
<td>Electives (See below)</td>
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Fourth Semester

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<th>Course</th>
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<tbody>
<tr>
<td>IDST 150 Advanced Multimedia Production</td>
<td>3</td>
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<tr>
<td>or IDST 160 Multimed Internship/Work Exp</td>
<td>3</td>
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<tr>
<td>IDST 165 Multimed Portfolio Development</td>
<td>2</td>
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</tbody>
</table>

Electives: Students may choose elective courses from this and other MMS concentration areas, provided that pre- and corequisites are observed. Listed are some suggestions: BCST 101, 110, 119, 125, 131, 145; BSEN 76; CNIT 135A; FILM 21, 30, 54, 60, 76, 126; GRPH 35, 98A; IDST 144, 145, 147; JOUR 35; MUS 29, 31; PHOT 57; TH A 145

Concentration in Image and Sound

The Multimedia Studies Program Concentration in Image and Sound combines instruction and practice with the concepts, techniques and technology of audio, film and video production for interactive digital media. This course of study prepares students for entry-level positions in multimedia image and sound production. Each course must be completed with a grade of “C” or higher.

Courses required for Concentration in Image and Sound

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>IDST 110 Orientation to Multimedia Careers</td>
<td>2</td>
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<tr>
<td>IDST 120 Computer Skills for Multimedia</td>
<td>3</td>
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<tr>
<td>IDST 125 Multimedia Content and Form</td>
<td>3</td>
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<tr>
<td>BCST 140 Video Production</td>
<td>3</td>
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<tr>
<td>or FILM 24 Film Production</td>
<td>3</td>
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Second Semester

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<th>Course</th>
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<tbody>
<tr>
<td>IDST 130 Multimedia Process and Production</td>
<td>3</td>
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<tr>
<td>BCST 120 Audio Production</td>
<td>3</td>
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<tr>
<td>FILM 25 Beginning Film Editing</td>
<td>3</td>
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<td>or Electives (See below)</td>
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Third Semester

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<th>Course</th>
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<tbody>
<tr>
<td>IDST 146 2D Animation for Multimedia</td>
<td>3</td>
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<tr>
<td>or CS 183A Multimedia Tools</td>
<td>3</td>
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<tr>
<td>BCST 124 Digital Audio Production</td>
<td>3</td>
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<tr>
<td>or MUS 30 Electronic Music Lab</td>
<td>3</td>
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<tr>
<td>BCST 143 Digital Video Editing</td>
<td>3</td>
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<tr>
<td>or BCST 144 Desktop Video/Film</td>
<td>3</td>
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<tr>
<td>or FILM 56 Intro to Digital Film Editing</td>
<td>3</td>
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<tr>
<td>CS 182 QuickTime for Webstreaming</td>
<td>3</td>
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Fourth Semester

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<th>Course</th>
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<tbody>
<tr>
<td>BCST 146 Digital Video Effects</td>
<td>3</td>
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<tr>
<td>or FILM 136 Special Effects</td>
<td>3</td>
</tr>
<tr>
<td>IDST 150 Advanced Multimedia Production</td>
<td>4</td>
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<tr>
<td>IDST 160 Multimedia Internship/Work Exp</td>
<td>4</td>
</tr>
<tr>
<td>or IDST 165 Portfolio Preparation</td>
<td>2</td>
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</tbody>
</table>

Electives: Students may choose elective courses from this and other MMS concentration areas, provided that pre- and corequisites are observed. Listed are some suggestions: BCST 101, 110, 119, 125, 131, 145; BSEN 76; CNIT 135A; FILM 21, 30, 54, 60, 76, 126; GRPH 35, 98A; IDST 144, 145, 147; JOUR 35; MUS 29, 31; PHOT 57; TH A 145

Concentration in Performance Arts

The Multimedia Studies Program Concentration in Performance Arts combines the creative arts of music and theatre with the digital tools for production in live performance. Students will be well-versed in the creation of digital sound, music, and computerized technologies for live theatrical performance. Each course must be completed with a grade of “C” or higher.
Courses required for Concentration in Performance Arts

First Semester

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>IDST 110 Orientation to Multimedia Careers</td>
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<tr>
<td>IDST 120 Computer Skills for Multimedia</td>
<td>3</td>
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<tr>
<td>IDST 125 Multimedia Content and Form</td>
<td>3</td>
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<tr>
<td>MUS 28 Contemporary Music or TH A 1 Intro to the Theatre</td>
<td>3</td>
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Second Semester

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<th>Course</th>
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<tbody>
<tr>
<td>IDST 130 Multimedia Process and Production</td>
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<tr>
<td>IDST 146 2D Animation for Multimedia or CS 183A Multimedia Tools</td>
<td>3</td>
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<tr>
<td>MUS 30 Electronic Music Lab</td>
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<td>Electives (See below)</td>
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Third Semester

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<th>Course</th>
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<tbody>
<tr>
<td>MUS 31 Digital Music Studio</td>
<td>3</td>
</tr>
<tr>
<td>TH A 145 Perform Art: New Media Workshop</td>
<td>3</td>
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<tr>
<td>Electives (See below)</td>
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Fourth Semester

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>IDST 150 Advanced Multimedia Production or IDST 160 Multimed Internship/Work Exp</td>
<td>2-4</td>
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<tr>
<td>IDST 165 Portfolio Preparation</td>
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</table>

Electives: Students may choose elective courses from this and other MMS concentration areas, provided that pre- and corequisites are observed. Listed are some suggestions: BCST 140; CNIT 135A; FILM 24, 136; GRPH 98A; IDST 144, 147; MUS 29, 31, 44; PHOT 57, 60A; TH A 116, 129, 143, 200

Concentration in Programming

The Multimedia Studies Program Concentration in Multimedia Programming includes instruction and practice in specific 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 Concentration in Programming

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>IDST 110 Orientation to Multimedia Careers</td>
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<tr>
<td>IDST 120 Computer Skills for Multimedia</td>
<td>3</td>
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<tr>
<td>IDST 125 Multimedia Content and Form</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 135A Internet</td>
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Second Semester

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<th>Course</th>
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<tbody>
<tr>
<td>IDST 130 Multimedia Process and Production</td>
<td>3</td>
</tr>
<tr>
<td>IDST 146 2D Animation for Multimedia or CS 183A Multimedia Tools</td>
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</tr>
<tr>
<td>CS 110A Intro to Programming</td>
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Third Semester

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<tbody>
<tr>
<td>CS 111B Programming Fundamentals I/Java</td>
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</tr>
<tr>
<td>CS 183B Multimedia Programming</td>
<td>3</td>
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Fourth Semester

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<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CNIT 135B Intermediate Internet</td>
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<tr>
<td>IDST 150 Advanced Multimedia Production or IDST 160 Multimed Internship/Work Exp</td>
<td>2-4</td>
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<tr>
<td>IDST 165 Portfolio Preparation</td>
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</table>

Electives: Students may choose elective courses from this and other MMS concentration areas, provided that pre- and corequisites are observed. Listed are some suggestions: ARCH 21; ART 130; BCST 140; CNIT 135A, 135B, 135C, 183, 184; FILM 24; GRPH 53A, 99A; IDST 144, 146, 147; PHOT 51, 53, 55, 85A

Concentration in Web Design and Graphics

The Multimedia Studies Program Concentration in Web Design and Graphics combines the study of design process and problem solving with the tools and techniques of visual communication for interactive digital media. This course of study prepares students for entry-level positions in multimedia design and production. Each course must be completed with a grade of “C” or higher.

Courses required for Concentration in Web Design and Graphics

First Semester

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<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDST 110 Orientation to Multimedia Careers</td>
<td>2</td>
</tr>
<tr>
<td>IDST 120 Computer Skills for Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>IDST 125 Multimedia Content and Form</td>
<td>3</td>
</tr>
<tr>
<td>Electives (See below)</td>
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</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>IDST 130 Multimedia Process and Production</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 35 Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 98A Digital Imaging or PHOT 60A Beginning Computer Imaging</td>
<td>2-3</td>
</tr>
<tr>
<td>GRPH 100A Digital Illustration</td>
<td>3</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>GRPH 140 Graphic Design for New Media or GRPH 145 Publishing for New Media</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 98B Advanced Digital Imaging or PHOT 60B Advanced Computer Imaging</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDST 150 Advanced Multimedia Production or IDST 160 Multimed Internship/Work Exp</td>
<td>2-4</td>
</tr>
<tr>
<td>IDST 165 Portfolio Preparation</td>
<td>2</td>
</tr>
</tbody>
</table>

Electives: Students may choose elective courses from this and other MMS concentration areas, provided that pre- and corequisites are observed. Listed are some suggestions: ARCH 21; ART 130; BCST 140; CNIT 135A, 135B, 135C, 183, 184; FILM 24; GRPH 53A, 99A; IDST 144, 146, 147; PHOT 51, 53, 55, 85A

Concentration in Web Production (Fast Track)

The Multimedia Studies Program Concentration in Web Production is a fast track program that combines the production of web site graphics and web site programming. Upon completion of this program, students will be prepared for entry-level positions in web site production. Each course must be completed with a grade of “C” or higher.

Courses required for Concentration in Web Production (Fast Track)

First Semester*

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDST 120 Computer Skills for Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>IDST 125 Content and Form</td>
<td>3</td>
</tr>
</tbody>
</table>
IDST 146 2D Animation for Multimedia
or CS 183A Multimedia Tools ..............................3
CNIT 135A Internet ...........................................3
GRPH 98A Digital Imaging
or PHOT 60A Beginning Computer Imaging ..........2-3

Third Semester
IDST 144 Current Topics in Web Site Production ..2
CNIT 135B Intermediate Internet.........................3
GRPH 100A Digital Illustration ............................3

*Equivalency for both first semester courses is available, by exam
for IDST 120 and portfolio review for IDST 125.

Concentration in Web Programming
(Fast Track)

The Multimedia Studies Program Concentration in Web Programming is a fast track program that combines web site scripting and programming languages with design/animation tools that allow interactivity. Upon completion of this program, students will be prepared for entry-level positions in web site programming. Each course must be completed with a grade of “C” or higher.

Courses required for Concentration in Web Programming
(Fast Track)

First Semester*
Course Units
IDST 120 Computer Skills for Multimedia ........3
IDST 125 Multimedia Content and Form ........3

Second Semester
IDST 146 2D Animation for Multimedia
or CS 183A Multimedia Tools ..............................3
CNIT 135A Internet ...........................................3
CS 110A Intro to Programming ...........................3

Third Semester
CS 111B Programming Fundamentals I/Java ..........3
CNIT 135B Intermediate Internet .........................3
CS 183B Multimedia Programming ......................3

*Equivalency for both first semester courses is available, by exam
for IDST 120 and portfolio review for IDST 125.

Sexual Health Educator

The curriculum for the Sexual Health Educator Certificate will train students as paraprofessionals in safe and healthy sexuality including violence prevention and intervention, HIV/STD prevention, and the promotion of mature intimate relationships.

The integrated program offers students an opportunity to identify various markers of sexual health, which will enable them to promote healthy and safer sexual relationships in their client populations. They will be able to teach others to negotiate sexual situations with more confidence, knowing their limits, recognizing danger zones, assessing risk factors, and respecting their own and their partners’ needs.

Through academic preparation, practical skills training, and service to the CCSTF community, certificate candidates will learn how to a) provide accurate timely information; b) apply behavior change theory to real-life situations; c) create and provide sexual health education events (interactive presentations; health fairs; guest lectures and video screenings; publicity campaigns); d) provide general sexual health advice that is sensitive to diverse cultures and sexual orientations; e) make appropriate agency referrals. Students will also learn to recognize and address cofactors which increase the risk of AIDS/HIV infection such as alcohol and drug use, sexual abuse and assault, low self-esteem and poor communication skills. Finally, students will identify and address signs to look for in an abusive personality, strategies for leaving an abusive relationship, and rape prevention techniques as well as characteristics of a healthy, mature, non-violent intimate relationship.

Requirements for the Certificate of Completion. The certificate requires completion of 15 units, which can be completed in two semesters. Each course must be completed with a final grade of C or higher or Credit.

Credit toward Graduation. Credit earned to obtain the Certificate of Completion satisfies the G2 and H2 graduation requirements, and coursework is transferable to the California State University.

Credit toward Community Health Worker Certificate. Three of the courses required for the Sexual Health Educator Certificate meet the elective requirement for the CHW program.

Required Courses and Suggested Sequence

Fall Semester
Course Units
IDST 54 The Politics of Sexual Violence ..............3
IDST 17 Human Sexuality ..................................3
HLTH 67 HIV/STD Prevention Ed ......................3

Spring Semester
IDST 55 Ending Sexual Violence: Peer Ed ..........3

Elective Courses (3 units from the following courses)
SOC 25 Sex and Gender in American Society ....3
SOC 35 Sex, Marriage, and Family Relationships..3
PSYC 9 Psychology of Stress ............................3
PSYC 14 Psychology of Shyness and Self-Esteem ..3
PSYC 15 Assertive Behavior ..............................1
PSYC 16 Psychology of Successful People ..........3
PSYC 25 Psychology of Sex Differences ..............3
PSYC 17 Psychology of Eating, Food, and Weight .1
ANTH 25 Culture, Gender, and Sexuality ...........3
HLTH 64 Health Education and Prevention ..........3
HLTH 68 HIV/STD Outreach Skills ....................3

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:
IDST 3. Current Museum Studies (3)
Lec-3, field trips CR/NC avail.
Repeat: if no subject repeat
May not be offered every semester. Specific times, topics, and instructors will be announced through campus media.
This course is designed to take advantage of the cultural and educational opportunities provided through permanent and traveling exhibits in various San Francisco museums. CSU

IDST 6. Patterns of Problem Solving (3)
Lec-3
An introduction to patterns of reasoning in the process of problem solution and decision making. Exposure to concepts, theories and techniques in the analysis and synthesis of whole systems. Application of the tools and methods discussed to specific problems of technical, social, and personal nature. CSU
IDST 7. The United Nations in 2000 and Beyond (3)
Lec-3
Study of the structure and organization of the United Nations, rationale for its existence and an objective appraisal of its performance, together with a prognosis about its future as it faces some unique problems. CSU

IDST 9. Marine Biology (3)
Lec-3, field trips
CR/NC avail.
The natural history of California marine plants and animals with emphasis on the interrelationships between marine life and their environment. CSU/UC
IDST 9 = BIO 32

IDST 10C. The Oceans (3)
Lec-3, field trips
Interrelationships between humans and the oceans. Includes history of ocean exploration and contemporary problems of ocean use. CSU/UC

IDST 10D. Prejudice (3)
Lec-3
Repeat: if no subject repeat
May not be offered every semester.
This course will investigate the biological and anthropological facts about race and sex and contrast these with the sociological impact of beliefs regarding racial superiority on both majority and minority members of ethnically stratified societies. The historical “causes” of prejudice will be examined. CSU/UC

IDST 12. Reflection on Service Learning (1)
Lec-1, field trips
COREQ.: CONCURRENT ENROLLMENT IN A COURSE WITH A SERVICE-LEARNING COMPONENT (E.G., SOC 1 AND 30), OR CURRENT VOLUNTEER WORK.
Students reflect on connections made between course work, service learning experience and personal development. A learning contract is drawn up by each student. Students document their experience by developing a portfolio. Learning from the experience of service is fostered. CSU

IDST 14. American Cultures in Literature and Film (3)
Lec-3
CR/NC avail.
Advise: ENGL 96
To find unity in diversity in the shifting trajectories of American identities and how they interrelate, the following five groups will be featured to assess their interactive contributions to the unique American mosaic: Native Americans, European Americans, African Americans, Latin Americans, and Asian Americans. Literary works of nonfiction, fiction, drama, and poetry will be supplemented with selected films to accomplish this goal. CSU/UC

IDST 17. Human Sexuality (3)
Lec-3
CR/NC avail.
A survey course integrating the biological, psychological, and social aspects of human sexuality. CSU/UC

IDST 23. African American Women in the Creative Arts (3)
Lec-3
An intensive examination of the creative efforts of African-American women artists and writers from 1753 to the present. CSU/UC

IDST 27A-27B-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
CR/NC avail.
Advise: ENGL 94
A team-taught survey of Asian civilizations, especially Arabic-Islamic, Indian, Chinese, and Japanese cultures. Emphasis on literature, philosophy, religion, and the arts. Explanation, through an interdisciplinary and cross-cultural approach, of the differences and underlying unity of Asian cultures and a comparison with their Western counterparts. Use of the best available English translations of Asian literature along with slides, films, recordings, and field trips. CSU/UC
IDST 27C. Asian Humanities (1)
Ind st-5
CR/NC avail.
Advise: IDST 27A or 27B
An independent study/research course under direction of one or more instructors, focusing on a specific area of study. CSU (UC upon review)

IDST 28. Current Topics and Issues in the Pacific Rim (3)
Lec-3, field trips
CR/NC avail.
May not be offered every semester.
This course will cover at least five of the following issues: government, religion, the arts, geography and ethnic diversity, education, 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. CSU/UC
IDST 28A. Current Topics and Issues in the Soviet Union (UC upon review)
IDST 28B. Current Topics and Issues in the Philippines (UC upon review)
IDST 28C. Current Topics and Issues in China (UC upon review)
IDST 28D. Current Topics in Latin America (UC upon review)
IDST 28E. Current Topics and Issues in Japan (UC upon review)
IDST 28F. Current Topics and Issues in Indonesia (UC upon review)
IDST 28G. Current Topics and Issues in India and Pakistan

IDST 28. Current Topics and Issues in the Pacific Rim (3)
Lec-3, field trips
CR/NC avail.
May not be offered every semester.
This course will cover at least five of the following issues: government, religion, the arts, geography and ethnic diversity, education, 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. CSU/UC
IDST 28A. Current Topics and Issues in the Soviet Union (UC upon review)
IDST 28B. Current Topics and Issues in the Philippines (UC upon review)
IDST 28C. Current Topics and Issues in China (UC upon review)
IDST 28D. Current Topics in Latin America (UC upon review)
IDST 28E. Current Topics and Issues in Japan (UC upon review)
IDST 28F. Current Topics and Issues in Indonesia (UC upon review)
IDST 28G. Current Topics and Issues in India and Pakistan

IDST 36. Poetry for the People (3)
Lec-3
CR/NC avail.
An interdisciplinary poetry course which explores the poetry of African Americans, Latino(a)s, Asian Americans, and Native Americans, including poetry by incarcerated people and by poets of all sexual orientations. Use of tapes, recordings, films, poetry readings, and discussions, close readings, guest lectures and performances to identify poetry that is accessible to the general community and 2) develop strategies and various media for making poetry available to diverse communities. CSU/UC

IDST 37. Ethnic Minorities in the United States (3)
Lec-3
CR/NC avail.
An interdisciplinary survey of the history, culture, problems, and conditions of American ethnic minorities and the effects of racism, prejudice, and discrimination on emerging minority groups in the United States. CSU/UC

IDST 38. Shakespeare: “for all time” (3)
Lec-3
CR/NC avail.
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

IDST 40. Introduction to Contemporary Issues in the Filipino Community (3)
Lec-3, field trips CR/NC avail.
Students identify and critically analyze contemporary social, political, economic, educational, and cultural issues that are important and significantly affect the life of the Filipino American community. Issues include the following areas: defining 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 CR/NC avail.
Appreciation and critical understanding of Philippine heritage in philosophy, art, music, architecture, dance, literature, theater and film. CSU/UC

IDST 44. African Literature (3)
Lec-3 CR/NC avail.
An extensive examination of the composite of Africa’s literary art from literature in the oral tradition and in the vernacular languages to modern literature written in vehicular languages, languages of the colonizers. Analysis of successive attitudes of the Western world toward the Black race as related by African writers from 1890 to 1960, the most important historical period in African literature south of the Sahara. CSU/UC

IDST 50. College Success (3)
Lec-3 CR/NC avail.
Not open to students who have completed LERN 50
A comprehensive course that integrates personal growth and values, academic study strategies, and critical and creative thinking proficiency. Life management, learning styles, personal and educational values, instructor-student relations, maintaining health, memory and concentration, lecture notetaking, textbook studying, subject-specific studying, test taking, using the library, critical analysis, problem-solving, and creative thinking. Emphasis on the attainment of lifelong success in academic, professional and personal development. CSU

IDST 50 = LERN 50

IDST 51-52-53. Current Topics in Women’s Studies (1-2-3)
Lec-1,2,3 CR/NC avail.
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

IDST 54. Politics of Sexual Violence (3)
Lec-3, field trips CR/NC avail.
Examination of political and psycho-social causes of sexual violence, its connection to other hate crimes, and strategies for transforming a violent culture through prevention education, with a special emphasis on the healing function of creative expression; field project required. CSU

IDST 55. Ending Sexual Violence: Peer Education (3)
Lec-3, field trips CR/NC avail.
Education and skills training in peer education to promote healthy sexual relationships by reducing sexual violence, specifically battery and rape. Peer education activities, geared towards ending sexual violence, are conducted among CCSF students, with volunteer work in community-based organizations; field project required. CSU

IDST 70. Architecture and Diversity (3)
Lec-3, field trips CR/NC avail.
An introductory critical review of the building and design heritage of women all over the world and of indigenous people’s architecture in Africa and Latin America from tribal dwellings to monumental structures, followed by a series of architectural and engineering studios introducing students to basic building and design skills: developing a project, drawing a floor plan, building an architectural model, using drafting tools and computers. Emphasis on hands-on skills. CSU

IDST 80-81. Diversity and Social Justice (.5-1)
Lec-.5,1 CR/NC avail.
A series of courses exploring specific forms of social oppression in the United States and social justice interventions. CSU

IDST 80A. Diversity: Racism
IDST 80C. Diversity: Sexism
IDST 80D. Diversity: Heterosexism
IDST 80E. Diversity: Ableism
IDST 80F. Diversity: Classism
IDST 81B. Diversity: Anti-Semitism/Anti-Arabism

IDST 100A. Science through the Ages (3)
Lec-3 CR/NC avail.
A thematic exploration of the development of scientific thought and method throughout the world from ancient times to c. 1500. Topics will include the origins of all major branches of science as they were practiced and learned in various cultures. CSU/UC

IDST 170. Pilgrimage: The Sacred Journey (1)
Lec-3 (6 wks) CR/NC avail.
This course traces the pilgrims’ journey through time to an awareness of the divine. The course content covers well-traveled 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

Multimedia Courses

IDST 110. Orientation to Multimedia Careers (2)
Lec-2, field trips
A survey of the areas of study and employment in the multimedia industry; includes visits by working professionals and industry leaders. CSU

IDST 115. Multimedia Skills and Careers (2)
Lec-1, lab-3, field trips
Skills-based computer class. Hardware and software issues, including system and application software on the Macintosh, cross-platform issues and job search skills. Topics include: computer setup, word processing, graphics, scanning, web page production, resume writing, interviewing and educational planning. Guest speakers. CSU

IDST 120. Computer Skills for Multimedia (3)
Lec-2, lab-4
Hands-on computer class covering hardware, system, and application software on the Macintosh. Includes word processing, raster and vector graphics, digital sound, digital video, database software, utili-
ty software, web browsers and e-mail, fonts and font management, scanning peripheral hardware, computer set-up, and cross-platform issues. CSU

IDST 125. Multimedia Content and Form (3)
Lec-3, Lab-3, field trips
Understanding of content and visual form through a critical analysis of multimedia products. Function and importance of visual elements and design principles in multimedia. History of multimedia and its artistic and cultural impact. CSU

IDST 130. Multimedia Process and Production (3)
Lec-3, Lab-3, field trips
PREREQ.: IDST 120 or GRPH 25
An overview of multimedia development, planning, and production. Includes multimedia platforms, team players and their roles, media elements, production techniques, and distribution. CSU

IDST 144. Current Topics in Multimedia Production (2)
Lec-1, lab-3, field trips
PREREQ.: IDST 120 or GRPH 25
Repeat: max. 8 units
Exploration of current issues in multimedia production, including industry standards and innovations. Topics will include file formats and content/asset editors, as well as current and future trends. Other topics will vary. CSU

IDST 145. Storytelling/Storyboarding (3)
Lec-2, lab-3, field trips
PREREQ.: IDST 125 or GRPH 21 or ART 125A
Development of the skills of storytelling through writing, performance exercises and uses of the literature of folklore, myth, and monologue focusing on the development of narrative, creation of character, and the telling of stories. Development of skills and techniques of storyboarding. CSU

IDST 146. 2D Animation for Multimedia (3)
Lec-2, lab-4, field trips
PREREQ.: IDST 120 or GRPH 25; and IDST 125 or GRPH 21 or ART 125A
Not open to students who have successfully completed IDST 155.
An introduction to techniques used in animation. An overview of the industry of animation, as well as the specific tools and techniques currently used in multimedia. CSU

IDST 147. 3D Imaging for Multimedia (3)
Lec-2, lab-4
PREREQ.: IDST 120 or GRPH 25; and IDST 125 or GRPH 21 or ART 125A
An introduction to techniques used in 3D modeling and imaging. An overview of the 3D industry, as well as the specific tools and techniques used in multimedia. CSU

IDST 150. Advanced Multimedia Production (3)
Lec-1, lab-7, field trips
PREREQ.: IDST 130
Repeat: max. 12 units
An advanced multimedia production course, allowing students to develop their skills in a team-based environment. Students will design, prepare and produce a multimedia project. CSU

IDST 160. Multimedia Internship/Work Experience (2)
Conf-1, work-7, field trips
Repeat: max. 8 units
Work experience as an intern in multimedia development companies throughout the Bay Area. CSU

IDST 165. Multimedia Portfolio Development (2)
Lec-1, lab-3, field trips
PREREQ.: IDST 130
Conceptualization and development of a multimedia portfolio for gaining entry-level work in the multimedia industry. Includes resume writing, interview techniques, contracts, licensing issues, and other areas of professional practice. CSU

IDST 200. Multimedia Computer Laboratory (0)
Lab-8
COREQ.: Concurrent enrollment in at least one multimedia computer course leading to the multimedia certificate
An open laboratory in which students may complete their multimedia assignments. CSU

NONCREDIT COURSES:

IDST 1001. Multimedia for the Macintosh
An intensive introductory course to the basics of multimedia with an emphasis on using the Macintosh Operating System environment effectively. Students will gain an overview of the applications used in multimedia production and will apply the fundamentals of multimedia tools and Macintosh features toward the completion of small projects.

Italian

Announcement of Curricula

Italian

Certificate Curriculum

The Certificate of completion in Italian provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Italian. Each course must be completed with a final grade of C or higher or Credit. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

Courses Required for the Certificate in Italian

Core Courses Units
ITAL 1 Elementary Italian...............................5
ITAL 1A, 1B Elementary Italian........................3-3
ITAL 2 Continuation of Elementary Italian..........5
ITAL 2A, 2B Continuation of Elem Italian...........3-3
ITAL 3A, 3B Intermediate Italian....................3-3
ITAL 4A, 4B Continuation of Intermed Italian.....3-3
ITAL 10A Beginning Conversational Italian........3
ITAL 10B Cont of Beg Conversational Italian......3
ITAL 10C Intermediate Conversational Italian....3
ITAL 10D Cont of Inter Conversational Italian....3
ITAL 15A, 15B Adv Conversational Italian.........3-3

Elective Courses
ITAL 10A Beginning Conversational Italian........3
ITAL 10B Cont of Beg Conversational Italian......3
ITAL 10C Intermediate Conversational Italian....3
ITAL 10D Cont of Inter Conversational Italian....3
ITAL 15A, 15B Adv Conversational Italian.........3-3

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 CR/NC avail.
Advise: ENGL 94 or higher or ESL 82 or higher or any City College or university foreign language course
ITAL 1A-1B. Elementary Italian (3-3)
Lec-3, lab-2
CR/NC avail.
Advisory: For ITAL 1A: ENGL 94 or higher or ESL 82 or higher 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
CR/NC avail.
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. Continuation of Elementary Italian (3-3)
Lec-3, lab-2
CR/NC avail.
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/CAN
ITAL 2A+2B = ITAL 2
ITAL 3A-3B. Intermediate Italian (3-3)
Lec-3, lab-2
CR/NC avail.
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 4A-4B. Continuation of Intermediate Italian (3-3)
Lec-3, lab-2
CR/NC avail.
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 10A. Beginning Conversational Italian (3)
Lec-3, lab-2
CR/NC avail.
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 10B. Continuation of Beginning Conversational Italian (3)
Lec-3, lab-2
CR/NC avail.
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 10C. Intermediate Conversational Italian (3)
Lec-3, lab-2
CR/NC avail.
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 10D. Continuation of Intermediate Conversational Italian (3)
Lec-3, lab-2
CR/NC avail.
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
CR/NC avail.
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

Japanese

Announcement of Curricula

Certificate Curriculum

The Certificate of Completion in Japanese provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Japanese. Each course must be completed with a final grade of C or higher or Credit. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

Courses Required for the Certificate in Japanese

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAPA 1</td>
<td>Elementary Japanese</td>
</tr>
<tr>
<td>JAPA 1A, 1B</td>
<td>Elementary Japanese</td>
</tr>
<tr>
<td>JAPA 2</td>
<td>Continuation of Elementary Japanese</td>
</tr>
<tr>
<td>JAPA 2A, 2B</td>
<td>Cont of Elementary Japanese</td>
</tr>
<tr>
<td>JAPA 3</td>
<td>Intermediate Japanese</td>
</tr>
<tr>
<td>JAPA 3A, 3B</td>
<td>Intermediate Japanese</td>
</tr>
<tr>
<td>JAPA 4</td>
<td>Continuation of Intermediate Japanese</td>
</tr>
<tr>
<td>JAPA 4A, 4B</td>
<td>Cont of Intermediate Japanese</td>
</tr>
<tr>
<td>JAPA 16</td>
<td>Kanji of Reading and Writing</td>
</tr>
</tbody>
</table>

Elective Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAPA 10A</td>
<td>Beginning Conversational Japanese</td>
</tr>
<tr>
<td>JAPA 10B</td>
<td>Cont of Beg Conversational Japanese</td>
</tr>
<tr>
<td>JAPA 10C</td>
<td>Intermediate Conversational Japanese</td>
</tr>
<tr>
<td>JAPA 10D</td>
<td>Cont of Inter Conversational Japanese</td>
</tr>
<tr>
<td>JAPA 39</td>
<td>Japanese Culture and Civilization</td>
</tr>
<tr>
<td>JAPA 49</td>
<td>Japanese Culture and Civilization</td>
</tr>
</tbody>
</table>
Announcement of Courses

Students of beginning Japanese are directed to consider JAPA 1, 1A, and 10A.

CREDIT, DEGREE APPLICABLE COURSES:

**JAPA 1. Elementary Japanese (5)**
Lec-5, lab-2 CR/NC avail.
Advise: ENGL 94 or higher or ESL 82 or higher or any City College or university foreign language course
Beginner’s course. Grammar, composition and reading. Practice in speaking and understanding simple Japanese. CSU/UC/CAN

**JAPA 1A-1B. Elementary Japanese (3-3)**
Lec-3, lab-2 CR/NC avail.
Advise: For JAPA 1A: ENGL 94 or higher or ESL 82 or higher or any City College or university foreign language course
Prereq.: For JAPA 1B: JAPA 1A or demonstration of JAPA 1A exit skills
Grammar, composition and reading. Practice in speaking and understanding Japanese. CSU/UC/CAN
JAPA 1A+1B = JAPA 1

**JAPA 2. Continuation of Elementary Japanese (5)**
Lec-5, lab-2 CR/NC avail.
Prereq.: JAPA 1 or 1B or demonstration of JAPA 1/1B exit skills

**JAPA 2A-2B. Continuation of Elementary Japanese (3-3)**
Lec-3, lab-2 CR/NC avail.
Prereq.: For JAPA 2A: JAPA 1 or 1B or demonstration of JAPA 1/1B exit skills
Prereq.: For JAPA 2B: JAPA 2A or demonstration of JAPA 2A exit skills
Grammar, composition, reading and writing; emphasis on speaking and understanding Japanese. CSU/UC/CAN
JAPA 2A+2B = JAPA 2

**JAPA 3. Intermediate Japanese (5)**
Lec-5, lab-2 CR/NC avail.
Prereq.: JAPA 2 or 2B or demonstration of JAPA 2/2B exit skills
Third semester course. Grammar, composition, reading, and writing. Practice in speaking and understanding Japanese. CSU/UC

**JAPA 3A-3B. Intermediate Japanese (3-3)**
Lec-3, lab-2 CR/NC avail.
Prereq.: For JAPA 3A: JAPA 2 or 2B or demonstration of JAPA 2/2B exit skills
Prereq.: For JAPA 3B: JAPA 3A or demonstration of JAPA 3A exit skills
Grammar, composition, reading and writing. Practice in speaking and understanding Japanese. CSU/UC
JAPA 3A+3B = JAPA 3

**JAPA 4. Continuation of Intermediate Japanese (5)**
Lec-5, lab-2 CR/NC avail.
Prereq.: JAPA 3 or 3B or demonstration of JAPA 3/3B exit skills
Fourth semester course. Grammar, reading and writing with emphasis on speaking and understanding of Japanese culture. Conducted in Japanese. CSU/UC

**JAPA 4A-4B. Continuation of Intermediate Japanese (3-3)**
Lec-3, lab-2 CR/NC avail.
Prereq.: For JAPA 4A: JAPA 3 or 3B or demonstration of JAPA 3/3B exit skills
Prereq.: For JAPA 4B: JAPA 4A or demonstration of JAPA 4A exit skills
Grammar, reading and writing with emphasis on speaking and understanding of Japanese culture. Conducted in Japanese. CSU/UC
JAPA 4A+4B = JAPA 4

The 12 unit sequence of Japanese 10A-10B-10C-10D permits three repeats for a total of 21 units. It is the student’s prerogative to choose which courses will be repeated.

**JAPA 10A. Beginning Conversational Japanese (3)**
Lec-3, lab-2 CR/NC avail.
Not open to native speakers of Japanese. Open to all beginning students.
Beginner’s course. Extensive oral practice of the language. Designed for students who wish to acquire basic skills of spoken Japanese. CSU

**JAPA 10B. Continuation of Beginning Conversational Japanese (3)**
Lec-3, lab-2 CR/NC avail.
Prereq.: JAPA 10A or demonstration of JAPA 10A exit skills
Not open to native speakers of Japanese
Second semester course. Continuation of oral practice of structure and vocabulary of spoken Japanese. CSU

**JAPA 10C. Intermediate Conversational Japanese (3)**
Lec-3, lab-2 CR/NC avail.
Prereq.: JAPA 10B or demonstration of JAPA 10B exit skills
Not open to native speakers of Japanese
Third semester course: Designed for students who wish to continue acquiring more advanced skills in conversational Japanese. CSU

**JAPA 10D. Intermediate Conversational Japanese (3)**
Lec-3, lab-2 CR/NC avail.
Prereq.: JAPA 10C or demonstration of JAPA 10C exit skills
Not open to native speakers of Japanese
Fourth semester course. Designed for students who wish to continue acquiring more advanced skills in conversational Japanese. CSU

**JAPA 16. Kanji for Reading and Writing (3)**
Lec-3 CR/NC only
Prereq.: JAPA 1 or 1B or demonstration of JAPA 1/1B exit skills
Repeat: max. 9 units
Intensive study of Kanji characters to increase competence in reading and writing Japanese and in understanding authentic materials. CSU

**JAPA 39. Japanese Culture and Civilization (3)**
Lec-3
Advise: Eligible for ENGL 1A
No knowledge of Japanese required
Not open to students who are enrolled in or have completed JAPA 49
A consideration of the major achievements of Japanese culture as reflected in language, literature, art, religion and daily life. CSU/UC

**JAPA 49. Japanese Culture and Civilization (3)**
Lec-3 CR/NC only
No knowledge of Japanese required
Not open to students who are enrolled in or have completed JAPA 39
A consideration of the major achievements of Japanese culture as reflected in language, literature, art, religion and daily life. CSU
Announcement of Curricula

General Information
The Journalism Program prepares students for a two year degree, transfer to a four year program, or professional development in select areas of study. All journalism classes are credit classes and are offered on the Ocean Avenue Campus. Enrollment in the various program areas is open to all interested students. Prospective students are encouraged to meet with a program adviser to discuss program specifics and articulation agreements.

Degree Curriculum
City College offers a degree in Journalism that gives students the research, writing, and production skills that are essential to a career in journalism. Current technology, from on-line research to electronic pagination, will be taught during the first two semesters. Third and fourth semester students use these skills to write, design, and edit the Guardsman. They cover a beat within the larger college community, learning the art and applying the crafts of journalism.

Award of Achievement. The degree curriculum in Journalism is designed so that students can satisfy the requirements for graduation from the College. Students who satisfy general education requirements and complete the major courses with final grades of C or higher receive an Associate Degree. Students receive an Award of Achievement in Journalism when they complete the required program of study with final grades of B or higher.

Courses Required for an Associate in Arts in Journalism

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 19 Contemporary News Media</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 21 News Writing and Reporting</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 25 Intro. to Graphic Arts Microcomputer</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 51 Intro to Libraries &amp; Lib. Mat’ls</td>
<td>3</td>
</tr>
<tr>
<td>General Education/Graduation Requirements</td>
<td>3</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>
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<tr>
<td>or BCST 103 Mass Media &amp; Society</td>
<td></td>
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<tr>
<td>or BCST 104 Minorities and Mass Media</td>
<td></td>
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<tr>
<td>or BCST 105 Women and Mass Media</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>JOUR 27 Newspaper Design and Pagination</td>
<td>2</td>
</tr>
<tr>
<td>General Education/Graduation Requirements</td>
<td>4</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>
</tbody>
</table>

JOUR 25 Editorial Management                 | 3     |
JOUR 26 Public Relations                     | 3     |
General Education/Graduation Requirements    | 6     |

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>FILM 120A/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 Ethnic Minorities in the United States</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 completion after finishing the course of study with grades of C or higher in all courses. The Certificate programs are designed for working journalists interested in upgrading skills, students returning to school in search of new career opportunities, or currently enrolled students in the program. A student may receive a certificate while still working on a degree.

On-line Research

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 19 Contemporary News Media</td>
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<tr>
<td>LIBR 51 Intro to Libraries &amp; Lib. Mat’ls</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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</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>2</td>
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<tr>
<td>General Education/Graduation Requirements</td>
<td>4</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>
</tbody>
</table>

Editorial Management and Design

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 19 Contemporary News Media</td>
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<tr>
<td>LIBR 51 Intro to Libraries &amp; Lib. Mat’ls</td>
<td>3</td>
</tr>
</tbody>
</table>
Second Semester
JOUR 22 Feature Writing................................................3
LIBR 56 Computers in Libraries........................................3
LIBR 57 Internet Research Strategies.................................2
PHOT 51 Beginning Photography.........................................3
JOUR 27 Newspaper Design and Pagination.........................2

Third Semester
GRPH 36 Publication Design.............................................3
JOUR 23 Electronic Copy Editing........................................3
JOUR 25 Editorial Management...........................................3

Fourth Semester
JOUR 24 Newspaper Laboratory..........................................3
JOUR 26 Fundamentals of Public Relations..........................3
BCST 110 Broadcast Writing...............................................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 journalism and related fields. CSU/UC/CAN

JOUR 21. News Writing and Reporting (3)  
Lec-3  
PREREQ.: ENGL 94  
Techniques of newspaper writing, with emphasis and practice on developing and writing the news story. Training in information gathering and interviewing news sources. CSU/CAN

JOUR 22. Feature Writing (3)  
Lec-3  
PREREQ.: ENGL 94  
Fundamentals in feature writing for magazines and newspapers with special emphasis on profile and interpretive news features. Practical experience in interview and in-depth research techniques. Training in how to free-lance a story for publication. CSU

JOUR 23. Electronic Copy Editing (3)  
Lec-3  
CR/NC avail.  
PREREQ.: JOUR 21, 22, AND GRPH 25  
This course is for writers, working editors, and those considering a career in editing or copyediting. Students learn to edit newspapers, magazines and web site articles for accuracy, style and organization. The writer-editor relationship, and ways to keep it healthy, is emphasized throughout the course. CSU

JOUR 24. Newspaper Laboratory (3)  
Lec-1, lab-6  
CR/NC avail.  
PREREQ.: JOUR 21, 22, AND GRPH 25  
Repeat: max. 6 units  
An advanced newspaper laboratory course in which students apply the skills they have learned in previous writing and research courses to the publication of the college newspaper. CSU

JOUR 25. Editorial Management (3)  
Lec-3, field trips  
COREQ.: JOUR 24  
An advanced journalism course that trains prospective print editors on all aspects of operating a publication, including developing a publishing schedule and story assignments, coordinating a writing staff, designing a page, writing headlines and cutlines, sizing photographs, understanding the business side of print journalism, and working with other editors and printers. CSU

JOUR 26. Fundamentals of Public Relations (3)  
Lec-3  
PREREQ.: GRPH 25  
Advise: JOUR 24  
Prepares students to create an effective public relations campaign which includes writing media releases, “pitch” letters, public service announcements, managing media outlets, coordinating mailings and designing leaflets and posters, as well as setting up news conferences. Special attention given to in-house public relations duties for corporate and non-profit entities. CSU

JOUR 27. Newspaper Design and Pagination (2)  
Lec-2, lab-2  
CR/NC avail.  
PREREQ.: GRPH 25  
Fundamentals of newspaper design with special emphasis on tabloid publications. Practical hands-on experience in paginating the campus newspaper, the Guardsman. CSU

JOUR 28. Advertising and Design for Newspapers (2)  
Lab-6  
PREREQ.: GRPH 25 OR DEMONSTRATION OF GRPH 25 EXIT SKILLS  
A computer-based course designed to provide practical laboratory projects in the design and layout of newspaper advertisements using such applications as Multi-Ad Creator, or other current software. CSU

JOUR 29. Magazine Editing and Production (3)  
Lec-2, lab-3  
PREREQ.: JOUR 21 or 22  
Repeat: max. 9 units  
Students will study the editorial, business, graphic, and production skills required for publishing a campus magazine. Course is appropriate for students interested in creative writing, graphic and fine arts, photography, business, and journalism. CSU

JOUR 30A-30B-30C. Selected Topics in Journalism (1-2-3)  
Conf-1, ind st-2,3,4  
PREREQ.: LIBR 57 OR CNIT 135A  
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/her self to be best adapted. This could include experiences such as working on community-based newspapers, publishing on the Internet, or improving the journalism publishing program at CCSF for the betterment of the larger community. CSU

JOUR 35. Internet Journalism (3)  
Lec-3, lab-1  
CR/NC avail.  
Advise: JOUR 21  
Internet Journalism focuses on three topic areas: examination of the role of the online journalist, web publishing, and using the Internet for investigative purposes. CSU
Labor Studies

Announcement of Curricula

Degree Curriculum

The curriculum in Labor Studies is a two-year program designed to give students a sound foundation in the theory and practice of labor and industrial relations. This course of study will provide members of San Francisco labor unions and other interested individuals with a comprehensive introduction to the role and contributions of organized labor to American society; a thorough grounding in the rights of employees on the job; and a specialized training in the skills necessary to be an effective practitioner in the field of labor and industrial relations.

Students who satisfy the requirements for graduation from the College and complete the required Labor Studies courses with the average grade of C (2.00 grade-point average) or higher receive the degree of Associate in Arts.

Admission. Enrollment in Labor Studies is open to all interested students.

Course of Study. The course of study includes instruction in labor history; labor and politics; labor law; labor economics; labor relations and collective bargaining; pension, health and welfare issues; grievance handling and arbitration; women’s employment issues; health and safety in the workplace; employment discrimination; steward training; contemporary labor issues; and communications for labor leaders. Electives have been recommended to strengthen students’ knowledge and skills in selected areas, to guide students in selecting courses to fulfill the requirements for graduation from the College, and to aid students considering further education at a branch of the California State University and Colleges or the University of California.

The Faculty. The faculty consists of labor scholars and labor practitioners with experience working for San Francisco unions and governmental agencies.

Employment. Those who complete the Associate in Arts curriculum satisfactorily are qualified for employment with labor organizations and governmental agencies. Labor Studies graduates hold staff positions with unions as negotiators, field representatives, organizers, and also work in union research, education, and legislative departments. Local, state, and federal agencies also employ labor relations graduates.

Labor Studies

Courses Required for the Award of Achievement in Labor Studies

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABR 70 Who Built America?</td>
<td>3</td>
</tr>
<tr>
<td>LABR 72 Labor Law</td>
<td>3</td>
</tr>
<tr>
<td>LABR elective</td>
<td>3</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>LABR 74 Econ for Labor and Comm Leaders</td>
<td>3</td>
</tr>
<tr>
<td>LABR 77 Grievance Machinery and Arbitration</td>
<td>3</td>
</tr>
<tr>
<td>LABR elective</td>
<td>3</td>
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<tr>
<td>Additional graduation requirements</td>
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Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>LABR 73 Labor Rel &amp; Collective-Barg Proc</td>
<td>3</td>
</tr>
<tr>
<td>LABR elective</td>
<td>3</td>
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<tr>
<td>Additional graduation requirements</td>
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Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>LABR electives</td>
<td>6</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
<td></td>
</tr>
</tbody>
</table>

Labor Studies electives:

- LABR 75, 76A, 76B, 78A-B-C, 79, 80, 81, 82, 83, 84, 85, 88, 90A, 90B, 91, 92, 93, 94, 95, 96, 100, 101
- ADMJ 53, 54; BSMA 66, 68; BSEN 70, 74; ECON 1, 3, 5; HIST 1, 17A, 17B; IDST 10A, 30; JOUR 21A, 21B, 26A; PHIL 40, 41; POLS 1, 46; PSYC 26; SOC 1, 2, 20; SPCH 1A, 4, 11, 12

Certificate Curriculum

The program of study for the Certificate of Completion in Labor Studies is designed to provide interested individuals with an introduction to the role and contributions of organized labor to American society; their rights as employees on the job; and to the skills necessary to function effectively as members of their unions and citizens in their communities.

Admission. Enrollment is open to all interested students.

Labor Studies

Students may obtain the Certificate of Completion in Labor Studies by completing the five following core courses, and Labor Studies elective courses totaling six units, with the average final grade of C (2.00 grade-point average) or higher.

Courses Required for the Certificate in Labor Studies

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABR 70 Who Built America?</td>
<td>3</td>
</tr>
<tr>
<td>LABR 72 Labor Law</td>
<td>3</td>
</tr>
</tbody>
</table>
LABR 73 Labor Rel & Collective-Barg Proc......3
LABR 74 Economics for Labor and Comm Lead....3
LABR 77 Grievance Machinery and Arbitration ....3
Other Labor Studies courses .................................6

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

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

LABR 70. Who Built America? (3)
Lec-3, field trips
A multicultural history of the United States from the perspective of its working people. The economic, social and cultural trends that have shaped American class, race and gender relations. Emphasis on the struggle for justice at work and in society. Special focus on the history and present status of the American labor movement. CSU

LABR 70A. Who Built America? From the Colonial Era to the Civil War and Reconstruction (3)
Lec-3, field trips

LABR 70B. Who Built America? From Reconstruction to the Present (3)
Lec-3, field trips
A multicultural, post-Civil War history of the United States from the perspective of its working people. The growth of the railroads, territorial expansion, Native American wars, the wild west and the Gilded Age. Trusts, trustbusters, an American empire, the Statue of Liberty and Ellis Island. Craft unions, industrial unions, the Progressive movement, the Wobblies and World War I. The Roaring Twenties, the Great Depression, mass unionization, the New Deal and World War II. Cold war, Civil Rights, the Sixties, Asian and Latin American immigration and the global economy. American ideals and American realities. CSU

LABR 71A-71B. Labor and Politics (1-1)
Lec-1

LABR 71A. Survey of the history, goals, and organization of unions and workers in the American political process. Underlying philosophies of labor’s political involvement and ability to reflect workers’ political interests. CSU

LABR 71B. Survey of current organizational structure, strategies and activities of labor and unions in the political arena. Current approaches to issues, campaigns and member involvement. CSU

LABR 72. Labor Law (3)
Lec-3
An overview of the legal frameworks and doctrines governing labor-management relations and the workplace rights of minorities and other employees. Designed to provide practical legal background for the study and practice of labor relations. CSU

LABR 73. Labor Relations and the Collective Bargaining Process (3)
Lec-3
A practical course in the conduct and art of contract negotiations between labor and management. Special attention is given to the structure of bargaining, sources and uses of bargaining power, strategies for successful negotiation of agreements, “table manners,” and the content and language of labor contracts. CSU

LABR 74. Economics for Labor and Community Leadership (3)
Lec-3
A nontechnical examination of how the American economy works. Designed to identify important policy choices in dealing with employment and unemployment, inflation, resources allocation to priority needs, poverty, income distribution, and other major domestic and urban problems. Special attention given to economic forces affecting collective bargaining. CSU

LABR 75. Pension, Health and Welfare Issues (3)
Lec-3
Survey of the major worker security programs including private and public employers and publicly-legislated plans. Working procedures, including coverage, financing, benefit levels, claims procedures, and appeals; analysis of issues requiring change and/or reform. Guest speakers on specialized topics: social security, unemployment insurance, and worker’s compensation. CSU

LABR 76A. Communications for Labor Leadership (3)
Lec-3
How to use language to communicate simply, directly and effectively in union and community activity. Preparation and delivery of speeches. Public relations and media skills, including writing press releases and newsletters. Using video technology and radio preparation of public service announcements. Analysis of propaganda techniques. CSU

LABR 76B. Advanced Communications for Labor Leadership (3)
Lec-3
A continuation of leadership training with a focus on the psychological aspects of leadership. Techniques in handling social and group conflicts. Time management and internal organizing techniques. Motivating the union member. CSU

LABR 77. Grievance Machinery and Arbitration (3)
Lec-3
A practical study of grievance handling as a continuation of the bargaining process, leading up to and including arbitration as the final step in resolving grievances. Procedures, skills, responsibilities, and problems involved in handling work grievances. CSU

LABR 78A-78B-78C. Women’s Employment Issues (1-1-1)
Lec-1
CR/NC avail.
These courses may be taken in any sequence.
Repeat: max. 3 units if no subject repeat

LABR 78A. A survey of women’s work in the past and present. Examines the historical evolution of women’s work lives, the impact of family structure, prevailing notions of “women’s place,” labor market opportunities, and trade union organizations. CSU

LABR 78B. Current issues facing women workers will be discussed. Topics include pay equity, legal rights of women workers, sexual harassment, combining work and family responsibilities and women’s employment issues. CSU

LABR 78C. Focus on special problems of selected occupational groups such as clerical workers, health workers and women in non-traditional jobs. CSU
LABR 79. Health and Safety in the Workplace (3)
Lec-3, field trips CR/NC only
Recognizing, understanding, and controlling work hazards. Principles of industrial hygiene and safety; role of union and collective bargaining activity; medical screening. Analysis of the background, content, and practical impact of both federal and state legislation. A survey of resources/ agencies that assist in recognition/ control of workplace hazards. CSU

LABR 80. Rights and Discrimination in the Workplace (3)
Lec-3 CR/NC avail.
Overview of employees’ legal rights under federal, state and local law. Analysis of legal remedies available to unorganized workers. Includes anti-discrimination laws (dealing with race, sex, sexual preference, national origin, age, disability, etc.), California State Labor Code, Fair Labor Standards Act, and protections against arbitrary discipline and discharge. CSU

LABR 81. Union Organizing (3)
Lec-3, field trips CR/NC avail.
A historical and contemporary examination of labor organizing and the factors that influence union organizing campaigns. Strategies and tactics employed in organizing drives, both labor and management. Legal issues relating to organizing campaigns. CSU

LABR 82. Public Sector Labor Relations (2)
Lec-2 CR/NC avail.
Covers significant issues affecting public employee relations on the state and local levels. Includes development of public sector unionism, recent collective bargaining legislation, public financing, dispute resolution in the public sector, and lobbying, political action, and community coalition building as strategies for public sector workers. Comparison between public and private sector and within public sector throughout. CSU

LABR 83. Federal Sector Labor Relations (1)
Lec-1 CR/NC avail.
An overview of labor-management relations in the federal sector. Includes the statutes affecting federal employees, the procedures and rulings of relevant federal agencies and current issues of concern (lay-offs, contracting out, employee benefits). Discussion of lobbying, political action and public relations techniques for federal employees. CSU

LABR 84. Building Trades Labor Relations (3)
Lec-3 CR/NC avail.
Comprehensive overview of labor-management relations in the building and construction trades. Labor law; organizing; bargaining and contract administration; pension fund investment; and combating the two-gate system and growth of double-breasting. Pre-hire agreements, closed shop, prevailing wages, apprenticeship and OSHA standards. CSU

LABR 85. History of the Labor Movement in San Francisco and the Bay Area (2)
Lec-2, field trips CR/NC avail.
Survey of the Bay Area labor movement based on written documents and recollections; comparison to labor history in a national context. Analysis of implications of Bay Area history for contemporary challenges. Simple techniques of historical research and oral history; research projects. CSU

LABR 86. Mediation Skills and Techniques (1)
Lec-1 CR/NC avail.
An overview of the dynamics of the mediation process. Instruction in the skills and techniques necessary to its practice. Analysis of the potential effectiveness of mediation in a variety of labor-management and community disputes. CSU

LABR 87. Managing Unions (3)
Lec-3 CR/NC avail.
A survey of the organizational and leadership skills necessary to today’s union official. Topics include developing an effective organizational structure, managing through planning, motivating members and staff, meeting legal responsibilities, making committees work, building steward systems, using new technology in the union office, resolving conflicts and developing personal leadership skills. CSU

LABR 88. California Labor History (3)
Lec-3, field trips CR/NC avail.
The history of California’s working men and women and their quest for justice. Includes Native Peoples and the Spanish conquest, Chinese workers and the railroads, robber barons, general strikes, and Central Valley farmworkers. The history of working Californians of all regions, races, and cultures. CSU

LABR 89. Advanced Arbitration Techniques and Strategy (1)
Lec-1 CR/NC avail.
An intensive course on preparing and presenting an arbitration case. Covers gathering evidence, preparing statements, witness utilization, direct and cross-examination techniques, and writing briefs. Develop strategies appropriate to a variety of issues, contractual and discipline. Simulated arbitration cases will be used. CSU

LABR 90A. Steward Training (1)
Lec-1 CR/NC avail.
A comprehensive course of study designed for beginning union shop stewards or job site representatives. Roles and responsibilities of stewards including membership recruitment, communications union and members, mediating between workers and supervisors, and contract interpretation and enforcement. CSU

LABR 90B. Advanced Steward Training (1)
Lec-1 CR/NC avail.
Designed for experienced union stewards and representatives. Effective approaches to handling the more complicated and difficult situations facing employee advocates. Resolving worker vs. worker disputes and meeting the needs of problem members. CSU

LABR 91-92-93. Special Topics in Labor Studies (1-2-3)
Lec-1,2,3 CR/NC avail.
Repeat: if no subject repeat
Exploration of topics of current interest in labor and industrial relations. CSU

LABR 91A. Worker Participation Programs
LABR 91B. Strikes and Alternative Tactics
LABR 91D. Gay and Lesbian Issues in the Workplace
LABR 91E. Workers Compensation Update
LABR 92A. Unions around the World
LABR 93A. Workers and Unions in Literature and the Arts
LABR 93B. Labor Research and Strategic Analysis
LABR 93C. Labor Heritage Chorus UC (LABR 93C = MUS 43)
LABR 93D. Work Tales: Labor Drama Workshop

LABR 94-95-96. Selected Topics in Labor Relations (1-2-3)
Lec-1,2,3, field trips CR/NC avail.
Study of labor relations in various industries, including their history, present status, and current issues. Includes ownership patterns, workplace structure, the changing workforce, management philosophies, unionization, workers’ rights, and current concerns. Labor relations
as they affect the economy, society, and culture. CSU
LABR 94A. Labor Relations in Childcare: History
LABR 94B. Labor Relations in Childcare: Present Status
LABR 94C. Labor Relations in Childcare: Current Issues
LABR 94D. Labor Relations in Workforce Education
LABR 95A. Labor Relations in Health Services
LABR 96A. Labor Relations in the Hospitality Industry
LABR 96B. Labor Relations in the Automotive Industry
LABR 96C. Labor Relations in the Modern American Workplace
LABR 96D. Labor Relations in Aircraft Maintenance
LABR 96E. Labor Relations in Health Care
LABR 96F. Labor Relations in Broadcasting

LABR 97. Current Issues in Labor Relations (0.5)
Lec-8 (total hrs) CR/NC avail.
A study of contemporary labor relations issues in various industries. Topics include patterns of ownership, the structure of the workplace, the changing work force, management practices, unionization, worker’s rights and special concerns. An introductory analysis of labor relations as they affect the workplace and society. CSU
LABR 97A. History
LABR 97B. Present Status
LABR 97C. Current Issues

LABR 98A. Beginning Labor Heritage Chorus (1)
Lec-3, field trips CR/NC avail.
Repeat: max. 2 units
The beginning study is an introduction to the songs that reflect workers of diverse cultures such as Native American chants, folk and labor ballads, field hollers, Black cowboy songs, Chicano farm and border songs, Labor Motown, Asian-American work songs and songs of working women’s experiences. CSU/UC
LABR 98A = MUS 48A

LABR 98B. Intermediate Labor Heritage Chorus (1)
Lec-3, field trips CR/NC avail.
Prereq.: LABR 98A/MUS 48A
Repeat: max. 4 units
Intermediate Labor Chorus is designed to further develop choral music techniques and knowledge of labor songs from various periods in American history, as presented in LABR 98A/MUS 48A. Students will develop more complex choral techniques and repertoire. Increased focus will be on individual achievement and its effect on the progress of the chorus. CSU/UC
LABR 98B = MUS 48B

LABR 98C. Advanced Labor Heritage Chorus (1)
Lec-3, field trips CR/NC avail.
Prereq.: LABR 98B/MUS 48B
Repeat: max. 4 units
Advanced Labor Chorus focuses on the development of a self-directive creative process and autonomy. Building on the concepts, skills and musical material of LABR 98B/MUS 48B, students will become section leaders, soloists and conductors. CSU/UC
LABR 98C = MUS 48C

LABR 100. Race and Ethnicity in the American Labor Movement (3)
Lec-3 CR/NC avail.
Historical examination of the experiences of African American, Asian American, Spanish speaking and other minority workers in the 20th century, with special attention to union organizing. CSU/UC
LABR 101. Issues in Workplace Health and Safety (1)
Lec-1 CR/NC avail.
An overview of workplace health and safety hazards and how to control them. Update on recent legal developments. CSU

LABR 102. Computer Skills for Labor and Community Activists (3)
Lec-3, lab-1 CR/NC avail.
Prereq.: CS 100M or CNIT 100 or Equivalent
This class will help students manage their membership lists, design budgets using spreadsheets, develop interactive communications through e-mail, on-line bulletin boards and list serves, conduct strategic research through the Internet, track grievances using databases, and cost out labor contracts. CSU

LABR 103. Peer Counseling in the Workplace (1)
Lec-1 CR/NC avail.
Training for volunteer peer counselors in the areas of substance abuse, strike and emergency assistance, unemployment, and related workplace problems. Covers information and referral issues as well as communication skills necessary to peer counseling. CSU

NONCREDIT COURSES:

LAIR 9801. Collective Bargaining (6 hrs)
Designed to develop skills for effective participation in the negotiation process as conducted under a labor-management contract. Includes philosophy and mechanics of bargaining, as well as current issues facing labor and management negotiations.

LAIR 9802. Worker’s Rights (18 hrs)
An overview of the rights and responsibilities of employees under federal, state and local law. Topics include wage and hour regulations, workers compensation, disability and unemployment insurance, discrimination laws, health and safety protections, and how unions work. Especially designed for current employees and vocational students. Conducted in English, Cantonese or Spanish.

LAIR 9805. San Francisco Labor Today - Its Issues (5 hrs)
An overview of the various organizations within the San Francisco labor community. Attitudes of various unions on matters of wage policy, hours, health, pensions and welfare, automation and environmental problems, organizing the unorganized and community issues as they affect working people and the labor movement.

LAIR 9806. Shop Steward Training (3 hrs)
Introduction to the roles and functions of the union steward. Legal rights and responsibilities; contract interpretation; effective use of the grievance procedure in contract enforcement. The human relations aspects of dealing with members and supervisors.

LAIR 9807. Immigrant Workers’ Rights (90 hrs)
Overview of immigrant workers’ rights. Topics include: U.S. immigration and labor history, comparison of native country and U.S. work experience, U.S. labor law, workforce diversity, problem solving and community resources. Intermediate language skills to discuss and understand the rights of immigrant and other workers in the U.S. workplace.

LAIR 9809. Labor Relations in Selected Industries (7 hrs)
An in-depth analysis of labor-management relations in selected industries. Includes a discussion of the nature and evolution of the collective bargaining relationship, the laws governing that relationship and workplace issues particular to that industry. Industries to be analyzed include health care, postal and federal sectors, transportation, garment, construction, retail and food service.
Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

LAMS 10. Latinas in the U.S.: Voces (Voices) (3)
Lec-3, field trips CR/NC avail.
The lives and experiences of Latinas living in the U.S. The effects that their experiences have on self-esteem. Multi-disciplinary discussion and analysis of major social and cultural issues and themes. CSU/UC

ANTH 11. Latin American Cultures and Societies (3)
Lec-3 CR/NC avail.
Comprehensive and critical analysis of the cultures and traditions of the peoples of Latin America. Critical in-depth study of contemporary society and political systems, inter-ethnic relations, traditional medical and healing methodologies, religion and sorcery. Analysis of the development of Latin American cultures and the impact of civilization on its peoples. Emphasis on the way of life in Latin American cities, barrios, and villages. CSU/UC

ART 105. Ancient Art and Architecture of Latin America (3)
Lec-3, field trips
A survey of the artistic heritage of Pre-Columbian Mexico, Central and South America. Art 105 explores the themes and beliefs which gave unity to the art of this part of the world as well as the diverse cultural characteristics which led to the development of regional styles. CSU/UC

ART 106. Latin American Art History (3)
Lec-3, field trips
A survey of the artistic heritage of Latin America from the sixteenth century AD to the present. All art will be discussed from a critical and historical perspective, with regard to formal visual elements of style and the societies, values, and ideas that gave birth to Latin American art. CSU/UC

HIST 18A-18B. History of Latin America (3-3)
Lec-3 CR/NC avail.  
HIST 18A not prerequisite to 18B
A survey of Latin American history, institutions, culture, and art from pre-Columbian times to present. CSU/UC  
HIST 18A. Survey of Latin American history, institutions, culture and art from pre-Columbian 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 CR/NC avail.
A survey of the history of Mexico. Examination of indigenous, cultural, psychological, socio-economic, and artistic elements. CSU/UC

HIST 21. History of the Mexican-American/Chicano (3)
Lec-3 CR/NC avail.
Survey of historical processes undergone by the Mexican-American/Chicano from pre-Conquest to the present. Social, political, economic, artistic, and cultural trends. Emphasis on the history of the United States to explain the contemporary status of Mexican-American/Chicanos. CSU/UC

IDST 70. Architecture and Diversity (3)
Lec-3, field trips CR/NC avail.
An introductory critical review of the building and design heritage of women all over the world and of indigenous people’s architecture in Africa and Latin America from tribal dwellings to monumental structures, followed by a series of architectural and engineering studios introducing students to basic building and design skills: developing a project, drawing a floor plan, building an architectural model, using drafting tools and computers. Emphasis on hands-on skills. CSU

MUS 25. Music of Latin America and the Caribbean (3)
Lec-3, lab-1, field trips CR/NC avail.
Survey of Latin American and Caribbean music. Music as a form of communication and as a social and cultural force in the Americas. CSU/UC

POLS 8. Political Problems of Latin Americans (3)
Lec-3 CR/NC avail.
The relationship between Latin American citizens and American political institutions. Emphasis on the political problems of Latin Americans, proposed solutions to these problems, and practical political techniques for achieving such solutions. CSU/UC

POLS 18. Government and Politics of Latin America (3)
Lec-3 CR/NC avail.
The constitutional systems, political processes, and social problems of Latin American nations. CSU/UC

SPANISH LANGUAGE COURSES: See Spanish in this section of the catalog.

TH A 19. Latin American Theatre (3)
Lec-3
An introduction to the study of Latin American theatre through its playwrights. Lectures, demonstrations, laboratories and viewing of video tapes or attendance to live performances when available. CSU/UC

Learning Assistance

CREDIT, NON-DEGREE APPLICABLE COURSES:

LERN M. Diagnostic Learning (2)
Lec-1, lab-3 CR/NC only  
Repeat: The content of LERN M varies. A student may repeat LERN M 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 LERN M.  
An individualized course designed for students who have documented disability, similar in content to LERN O except that LERN 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.

LERN O. Diagnostic Learning (1)
Lab-3 CR/NC only  
Repeat: The content of LERN O varies. A student may repeat LERN 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 LERN 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.

LERN P. Perspectives on Disability Rights (1)
Lec-2 (9 wks) CR/NC only
Students who have completed DSPS P may not enroll in LERN 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.

LERN Q. Main Idea Strategies for Reading and Writing (1)
Lec-2 (9 wks) CR/NC only
Designed specifically for students with learning disabilities who are in English L, 90, 92, 94, 96, or any student in content courses involving reading and writing who wants to improve his or her reading comprehension skills and basic written expression skills.
Examination of the prerequisite language and reasoning skills necessary for identifying the main idea in addition to textbook reading study skills.

LERN R. Improvement of Receptive and Expressive Language (3)
Lec-3, conf-1 CR/NC only
Repeat: max. 9 units
Not recommended for students enrolled in or who would be eligible for beginning level ESL classes.
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.

LERN S. Strategies for Problem Solving (1)
Lec-2 (9 wks) CR/NC only
Designed for students with learning disabilities but is open to all students. Practice and practical application in a variety of creative and critical thinking problem-solving process strategies presented for all learning modalities.

CREDIT, DEGREE APPLICABLE COURSES:

LERN 10. Introduction to Tutoring (1)
Lec-1 CR/NC only
PREREQ.: ACCEPTANCE INTO A CCSF PEER TUTORING PROGRAM
Designed for students who wish to tutor in the Learning Assistance Center, other tutorial programs, or classrooms.
An introduction to the theories and methods of effective tutoring. Tutoring responsibilities, lesson planning, study skills, questioning and modeling techniques, cultural awareness, subject area tutoring, and problem-solving. CSU

LERN 11. Advanced Tutoring (1)
Conf-1 CR/NC only
PREREQ.: 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 CR/NC only
PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN LERN 10
Repeat: The content of this course varies. Students may re-enroll without repeating subject matter. Each course may be repeated a max. of 3 times. Total credit is limited to 12 semester hours no more than 3 units per semester. Designed for students who wish to tutor in the Learning Assistance Center, other tutorial programs, or classrooms.
Individualized training in subject matter tutoring techniques as presented by the Learning Assistance Center Coordinator or an instructor of a specific course or program. Weekly problem-solving conference with instructor will be arranged for each student. Students will also receive a minimum of 3 hours per week of regularly scheduled, instructor supervised, tutoring per unit. CSU

LERN 21A-21B. College Success for Intermediate ESL Levels (1-1)
Lec-1.5 (9 wks) CR/NC avail.
Designed for students currently enrolled in ESL 42 through 68.
LERN 21A is not a prerequisite to LERN 21B.
LERN 21A: Organization, time management, goal setting, concentration, listening skills, note-taking strategies, decision-making strategies, and learning styles. CSU
LERN 21B: Textbook study systems, memory techniques, examination preparation, and test taking strategies. CSU

LERN 50. College Success (3)
Lec-3 CR/NC avail.
Not open to students who have completed IDST 50
A comprehensive course that integrates personal growth and values, academic study strategies, and critical and creative thinking proficiency. Life management, learning styles, personal and educational values, instructor-student relations, maintaining health, memory and concentration, lecture notetaking, textbook studying, subject-specific studying, test taking, using the library, critical analysis, problem-solving, and creative thinking. Emphasis on the attainment of lifelong success in academic, professional and personal development. CSU
LERN 50 = IDST 50

LERN 52A-52B. Specific Study Strategies (0.5-0.5)
Lec-9 (total hrs) CR/NC only
Repeat: max. 1.5 units ea.
LERN 52A not prerequisite to 52B.
This brief intensive course increases student success by introducing study strategies particular to a targeted academic discipline, or course or section within a discipline, or study skill area. CSU

LERN 60. Career Success and Life Planning (3)
Lec-3 CR/NC avail.
An in-depth guide to career decision-making and career change and their impact on lifelong learning. Topics include self-assessment, assessment of the world of work, evaluation of options, and the creation of a career action plan. Focus is on the role of career development in contributing to a satisfying life. Helpful to people considering a career change or undecided about a college major. CSU

LERN 61. Orientation to Career Success (1)
Lec-1 CR/NC avail.
Constructing career success through integrating values, skills, and interests with an understanding of the emerging world of work. Topics include self-assessment, on-line and other career resources,
and the construction of a plan for exploring career options. Appropriate for new college students as well as continuing students. CSU
Formerly LERN 40.

**LERN 62. Successful Job Search Techniques (1)**
Lec-1 CR/NC avail.
A comprehensive job search course that addresses skills assessment, generating employment options, hard copy and electronic resources and job postings, research techniques, traditional resumé types as well as keyword scanable 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-1 CR/NC avail.
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.

**NONCREDIT COURSES:**

**LERN 1000. Supervised Tutoring (0)**
Individualized tutoring outside of class time. A learning assistance course to help students achieve specific course objectives, or to improve learning and study skills. The content of this course varies according to the course for which tutoring is needed.

**Lesbian Studies**
See Gay, Lesbian and Bisexual Studies.

**Library Information Technology**

**Announcement of Curricula**

**Degree Curriculum**

Graduates of the two-year Library Information Technology Curriculum are prepared for employment in information resource centers and libraries as library technicians or library assistants.

Admission. Enrollment is open to all interested students.

Course of Study. The ten classes comprising the two-year course of study are transferable to state universities and include instruction in the following areas: lending procedures; shelf management; standard reference materials and services; supervision and scheduling; statistics and records; equipment and machines; public relations and displays; computer applications; and the acquisition, processing, and cataloging of print and non-print materials.

The course of study includes practical experience in a resource center.

Students with a college degree can complete the program by taking twenty-two units of course work. With the consent of the department chair, those with college degrees or those who have documented work experience in a library or information center may accelerate their program by taking several courses concurrently.

**Associate in Arts Degree and Award of Achievement.** The course of study is designed so that students may complete the program while working on requirements to graduate from the College. Students who satisfy graduation requirements and complete the curriculum in Library Information Technology with a final grade of C or higher receive the Award of Achievement in Library Information Technology. Students who have completed an Associate of Arts/Science degree or higher need only take courses in the department to receive the Award of Achievement. A transcript stating the degree granted must be on file in the Admissions and Records office to receive the Award of Achievement.

**Library Information Technology**

**Courses Required for the Award of Achievement in Library Information Technology**

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<tr>
<th>Semester</th>
<th>Course</th>
<th>Units</th>
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<tr>
<td>First Semester</td>
<td>LIBR 51 Intro to Libr and Libr Mat</td>
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<td>WDPR 391A Beg Word Proc - Word for Win</td>
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<td>Additional graduation requirements</td>
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<tr>
<td>Second Semester</td>
<td>LIBR 56† Comp in Libraries</td>
<td>3</td>
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<td></td>
<td>LIBR 53† Info Resource Services</td>
<td>2</td>
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<td>LIBR 58B† Medical Resources &amp; Libraries</td>
<td>2</td>
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<td>Additional graduation requirements</td>
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<tr>
<td>Third Semester</td>
<td>LIBR 55A† Cataloging and Classification</td>
<td>3</td>
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<td>LIBR 58A† Legal Resources</td>
<td>1</td>
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<td>Additional graduation requirements</td>
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<tr>
<td>Fourth Semester</td>
<td>LIBR 55B† Library Technical Processes</td>
<td>3</td>
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<td>LIBR 58C† Bus Resources &amp; Libraries</td>
<td>2</td>
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<td>LIBR 59 Library Work Experience</td>
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<td>Additional graduation requirements</td>
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<tr>
<td>+Courses may be taken concurrently with LIBR 51 if the student holds an A.A. degree or higher.</td>
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**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
PREQ.: LIBR 51
Advise: WDPR 80 or 391A
The study of cataloging and classification of information resources, including books, periodicals, audiovisual, computer software, CD-ROM and Internet materials. The manual process of cataloging materials and the online network systems for copy cataloging. Use of the Dewey and Library of Congress classification schemes. CSU

LIBR 55B. Library Technical Processes (3)
Lec-3
PREQ.: LIBR 51
Advise: WDPR 80 or 391A
A continuation of LIBR 55A. The study of the applied aspects of technical services. Acquisitions; bibliographic verification and control; serials; bindery preparation; Interlibrary Loan; repair and maintenance of resources; library automation; and basic bookkeeping and budgeting techniques. CSU

LIBR 56. Computers in Libraries (3)
Lec-3
PREQ.: LIBR 51
Advise: WDPR 80 or 391A
Hands-on experience with microcomputers, accessing computer databases and microforms as used in information and resource centers. CSU

LIBR 57. Internet Research Strategies (2)
Lec-2 (18 wks) CR/NC avail.
The Internet as a research tool. Use Internet access tools to identify appropriate sources for a given topic. Formulate search strategies and retrieve information. Compare information found on the Internet with that found in other library sources. CSU

LIBR 58A. Legal Resources and Libraries (1)
Lec-1
The study of the use of legal research tools. The use of printed resources and computerized search techniques is stressed. CSU

LIBR 58B. Medical Resources and Libraries (2)
Lec-2, field trips
The study of the use of library medical research tools and medical libraries for the library technician or student entering the health or medical fields. The use of printed, online, CD-ROM and Internet search techniques is stressed. CSU

LIBR 58C. Business Resources and Libraries (2)
Lec-2
The study of the use of business research resources and corporate, academic and public business collections. The use of print and computer accessed information is stressed. CSU

LIBR 59. Work Experience in Library Information Technology (3)
Conf-1, work-10
PREQ.: LIBR 51, 53, 55A, 55B, 56 OR CONSENT OF INSTRUCTOR
COREQ.: ENROLLMENT IN 4 SEMESTER UNITS
Repeat: max. 6 units
Supervised practice in local libraries; weekly conference for evaluation and discussion of the experience. CSU

LIBR 90. Topics in Library Technology (0.5 ea.)
Lec-9 (total hrs) CR/NC only
Repeat: May vary
Lectures, demonstrations, group discussions, and hands-on experiences pertaining to the duties of library/media personnel. Subject varies according to demand and timeliness. CSU

LIBR 90A. MARC Records and the Online Catalog.

Library Information Skills

LIS 10. Use of Information Resources (1)
Lec-1 CR/NC avail.
Advise: ESL 150
Use and evaluation of online and print information resources such as catalogs, periodical databases, WWW, and reference sources. Emphasis on developing effective information search techniques and evaluating results. Open to students who have not completed or are not currently enrolled in LIBR 51. Fulfills the SFSU Library Requirement. CSU/UC

Life Science

See Biological Sciences

Mathematics

Announcement of Courses

For "Business Mathematics" see "Business".

A student new to the City College Mathematics Program should first take the appropriate placement exam(s), then consult with a mathematics advisor or counselor before enrolling in a mathematics course.

To enroll in a particular mathematics course, a student must have satisfied the prerequisites for that course.

CREDIT, NON-DEGREE APPLICABLE COURSES:

MATH E1. Basic Mathematics (Individualized) (2)
Conf-2 CR/NC only
Not open for credit for students who have achieved a satisfactory score on the City College placement examination in mathematics or who have passed MATH EX.
Fundamental concepts and processes of arithmetic, translation of English statements to arithmetic statements, and solution of applied problems.
Formerly MATH E.

MATH EX. Basic Mathematics (Lecture/Group) (3)
Lec-3, conf-2 CR/NC only
Not open for credit for students who have achieved a satisfactory score on the City College placement examination in mathematics or who have passed MATH E1.
Fundamental concepts and processes of arithmetic, translation of English statements to arithmetic statements, and solution of applied problems.

MATH S. Elementary Algebra Workshop (2)
Conf-4 CR/NC only
COREQ.: MATH 840
Fundamental operations on integers, rational numbers, polynomials, and algebraic expressions; linear and quadratic equations; linear inequalities; integer exponents and square roots; graphing; systems of equations; and applications.
MATH T. Applied Geometry Workshop (2)  
Conf-3  
COREQ.: MATH 850  
CR/NC only  
Coreq.: MATH 850  
Standard results of geometry; calculations involving lines, triangles, polygons, circles, and solids; emphasis on applications.

MATH U. Intermediate Algebra Workshop (2)  
Conf-3  
COREQ.: MATH 860  
CR/NC only  
Coreq.: MATH 860  
Polynomials and rational expressions; radicals and rational exponents; complex numbers; equations and inequalities; distance formula, lines, circles, parabolas; introduction to functions and graphs; introduction to exponential and logarithmic expressions; applications.

CREDIT, DEGREE APPLICABLE COURSES:

MATH 835. Prealgebra (3)  
Lec-3, conf-2  
PREREQ.: MATH E OR E1 OR EX OR BSMA G, H, OR J; OR PLACEMENT IN MATH 835 OR 840  
Recommended for students who need additional preparation before taking MATH 840 or introductory courses in chemistry, physics, engineering technology, economics, or business.  
Brief review of basic mathematics; measurement systems (English and metric); prealgebra topics (order of operations, signed numbers, integer exponents, square roots, simple equations and formulas, proportions); geometry topics (length, area, volume, similarity); calculator usage, estimation, and number sense; introduction to probability and statistics; applications.

MATH 840. Elementary Algebra (3)  
Lec-5  
PREREQ.: MATH E OR E1 OR EX OR 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.

The Mathematics Department offers two geometry courses: (1) MATH 850 emphasizes problem solving and applications, and (2) MATH 855 emphasizes proofs and the logical structure of geometry but includes problem solving and applications.  
Students intending to study calculus should take MATH 855.

MATH 850. Applied Geometry (2)  
Lec-3  
PREREQ.: MATH 840; OR PLACEMENT IN MATH 850  
Not open for credit to students who have passed MATH 855.  
Standard results of geometry; calculations involving lines, triangles, polygons, circles, and solids; emphasis on applications.

The distinction between the two geometry courses is explained in the paragraph immediately preceding the course description for MATH 850.

MATH 855. Geometry (3)  
Lec-5  
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 AND MATH 850 OR 855; OR PLACEMENT IN MATH 860  
Polynomials and rational expressions; radicals and rational exponents; complex numbers; equations and inequalities; distance formula, lines, circles, parabolas; introduction to functions and graphs; introduction to exponential and logarithmic expressions; applications.

MATH 70. Mathematics for Liberal Arts Students (3)  
Lec-3  
PREREQ.: MATH 860 AND MATH 850 OR 855; OR PLACEMENT IN MATH 860  
Recommended for students who need additional preparation before taking MATH 70.

MATH 75. Mathematical Analysis for Business (3)  
Lec-3  
PREREQ.: MATH 92 OR 860  
Recommended for students with strong mathematics capabilities.

MATH 80. Probability and Statistics (4)  
Lec-4  
PREREQ.: MATH 92 OR 860  
Descriptive statistics: organization of data; measures of central tendency, dispersion, and association; linear regression and correlation.  

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 90.  
Sets, lines, parabolas, functions and graphs, mathematics of finance, introduction to differential and integral calculus of functions of one variable, with applications to business and economics. CSU/UC/CAN

MATH 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 92.  
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/UC
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/CAN

MATH 97. Precalculus (5)
Lec-5
PREREQ.: MATH 95; MATH 90 or 92; AND MATH 850 or 855
An intensive, comprehensive review for students who have successfully completed trigonometry and advanced algebra but need review before beginning a calculus course.
Polynomials and rational expressions; radicals and rational exponents; complex numbers; equations and inequalities; distance formula, lines, and circles; geometric transformations and conic sections; real functions and their graphs; one-to-one and inverse functions; roots of polynomials; circular (trigonometric) functions, identities, and equations; graphs of circular functions; arcfunctions (inverse trigonometric functions); triangles; linear systems and matrices; topics in discrete mathematics. CSU/UC/CAN

The Mathematics Department offers two calculus sequences: (1) MATH 100A-100B is intended for students majoring in business, technology, social sciences, or life sciences and (2) MATH 110A-110B-110C is intended for students majoring in mathematics, computer science, engineering, or physical sciences.

It is each student’s responsibility to determine which calculus sequence is appropriate for his or her academic program.

MATH 100A. Short Calculus I (3)
Lec-3
PREREQ.: MATH 95; MATH 90 or 92; AND MATH 850 or 855
Lines, algebraic functions, exponential functions, logarithmic functions, limits, derivatives, and integrals, with applications. CSU/UC/CAN

MATH 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/CAN

The distinction between the two calculus sequences is explained in the paragraphs immediately preceding the course description for MATH 100A.

MATH 110A. Calculus I (4)
Lec-4, conf-1
PREREQ.: MATH 95; MATH 90 or 92; AND MATH 850 or 855
Functions and graphs, geometric transformations, conic sections; limits, continuity, differentiation, and integration of algebraic and circular functions, with applications. CSU/UC/CAN

MATH 110B. Calculus II (4)
Lec-4, conf-1
PREREQ.: MATH 110A
Differentiability of inverse functions; transcendental functions; indeterminate forms; integration techniques, numerical integration, improper integrals; polynomial approximation; sequences and series; power series; plane vectors, parametrized curves, polar coordinates. CSU/UC/CAN

MATH 110C. Calculus III (4)
Lec-4, conf-1
PREREQ.: MATH 110B
Space vectors, vector functions and space curves; partial differentiation; scalar and vector fields, vector differential operators; multiple integration, Jacobians; line integrals, path independence, and scalar potentials; surface integrals; theorems of Green, Stokes, and Gauss. CSU/UC/CAN

MATH 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/CAN

MATH 125. Differential Equations (3)
Lec-3
PREREQ.: MATH 110C

MATH 130. Linear Algebra and Differential Equations (5)
Lec-5
PREREQ.: MATH 110C

MATH 199. Special Topics in Mathematics (3)
Lec-3
PREREQ.: VARIES WITH COURSE CONTENT
Repeat: max. 9 units
The content of this course varies. CSU(UC upon review)

Military Science

The University of San Francisco is part of the Consortium of San Francisco Colleges and Universities. Students attending a member of the consortium may enroll in a Military Science course at the University of San Francisco under that agreement at no cost. Full credit will be given by City College of San Francisco to fully enrolled students. Specific inquiries about this program should be directed to the Professor of Military Science, University of San Francisco.

Multimedia Studies

See Interdisciplinary Studies.
Announcement of Courses

All music students are encouraged to enroll in at least one of the Music Department performing groups each semester. Knowledge of music fundamentals and the ability to read music are recommended for many music theory, instrumental and vocal training, and performance courses. Where a music course has a sequential prerequisite, check with the Department Head for skill demonstration equal to the prerequisite.

CREDIT, DEGREE APPLICABLE COURSES

Music Theory

The MUS 2A-2B-2C-2D series is a four-semester comprehensive theory program for music students which will transfer as fulfillment of the first two years of lower-division music theory requirements. The MUS 1A-1B, 3A-3B series is a two-semester ear-training and harmony program for music students which will transfer as fulfillment of one year of lower-division music theory requirements.

MUS 1A-1B. Musicianship (2-2)
Lec-3, lab-1, field trips CR/NC avail.
Advise: MUS 1A: MUS 4 or demonstration of exit skills
Repeat: max. 4 units ea.
Development of skills in sight reading, ear training, and notation through the study of scales, intervals, and simple songs. CSU/UC

MUS 2A-2B. Comprehensive Music Theory (5-5)
Lec-5, lab-1, field trips CR/NC avail.
Advise: MUS 4 or demonstration of exit skills
May be taken in any sequence.
The first half of a four-semester comprehensive approach to the chronological study of music theory. Covers music in the style of the medieval, renaissance and baroque eras. Daily sessions involve modal, contrapuntal or harmonic studies and exercises, ear training and musical analysis with the goal of integrating these studies in reference to historical periods. Extensive written assignments are required. CSU/UC

MUS 2C-2D. Comprehensive Music Theory (5-5)
Lec-5, lab-1, field trips CR/NC avail.
Advise: MUS 4 or demonstration of exit skills
May be taken in any sequence.
The second half of a four-semester comprehensive approach to the chronological study of music theory. Covers music in the style of the classic, romantic and modern eras. Daily sessions involve modal, contrapuntal or harmonic studies and exercises, ear training and musical analysis with the goal of integrating these studies in reference to historical periods. Extensive written assignments are required. CSU/UC

MUS 3A-3B. Harmony (3-3)
Lec-3, lab-1, field trips CR/NC avail.
Advise: MUS 3A: MUS 4 or demonstration of exit skills
A music-writing course based on traditional harmony, including linear and vertical analysis. CSU/UC

MUS 4. Music Fundamentals (2)
Lec-3, lab-1, field trips CR/NC avail.
Repeat: max. 4 units
An introduction to basic skills in music, including staff notation, rhythmic notation, intervals, scales, chord construction, sight reading, and ear training. CSU/UC

MUS 5A-5B. Composition (3-3)
Lec-3, field trips CR/NC avail.
Advise: MUS 5A: MUS 3A or demonstration of exit skills
Study of the principles of musical composition through analysis and creative writing. Pieces may be composed for piano and/or small instrumental and/or vocal ensembles. CSU/UC

Instrumental and Vocal Training

MUS 6A. Elementary Classical Guitar (1)
Lec-3, field trips CR/NC avail.
Advise: MUS 6A: MUS 4 or demonstration of exit skills
Repeat: max. 2 units
No prior experience with the guitar necessary. The student must provide a guitar.
An introduction to the music and technique of the acoustical guitar. A foundation with emphasis on classical techniques. Some review of musical theory. CSU/UC

MUS 6B. Intermediate Classical Guitar (1)
Lec-3, field trips CR/NC avail.
Advise: MUS 6A or demonstration of exit skills
Repeat: max. 4 units
A continuation of MUS 6A. Further study of acoustical guitar theory, technique, and repertoire with emphasis on classical guitar. CSU/UC

Music 7 Series

(The letter after the 7 indicates the instrument, not the sequence.)

The Music Department recommends that students enrolling in any of the courses in the MUS 7 series enroll concurrently in appropriate music performance courses such as concert band (MUS 16), stage band (MUS 46), pep band (MUS 47), orchestra (MUS 15), string ensemble (MUS 20), brass ensemble (MUS 18), or woodwind ensemble (MUS 17).

MUS 7C. Cello (1)
Lec-3, field trips CR/NC avail.
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 CR/NC avail.
Repeat: max. 4 units
The study and technique of playing various percussion instruments. CSU/UC

MUS 7T. Brass (1)
Lec-3, field trips CR/NC avail.
Repeat: max. 4 units
Basic brass techniques for intermediate or advanced players. Embouchure problems, breathing methods, and tone production. CSU/UC
# MUS 7V. Violin and Viola (1)
Lec-3, field trips  
Advising: 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  
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  
Advising: MUS 9A or demonstration of exit skills  
A study of basic jazz, rock, gospel, blues, and folk piano techniques. CSU/UC

# MUS 9A. Beginning Piano (2)
Lec-3, lab-1, field trips  
Repeat: max. 4 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 9B. Intermediate Piano (1)
Lec-3, field trips  
Advising: 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  
Advising: 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

# Performance Courses

## MUS 11. Guitar Workshop (1)
Lec-3, field trips  
Advising: 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  
Repeat: max. 4 units  
Study and performance of fine choral music, sacred and secular, from all periods of music history. CSU/UC

## MUS 13A. Jazz/Rock Improvisational Workshop (2)
Lec-3, field trips  
Advising: MUS 3A or demonstration of exit skills  
Repeat: max. 8 units  
Study of a variety of jazz, rock, and blues styles. Emphasis on learning the techniques of arranging and composing. CSU/UC

## MUS 13B. Jazz/Rock Arranging and Composition Workshop (2)
Lec-3, field trips  
Advising: MUS 3A or demonstration of exit skills  
Repeat: max. 8 units  
Study of a variety of jazz, rock, and blues styles. Emphasis on learning the techniques of arranging and composing. CSU/UC

## MUS 14. Chorale (1)
Lec-3, field trips  
Repeat: max. 4 units  
Study and performance of choral music for small ensembles. Public performances both on and off campus. CSU/UC

## MUS 15. Orchestra (1)
Lec-3, field trips  
Repeat: max. 4 units  
An opportunity for string, woodwind, brass, and percussion players to rehearse and perform works selected from the standard repertory from the baroque through the present. CSU/UC

## MUS 16. Concert Band (1)
Lec-3, field trips  
Repeat: max. 4 units  
Study and performance of concert band and wind ensemble literature of various stylistic periods. CSU/UC

## MUS 17. Woodwind Ensemble (1)
Lec-3, field trips  
Repeat: max. 4 units  
Study and performance of woodwind ensemble techniques of all stylistic periods. CSU/UC

## MUS 18. Brass Ensemble (1)
Lec-3, field trips  
Repeat: max. 4 units  
Study and performance of brass ensemble techniques of all stylistic periods. CSU/UC

## MUS 19. Piano Ensemble and Repertoire (1)
Lec-3, field trips  
Repeat: max. 4 units  
Performance of four-hand, two-piano, and solo literature from all
The development of increased musical awareness in the listener. 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 24. Music of East Asia (3)
Lec-3, lab-1, field trips CR/NC avail.
A cross-cultural, comparative survey of both historical and recent developments in the music of China, Japan, and Korea, including the relationship of East Asian music to other aspects of East Asian cultures—philosophy, religion, theater, and dance. CSU/UC

MUS 25. Music of Latin America and the Caribbean (3)
Lec-3, lab-1, field trips CR/NC avail.
Survey of Latin American and Caribbean music. Music as a form of communication and as a social and cultural force in the Americas. CSU/UC

MUS 26. Music in American Culture (3)
Lec-3, lab-1, field trips CR/NC avail.
A survey of music generated by America’s diverse populations including Latino, African American, Hawaiian, Native American, Cajun and Puerto Rican. CSU/UC

MUS 27A. Music Appreciation (3)
Lec-3, lab-1, field trips CR/NC avail.
The development of increased musical awareness in the listener. A study of musical elements, forms, and styles through listening, lectures, readings, and discussions. CSU/UC

MUS 27B. Musical Awareness (3)
Lec-3, lab-1, field trips CR/NC avail.
MUS 27A is not prerequisite for MUS 27B.
Repeat: max. 4 units
Detailed study of selected larger musical forms such as the opera, symphony, concerto, and chamber works. Assigned listening and readings. CSU/UC

MUS 27C. Music and Queer Identity (3)
Lec-3, field trips CR/NC avail.
Examination of the question of how music encodes “queerness” by focusing on various musical styles and musical performers that have become significant for the lesbian, gay and bisexual community. CSU

MUS 27T. Exploring the World of Music (2)
Lec-1.5, field trips CR/NC avail.
Designed to develop an understanding and recognition of musical elements and forms while promoting a broad international cultural music awareness. The series allows students to examine theories on the origins of music making and the role of music in all cultures. Music structure will be studied with an emphasis on how music inspires human emotion, activity, romance, religion and play. CSU/UC

For music of the twentieth century, see MUS 28.

MUS 28. Contemporary Music (3)
Lec-3, lab-1, field trips CR/NC avail.
Study of the music of the twentieth century through analysis of their means and methods, recordings illustrating the types of music under discussion and creative projects involving graphic scores, tapes and new instruments. CSU/UC

MUS 29. Electronic Music (3)
Lec-3, lab-1, field trips CR/NC avail.
A practical study of the means by which electronic music is created, its compositional techniques, and the uses to which it may be put. CSU/UC

MUS 30. Electronic Music Laboratory (2)
Lec-3, lab-3, field trips CR/NC avail.
PREREQ.: MUS 29
Repeat: Max. 8 units
Further practical study of the technical aspects of electronic music, including compositional techniques of synthesis, multitrack recording and digital sequencing. CSU/UC

MUS 31. Digital Music Studio (3)
Lec-3, lab-2, field trips PREREQ.: MUS 30
Repeat: max. 6 units
Practical study of the digital music studio, including the functions of hardware and software tools for composition, sequencing, notation, and digital audio recording. Creation and editing digital music files and exploration of current practical applications of the medium. CSU

Other Music Performance Courses

MUS 41. African Drumming Ensemble (1)
Lec-3, field trips CR/NC avail.
Repeat: max. 4 units
The content of this course varies. Students may re-enroll without repeating subject matter.
African drumming studies and performance of music integral to everyday life in Africa. A review of the function of traditional music in Africa. CSU/UC

**MUS 42. Jazz, Pop, Gospel Choir (1)**

Lec-3, field trips
Repeat: max. 4 units
Study and performance of popular, gospel, or jazz and swing choir arrangements with rhythm section. CSU/UC

**MUS 43. Labor Heritage Chorus (1)**

Lec-3, field trips CR/NC avail.
Repeat: max. 4 units
Study and performance of labor songs from various periods in American history. Songs that reflect workers of diverse cultures, such as Native American chants, folk and labor ballads, field hollers, Black cowboy songs, Chicano farm and border songs, labor Motown, Asian American work songs and working women’s rap. CSU/UC

**MUS 44. Music Theatre Workshop (3)**

Lec-6, field trips CR/NC avail.
Repeat: max. 9 units
An opportunity for students interested in musical theatre to study, rehearse, and participate in performances of musical works for the stage. Equal emphasis given to the musical and dramatic elements involved in such productions. For staged, public performances, roles may be assigned subject to audition. CSU/UC

**MUS 45. Early Music Performance Workshop (2)**

Lec-3, lab-1, field trips CR/NC avail.
Repeat: max. 8 units
An investigation of musical performance styles from the late Middle Ages through the Baroque. Students work and perform in an area of their choice. CSU/UC

**MUS 46. Stage Band (1)**

Lec-3, field trips CR/NC avail.
Repeat: max. 4 units
Reading, preparation, and playing of music arranged for dance bands, with emphasis on jazz. CSU/UC

**MUS 47. Pep Band (1)**

Lec-3, field trips CR/NC avail.
Repeat: max. 4 units
Rehearsal band for music of all popular styles. Performances at various athletic events. CSU

**MUS 48A. Beginning Labor Heritage Chorus (1)**

Lec-3, field trips CR/NC avail.
Repeat: max. 2 units
The beginning study is an introduction to the songs that reflect workers of diverse cultures such as Native American chants, folk and labor ballads, field hollers, Black cowboy songs, Chicano farm and border songs, Labor Motown, Asian-American work songs and songs of working women’s experiences. CSU/UC

**MUS 48B. Intermediate Labor Heritage Chorus (1)**

Lec-3, field trips CR/NC avail.
PREREQ.: LABR 98A/MUS 48A
Repeat: max. 4 units
Intermediate Labor Chorus is designed to further develop choral music techniques and knowledge of labor songs from various periods in American history, as presented in LABR 98A/MUS 48A. Students will develop more complex choral techniques and repertoire. Increased focus will be on individual achievement and its effect on the progress of the chorus. CSU/UC

**MUS 48C. Advanced Labor Heritage Chorus (1)**

Lec-3, field trips CR/NC avail.
PREREQ.: LABR 98B/MUS 48B
Repeat: max. 4 units
Advanced Labor Chorus focuses on the development of a self-directed creative process and autonomy. Building on the concepts, skills and musical material of LABR 98B/MUS 48B, students will become section leaders, soloists and conductors. CSU/UC

Announcement of Curricula

**Degree Curriculum**

The Associate in Science curriculum in Nursing is accredited by the California Board of Registered Nursing (BRN). Students who complete the course of study in accordance with City College requirements are eligible to take the National Council Licensure Examination of Registered Nurses (NCLEX-RN). Those who pass the NCLEX-RN are qualified for entry-level positions of R.N. in health facilities and agencies.

NOTE: The licensing process for becoming a registered nurse in California is under the jurisdiction of the BRN. The BRN requires disclosure of all misdemeanor and felony convictions for all license applicants and disclosure of all disciplinary actions taken against a license applicant who already has a practical nurse, vocational nurse or other professional license. Fingerprinting is also required.

**Course of Study.** The Nursing course of study includes instruction in applied nursing science and related life sciences, and clinical experience in San Francisco Bay Area cooperating clinical settings. The required course of study for Nursing includes courses that may also satisfy certain general education requirements.

**Associate in Science Degree.** The Nursing curriculum, supplemented by general education courses, is designed so that students may satisfy the requirements for graduation from City College with the degree of Associate in Science. It is required that all students who wish to enroll in the Nursing Program take the CCSF placement tests before enrolling.

**Enrollment.** Enrollment in the Nursing Program follows the City College policy of equal educational opportunity. Because of facility and staffing limitations, as well as health and safety requirements, not all students who wish to enroll in the Nursing Program can be accommodated. Selection from among students who are eligible to enroll is made each semester for the following program cycle.
Requests for information regarding enrollment should be addressed to:
Enrollment Committee
Nursing Department
City College of San Francisco
50 Phelan Avenue
San Francisco, CA 94112

Dates for Filing Required Enrollment Forms. For the fall semester, enrollment forms must be received by the Nursing Department no later than March 15 and for the spring semester, no later than September 15. If either date falls on a weekend or a holiday, the receipt date is moved to the next calendar day.

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. To be considered for enrollment, students must satisfy certain academic prerequisites. The following is a summary of the academic requirements for enrollment in the Nursing Program/courses. Please contact the Nursing Department directly for an enrollment form and information package which includes more complete information.

1. File with the Office of Admissions and Records a completed application for admission to City College. No person may attend nursing classes unless he/she is properly admitted to the College.
2. Take the Placement Tests in Math and English. You may be able to waive testing if you have already taken specific tests or courses. Bring proof (test scores or transcripts) to the Matriculation Office, Conlan Hall, Room 204. For more information, please see “Placement Testing Waiver” in the catalog.
3. Complete the following prerequisite courses within 7 years prior to enrollment with a C or higher in each class:
   - Anatomy 25
   - Physiology 1 or 12
   - Microbiology 12
4. Complete the following courses prior to enrollment with credit or a grade of C or higher:
   - English 94, 96, 1A, or ESL 82 (or placement into ENGL 94) (please contact the Nursing Department at (415) 239-3218 for possible changes in the English prerequisites)
   - Math 840 or placement into Math 860 (effective with the start of Fall 2004 application period).

Students may satisfy the above course prerequisites at other institutions, but the courses and grades must be verified prior to consideration for enrollment.

5. File a completed enrollment form for the Nursing Program for the fall semester between November 15 and March 15 and for the spring semester, between May 15 and September 15 with the Nursing Department.
6. Submit official transcripts to verify the completion of prerequisite courses to the Office of Admissions and Records and to the Nursing Department. Transcripts must be in the Nursing Office by April 15 for the fall and October 15 for the spring.

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 titers, and hepatitis B. Enrollees must also provide verification of cardiopulmonary resuscitation basic life support, health care provider certification. Verification of these requirements must be received by the Nursing Department prior to the first day of class.

Admission of LVNs, transfer nursing students and RN requirements for BRN of California:

1. LVNs with current, valid California licenses who have been accepted into the Nursing Program through the usual enrollment process may be given advance placement based on space availability. Please contact the Department Chairperson for further information and counseling.
2. LVN nurses who wish to take the 30-unit option program must have a current, valid California LVN license and must have completed Microbiology 12 and Physiology 1 or 12 with a grade of C or higher. Students who qualify for this option should make an appointment with the Nursing Department Chairperson for additional information. 30 unit option placement is on a space available basis.
3. Transfer students from other accredited RN nursing programs are considered for enrollment in the Nursing Program. Acceptance is based on equivalent professional nursing education, general education courses and space availability. Transfer students must meet the same enrollment requirements and nursing policies as all students entering the program.
4. RNs who need specific courses required by the BRN for the NCLEX-RN examination should contact the Department Chairperson for additional information. Enrollment is on a space available basis only.

Credit by Examination. All nursing courses are challengeable. Consideration for challenge will be based on previous education and/or experience on an individual basis.

Academic Probation and Dismissal. The failure of a nursing student to satisfactorily demonstrate mastery of required knowledge, skills, or abilities can jeopardize the safety or welfare of others. Depending on the nature of the performance that demonstrates the lack of necessary knowledge, skills, or abilities, students may be placed on academic probation or may be subject to academic dismissal prior to the end of the semester.

All City College students, including Nursing students, are subject to the Rules of Student Conduct, and must conform their behavior to appropriate standards, both during theory classes and during clinical experiences at cooperating clinical settings.

Nursing Courses

Courses Required for the Award of Achievement in Nursing

A. NURSING COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 50 Fundamentals of Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NURS 50A Pharmacology in Nursing Part I</td>
<td>2</td>
</tr>
<tr>
<td>NURS 50L Nursing Skills Lab</td>
<td>1</td>
</tr>
<tr>
<td>NURS 50B Pharmacology in Nursing Part II</td>
<td>2</td>
</tr>
<tr>
<td>NURS 51 Basic Med Surgical Nursing</td>
<td>6</td>
</tr>
</tbody>
</table>
Third Semester
NURS 53 Maternal and Newborn Care ..................6
NURS 55 Psychosocial Nursing ..........................6

Fourth Semester
NURS 54 Nursing of Children ............................6
NURS 56 Adv Med & Surg Nursing .....................6
NURS 58 Trends & Issues in Nursing ...................1

B. GENERAL EDUCATION COURSES
Course Units
*ANAT 25 Gen Human Anat .................................4
*PHYS 1 or 12 Human Physiology ........................4
*M B 12 Intro to Microbiology ...........................4
*ENGL 1A, 94, or 96, or ESL 82 Read & Comp, Inter or Adv. Inter Reading and Comp or Adv Comp .................................3
*PSYC 1 Gen Psychology .................................3
*SOC 1 Intro Sociology ...................................3
*SPCH 1A, 4, 11, 12, or ESL 79 Elem of Publ Speak or Group Discuss .................................3

*These courses meet the California Board of Registered Nursing requirement for licensure and must be completed with a grade of C or higher prior to taking the R.N. Licensure Examination (NCLEX-RN).

In addition to the above, students must also complete General Education courses in Humanities (Area A), U.S. History and Government (Area F), Physical Skills and Health Knowledge (Area G), and Ethnic/Women's/Gay and Lesbian Studies (Area H).

Please see the course descriptions for Nursing and general education courses in other parts of this catalog.

Board of Registered Nursing. All students should familiarize themselves with all requirements for taking the NCLEX-RN. Completion of the Nursing Department curriculum does not guarantee passage of the NCLEX-RN or eligibility for a California State RN license.

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

NURS 50. Fundamentals of Nursing (6)
Lec-3, lab-18
Prereq.: Admission to the RN Nursing Program with successful completion of all prerequisites listed on the application and in the catalog; and WDPR 78 or demonstration of WDPR 78 exit skills
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
Provides an overview of drug classification and then a focus 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
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
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 53. Maternal and Newborn Care (6)
Lec-6, lab-18 (8/9 wks)
Prereq.: NURS 51
NURS 53 and 55 are half-semester courses required in the third semester of students enrolled in the curriculum in Nursing. The sequence in which students will take these courses will be determined by the Nursing Department.
Principles of and practices in maternal health and care of the newborn. Covers the complete maternity cycle and the growth and development of the newborn from the embryonic stage to neonatal life. Nursing experience in the cooperating hospitals augmented by observations in clinics and community agencies contributing to the welfare of mothers and children. CSU

NURS 54. Nursing of Children (6)
Lec-6, lab-18 (8/9 wks)
Prereq.: NURS 53, 55 (and 56 if taken first in the sequence of Fourth Semester Nursing Courses)
NURS 54 and 56 are half-semester courses required in the fourth semester of students enrolled in the curriculum in Nursing. The sequence in which students will take these courses will be determined by the Nursing Department.
Developmental and physical process of children from birth through adolescence. Health maintenance needs of children, prevention, and treatment of common disease conditions and injuries that affect children. Clinical experience is designed to be concurrent with theory and will incorporate the school, hospital inpatient, home care, and outpatient settings. CSU

NURS 55. Psychosocial Nursing (6)
Lec-6, lab-18 (8/9 wks)
Prereq.: NURS 51
NURS 55 and 53 are half-semester courses required in the third semester of students enrolled in the curriculum in Nursing. The sequence in which students will take these courses will be determined by the Nursing Department.
The study and investigation of the etiology, dynamics, nursing care and therapeutic modalities for persons with psychological dysfunctions, and the understanding of mental health in relation to patient education, growth and development. Emphasis is placed on the interpersonal and problem-solving processes used in the care of all patients. CSU
The programs offered in this department include credit courses with certificates issued in Home Health Aide/Nurse Assistant and Vocational Nursing. Additionally, a noncredit course with a certificate issued is Geriatric Home Aide. A variety of courses for care of the elderly may be taken for certified nursing assistant and home care, and health centers. Care of the older adult in acute and non-acute care settings. Emphasis on the application of leadership and management theory to clinical practice. Instruction is augmented by supervised clinical experience in cooperating hospitals and selected agencies. CSU

Nursing, Licensed Vocational

The program of study for the certificate of completion in Vocational Nursing is designed to prepare students for employment in acute care facilities, clinics, long-term care facilities, physician offices, home care, and health centers.

Admission. Enrollment is open to all interested students who are in good physical and mental health, and over 17 years of age.

TO BE ADMITTED TO THE CURRICULUM APPLICANTS MUST:

1. Be graduates of an accredited high school or have passed the General Education Development Test (G.E.D.) or have passed the High School Proficiency Examination. Course completion of Anatomy, Physiology, Nutrition, and Pharmacology or one year as a nurse assistant preferred. (For the weekend program applicants, anatomy and physiology, nutrition and pharmacology are prerequisites.)
2. File with the Vocational Nursing Department a completed application for admission to City College (for dates, see “Calendar of Instruction”).
3. Apply for admission to the curriculum for the Fall semester between February 15 and May 1, and for the Spring semester, between September 15 to November 15.
4. Take the City College placement tests in English and Mathematics.
5. On the basis of the placement tests and counseling or course work, demonstrate eligibility for ENGL 94 and MATH 840.
6. Applicants must submit official transcripts.
   a. High school transcripts showing proof completion of the 12th grade. Transcripts must be submitted in keeping with the application deadline.
   b. Applicants who are accepted in Vocational Nursing and who wish to receive credit for prior nursing education courses completed.
7. Admission of Certified Nurse Assistant, Board Challenge students transfer.
a. C.N.A. certificate from the State of California and must have completed a credit granting, college based C.N.A. program are eligible for at least 4 units. Students who qualify and are interested should make an appointment with the department head for additional information and requirements.
b. Transfer students from other accredited L.V.N. or R.N. programs are accepted in the CCSF Vocational Nursing Program. Acceptance is based on 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.

**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.

**Requirements for Certificate of Completion in Vocational Nursing**

Students may obtain the Certificate of Completion in Vocational Nursing by completing the following courses with a grade of C or higher.

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Units</th>
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<tbody>
<tr>
<td>VOCN 33A Voc Nursing/Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>VOCN 33C Voc Nursing/Basic Skills</td>
<td>2</td>
</tr>
<tr>
<td>VOCN 33D Voc Nursing/Basic Skills Lab</td>
<td>1</td>
</tr>
<tr>
<td>VOCN 33E Voc Nursing/Fundamentals</td>
<td>7</td>
</tr>
<tr>
<td>VOCN 33F Voc Anatomy/Physiology</td>
<td>3</td>
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</table>

**Second semester**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOCN 34B Voc Nursing/Med Surgical Nursing</td>
<td>6</td>
</tr>
<tr>
<td>VOCN 34C Voc Nursing/Maternity Nursing</td>
<td>3</td>
</tr>
<tr>
<td>VOCN 34D Voc Nursing/Pediatrics</td>
<td>3</td>
</tr>
<tr>
<td>VOCN 34E Voc Nursing/Skills Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>VOCN 34F Voc Nursing/Child Development</td>
<td>1</td>
</tr>
<tr>
<td>VOCN 34G Voc Nursing/Nutrition</td>
<td>3</td>
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</tbody>
</table>

**Third semester**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>VOCN 35A Psychology/Soc Concepts</td>
<td>2</td>
</tr>
<tr>
<td>VOCN 35B Voc Nursing/Advanced Med/Surg</td>
<td>12</td>
</tr>
<tr>
<td>VOCN 35C Voc Nursing/Community Health</td>
<td>2</td>
</tr>
<tr>
<td>VOCN 35D Voc Nursing/Advanced Skills</td>
<td>1</td>
</tr>
</tbody>
</table>

**Geriatric Home Aide**

**Noncredit Program**

**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.

<table>
<thead>
<tr>
<th>Course Description</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>Total</td>
<td>104</td>
</tr>
</tbody>
</table>

**Requirements for Completion.** Completion of required courses with C grade or higher in each course; 95% attendance.

**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**VOCN 23. Nurse Assistant: Convalescent Care (6)**

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)**

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)**

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 33A. Vocational Nursing/Pharmacology (3)**

Pharmacological principles of patient care with emphasis on body systems and medication dosage calculation, preparation, administration and storage. Instruction includes didactic and laboratory simulations. Fulfills the pharmacology requirements for the Board of Vocational Nurse and Psychiatric Technician. CSU

**VOCN 33C. Vocational Nursing/Basic Skills (2)**

Prepares the student for administering basic patient care in the hospital setting. The course focuses on the following components of Vocational Nursing: medical terminology, basic nursing skills, effective communication, documentation, reporting, and ethics & the law. CSU
VOCN 33D. Vocational Nursing/Basic Skills Lab (1)  
Lec-1, lab-2  
COREQ.: VOCN 33C AND 33E  
Students will practice, perform and master basic nursing procedures in the clinical laboratory with supervision. CSU

VOCN 33E. Vocational Nursing/Fundamentals (7)  
Lec-3.25, lab-15  
PREREQ.: VOCN 33C  
COREQ.: VOCN 33D  
Introduction of Vocational Nursing theory and practice. Didactic include gerontology and principles of nursing care for Musculoskeletal and Integumentary systems with an introduction to nursing care of the gastrointestinal system. Clinical education has both a acute and a chronic care focus. The content meets the long-term care requirement for State certification as a nursing assisting the patient in meeting his basic needs. CSU

VOCN 33F. Vocational Nursing/Anatomy and Physiology (3)  
Lec-3  
A study of the structure and function of the human body with practical applications for the Vocational Nurse. Emphasis placed on aiding the student in understanding the 10 body systems utilizing an applied approach. CSU  
Formerly 34A

VOCN 34B. Vocational Nursing/Medical-Surgical (6)  
Lec-3, lab-7  
PREREQ.: VOCN 33A-33F  
Individual health care needs of adult patients with gastrointestinal, urinary, reproductive and respiratory disorders. CSU

VOCN 34C. Vocational Nursing/Maternity (3)  
Lec-2, lab-5  
PREREQ.: VOCN 33A-33F  
Principles and practice of obstetrical nursing care for vocational nursing. The role of the Vocational Nurse in neonatal, labor, delivery, prenatal and postpartum care are examined. CSU

VOCN 34D. Vocational Nursing/Pediatrics (3)  
Lec-2, lab-4  
PREREQ.: VOCN 33A-33F  
Nursing care of children ages 0-18 years old. Health maintenance, disease prevention and common childhood abnormalities are emphasized. CSU

VOCN 34E. Vocational Nursing/Medical/Surgical Skills (1)  
Lec-1, lab-2  
PREREQ.: VOCN 33A-33F  
Demonstration and return demonstrations of medical/surgical, pediatric and maternal child health nursing skills. CSU

VOCN 34F. Vocational Nursing/Child Growth and Development (1)  
Lec-1, lab-1, field trips  
PREREQ.: VOCN 33A-33F  
Provides students with didactic growth and development knowledge from newborn through adolescence. Clinical experience in preschool areas. CSU

VOCN 34G. Vocational Nursing/Nutrition (3)  
Lec-3  
Basic concepts of nutrition for Vocational Nurses. Provides knowledge of normal and therapeutic nutrition to serve as a basis for decision-making in nursing care. Nutrition is integrated into patient care with emphasis on aspects of disease prevention. CSU  
Formerly 33B

VOCN 35A. Vocational Nursing/Psycho-Social (2)  
Lec-2  
PREREQ.: VOCN 34B-34G  
Introduction to principles of psycho-social nursing. CSU

VOCN 35B. Vocational Nursing/Advanced Medical-Surgical (12)  
Lec-4, lab-17  
PREREQ.: VOCN 34B-34G  
Advanced concepts of health care needs of Adult patients with conditions of the cardiovascular, respiratory and nervous systems. Patient assessment skills and the application of nursing process in managing patient needs in the adult medical/surgical environments. Includes clinical experience in an acute setting. CSU

VOCN 35C. Vocational Nursing/Community Health (2)  
Lec-1, lab-3  
PREREQ.: VOCN 34B-34G  
Introduction to concepts of community health. Includes clinical experience in community care facilities. CSU

VOCN 35D. Vocational Nursing/Advanced Skills (1)  
Lec-1, lab-2  
PREREQ.: VOCN 34B-34G  
Demonstrate proficiency with advanced skills in medical/surgical nursing. CSU

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 or ABE 2073  
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 or ABE 2073  
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 94 or ESL 82; LVN LICENSE OR RN LICENSE  
A comprehensive review of the principles and practices of Licensed Vocational Nursing including a State Board Review Program.
VOCN 9981. Geriatric Home Aide(Nutrition) (44 hrs)
Prepares graduates to provide cooking, shopping and cleaning services for ambulatory elderly clients in their own home setting. Includes dietary needs of geriatric and AIDS patients, cultural foods, cooking demonstrations, and safe sanitation practices.

VOCN 9982. Geriatric Home Aide (60 hrs)
Prepares graduates to care for ambulatory elderly clients in their own home setting. Includes the needs of the clientele and the skills necessary to meet these needs. Information essential to secure employment in the home care field.

Oceanography

See Earth Sciences listings.

Older Adults

Announcement of Courses

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.

Personal Enrichment

OLAD 7300. Art for Older Adults (45 hrs)
Open to beginning and advanced students. Using oil paints or watercolors, students will study and work to develop different painting techniques through a series of exercises. Students will receive individual instruction on how to mix colors, work from still life materials, work from landscapes and eventually work from live models. Students provide their own materials.

OLAD 7301. Arts and Crafts for Older Adults (45 hrs)
A general survey of arts and crafts with an emphasis on exercises and experiments with methods and materials, including: painting, drawing, color theory, composition rendering, batik, tie-dye, macrame, block printing, ceramics, metal crafts, leather, and weaving.

OLAD 7303. Figure Drawing - Older Adults (54 hrs)
Studio class in drawing the human figure from a live model. For beginners to professionals. Pencil, charcoal, ink, and watercolors. Field trips will be included in the program to study and evaluate other artists’ works.

OLAD 7307. Music Appreciation for Older Adults (36 hrs)
Study of and familiarization with the music of western civilization. Students are introduced to a sampling of music from ballets, operas, and symphonies.

OLAD 7309. Theater Appreciation for Older Adults (45 hrs)
Students read plays, attend performances, and develop critical skills in review discussions. The history of theater, elements of dramatic literature, and production techniques.

OLAD 7310. Stitchery for Older Adults (45 hrs)
Patchwork, Hawaiian quilting, trapunto, cross stitch, embroidery stitches. Projects include two pillows, a small quilt, embroidering on a garment, a purse, and construction of a bound book.

OLAD 7313. Art Appreciation - Older Adults (36 hrs)
Introduction to art, painting and sculpturing from the Lascaux cave paintings to modern day artists. Topics include: biographies and personalities of various artists; different art styles; the basic elements of art; the basic periods of art history and their characteristic styles along with the reasons such styles were developed.

OLAD 7316. Life Sculpture for Older Adults (72 hrs)
Older adults learn sculpture in a supportive studio atmosphere. Students work primarily in clay from a live model.

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, dialogue and monologues, stories, description, dreams, letters, memoirs, and poetry.

OLAD 7401. Writers’ Workshop for Older Adults (45 hrs)
Develop writing skills in a peer support group. Students may choose to work on prose and/or poetry and read their work in class. Learning how to respond to writing, guided creative exercises and assignments, sentence and story structure.

OLAD 7402. English - Women’s Literature (54 hrs)
Survey of works by and about women, including novels, short stories, essays, biography, and poetry. Development of reading and crit-
ich 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.

Paleontology

See Earth Sciences listings.

Philippine Studies

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

PHST 10. Independent Study (3)
Ind st-15 CR/NC avail.
Independent reading and research in Philippines Studies. The student is required to submit an essay or project on a topic that the instructor has approved in advance. This project must have strong relevancy within the area of Philippine Studies and meets the student’s own educational resources and needs. CSU (UC upon review)

PHST 20. The Filipino Family (3)
Lec-3 CR/NC avail.
A survey of adaptation to internal and external forces of change that have buffeted and changed the modern Filipino family. Description and analysis of traditional and contemporary Filipino family systems as they respond to the nature and changes within the larger Philippine society and culture. CSU/UC

PHST 30. Philippine Society and Culture Through Film (3)
Lec-3 CR/NC avail.
An examination of Filipino/Philippine films for expressions of various cultural themes and socio-political influences on the Filipino experience; includes: the use and meaning of language for Filipinos, images of Filipinos, interpersonal relations, isolation, sex roles, “The Filipino Dream,” immigration, and bicultural alienation. CSU/UC

ANTH 15. Philippine Culture and Society (3)
Lec-3 CR/NC avail.
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 CR/NC avail.
Description and analysis of Filipino American community problems from a sociological viewpoint. Cultural shock and other problems of adaptation of Filipino immigrants considered in light of the carry-over from Filipino culture and psychology. CSU/UC

GLST 50. Gay/Lesbian/Bisexual/Transgender Communities of Color in the U.S. (3)
Lec-3 CR/NC avail.
Examination of the formation of lesbian/gay/bisexual and transgender identities and communities among people of color in the United States. Included are African Americans, Native Americans, Asian Americans, Pacific Islanders, and Chicano/Latinos. CSU/UC

PHST 36. History of Southeast Asia (3)
Lec-3 CR/NC avail.
A survey of the history of southeast Asia, with emphasis on the post World War II developments and events. CSU/UC

PHST 37. History of the Philippines (3)
Lec-3 CR/NC avail.
The historical and cultural growth of the Philippines, including the development of national culture, political and social institutions, and foreign relations. CSU/UC

PHST 39. The United States Presence in the Western Pacific Rim: An Introduction (3)
Lec-3 CR/NC avail.
A survey course on the evolution of US interests, expansion and foreign policies in the Western Pacific Rim area, specifically the countries in East Asia and Southeast Asia. CSU/UC

IDST 36. Poetry for the People (3)
Lec-3 CR/NC avail.
An interdisciplinary poetry course which explores the poetry of African Americans, Latin@ a’s, Asian Americans, and Native Americans, including poetry by incarcerated people and by poets of all sexual orientations. Use of tapes, recordings, films, poetry readings, and discussions, close readings, guest lectures and performances to 1) identify poetry that is accessible to the general community and 2) develop strategies and various media for making poetry available to diverse communities. CSU/UC

IDST 37. Ethnic Minorities in the United States (3)
Lec-3 CR/NC avail.
An interdisciplinary survey of the history, culture, problems, and conditions of American ethnic minorities and the effects of racism, prejudice and discrimination on emerging minority groups in the United States. CSU

IDST 40. Introduction to Contemporary Issues in the Filipino Community (3)
Lec-3, field trips CR/NC avail.
Students identify and critically analyze contemporary social, political, economic, educational, and cultural issues that are important and significantly affect the life of the Filipino American community. Issues include the following areas: defining Filipino and Filipino American identity, immigration and acculturation, socioeconomic status, employment, racial and ethnic diversity, gender, political empowerment, education, and emerging patterns of the Filipino family. CSU/UC

IDST 42. Philippine Humanities (3)
Lec-3 CR/NC avail.
Appreciation and critical evaluation of Filipino philosophy, literature, art, music, and dance for the purpose of developing an aesthetic sense and cultural acceptance. Exposure to the best of these forms through readings, recordings, films, and field trips. CSU/UC

PILIPINO LANGUAGE COURSES: See Pilipino in this section of the catalog.

POLS 47. Government and Politics of Southeast Asia (3)
Lec-3 CR/NC avail.
A survey of political developments and changes in Southeast Asian states (the Philippines, Indonesia, Malaysia, Thailand, and Singapore) and such other states as Viet Nam, Laos, Cambodia, and Burma. Internal politics and international relations. CSU/UC
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/CAN

PHIL 4. Introduction to Philosophy: Knowledge and Its Limits (3)
Lec-3
The tools and techniques of philosophical reasoning: reading argumentative prose; analyzing conceptual models; writing critical essays. Problems of knowledge: the criteria of reliable knowledge; the formulation and justification of beliefs; the sources and limits of knowledge; beliefs about the physical world, the past and future, and other minds. Critical standards applied to related metaphysical issues: theism, mind and self-identity, determinism. CSU/UC/CAN

PHIL 12A. Symbolic Logic (4)
Lec-5
PREREQ.: MATH 860 OR 92, OR PLACEMENT IN MATH 90, OR 2 VRS. HIGH SCHOOL ALGEBRA, OR DEMONSTRATION OF MATH 860 EXIT SKILLS
The study of logical relationships (consistency, equivalency, and entailment) by way of models and procedures in a symbolic system. The concept of proof and the demands of formal proofs. Methods of demonstrating logical relationships, including truth tables, derivations in sentence and predicate logic, and semantic interpretations. The relation between conventional languages and symbolic encodings. A selection of related theoretical topics, including proofs of soundness and consistency for the calculi, and elementary set theory. CSU/UC/CAN

PHIL 12B. Symbolic Logic (3)
Lec-3
PREREQ.: PHIL 12A
Semantic interpretations and the predicate calculus; identity; metatheorems; proofs of completeness, consistency and soundness; axiomatics; formalized theories; the history of logic. CSU/UC

PHIL 25A. Ancient Philosophy (3)
Lec-3
The origins of the philosophical-scientific tradition. Early attempts at rational explanations of the natural world. Socrates and the foundations of moral criticism. Plato: his articulation of the problems of knowledge, and contributions to moral and political theory. Aristotle: his organization of scientific inquiry, formulation of ethical theory, and development of the science of logic. The philosophic tradition after Aristotle. CSU/UC/CAN

PHIL 25C. Modern Philosophy through Kant (3)
Lec-3
The philosophical tradition from the Renaissance to the nineteenth century. Emphasis on new models of human knowledge and human nature formulated in reaction to scientific and social revolutions. Positions of thinkers such as Descartes, Hume and Kant on basic questions such as “Can anything be known with certainty?”, “Are there any justifiable moral principles?”, “Is there any purpose to existence?” CSU/UC/CAN

PHIL 40. Logic: An Introduction to Critical Thinking (3)
Lec-3
CR/NC avail.
A course in practical reasoning. How to distinguish between reasons that are rational and those that are not. Methods of evaluating arguments that will lead to the truth. CSU/UC

PHIL 51-52-53. Selected Topics in Philosophy (1-2-3)
Lec-1,2,3
Repeat: if no topic repeat
Investigation of a broad range of issues, figures, and movements. CSU

Announcement of Curricula

General Information
The Program provides conceptual, aesthetic, and practical skills training for the beginning through advanced photography student. An emphasis on technical skills is fundamental to the program. This, along with training in design, aesthetics, and concepts in photographic imagery, produces graduates who can realize their creative aspirations and be competitive in today’s job market. The program of study provides a core curriculum of required courses that cover all key areas of commercial and creative photography. Elective classes offer the opportunity for specialized or individualized study and cover a range of traditional and emerging approaches in photography including advanced studio or location lighting, advanced digital imaging, expressive alternatives, and a guest lecture series.
The program is designed to prepare students for a wide range of careers in photography or for transfer to institutions of higher education for advanced study. The practicing photographers on our faculty bring their professional experience, interests, and specializations to the program adding breadth and depth.

Career Opportunities. Students in the curriculum in Photography are trained in the major branches of photographic work. Positions for which graduates may qualify, depending upon their interests, abilities, and achievement, include those of industrial, commercial, portrait, illustrative, advertising, free-lance, editorial, and public-relations photographer; photographic-laboratory technician; photographic salesperson; and operator of a photographic business. The curriculum includes training in specialized fields such as digital imaging. The course of study requires two years.

Work Experience Training. Students majoring in photography may obtain practical experience in the photographic industry by enrolling in a work-experience course. To receive credit, students must work at least ten hours weekly in an approved position. The College helps students in the course find salaried employment. Placement depends upon students’ abilities and records, employers’ requirements, and economic conditions. Students are supervised by both employers and instructors. Students may receive a maximum of four semester units in approved work experience course work.

Associate of Science Degree and Award of Achievement. The program is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements receive the Award of Achievement in Photography if they complete the required 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.

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

PHOT 50A. History and Aesthetics of Photography (4)
Lec-4, field trips CR/NC avail.
Illustrated lectures on the achievements of important photographers. Designed to stimulate visual thinking and creative problem solving. Visits to museums, films and slide lectures. CSU/UC

PHOT 50B. History and Aesthetics of Photography Since 1945 (4)
Lec-4, field trips CR/NC avail.
History of photography since 1945, highlighting achievements of important photographers. Designed to stimulate visual thinking and creative problem solving. Topics covered are: avant garde, surrealism, symbolism, fictional photographs, structuralists, post-modernism, pop art, current uses of landscapes, contemporary color, and photography’s interactions with modern painting, video, performance and computer. Visits to museums and galleries. CSU/UC

PHOT 51. Beginning Black and White Photography (3)
Lec-3, lab-3, field trips CR/NC avail.
A basic course introducing black and white photography and processing practices. Introduction to the small format cameras (35 mm), exposure calculations, negative processing, enlarging and mounting techniques. Topics covered include camera filters and black and white films, night photography, flash usage, elementary lighting, and introduction to the aesthetics of photography. CSU/UC/CAN

PHOT 52. Photographers and Their Images (1)
Lec-1 CR/NC avail.
Repeat: max. 2 units
Professional photographers present and discuss their work in both technical and aesthetic terms. This is a unique opportunity for photography students to meet world renowned photographers and discuss topics in a question and answer format. CSU

PHOT 53. Photographic Design and Concepts (2)
Lec-3, lab-1, field trips CR/NC avail.
PREREQ.: PHOT 51 OR DEMONSTRATION OF EXIT SKILLS
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 landscapes, contemporary color, and photography’s interactions with modern painting, video, performance and computer. Visits to museums and galleries. CSU

PHOT 55. Beginning Color Photography (3)
Lec-3, lab-3, field trips CR/NC avail.
PREREQ.: PHOT 51 OR DEMONSTRATION OF EXIT SKILLS
Advis: Completion/concurrent enrollment in PHOT 53
Basic principles of photographing with slide film; special demands of color technique; color relationships; light qualities; kinds of films; class demonstrations; critiques of color transparencies. CSU

PHOT 57. Photography and Multimedia (3)
Lec-3, lab-1 CR/NC avail.
PREREQ.: PHOT 51 AND IDST 120 OR DEMONSTRATION OF EXIT SKILLS
COREQ.: IDST 130
Introduction to the role of photography in multimedia. Beginning
digital imaging, image acquisition, and the production process. Emphasis on the application of these skills integrated with other digital media. Using these techniques, students will explore 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 Computer Imaging (2)
Lec-2, lab-1, field trips CR/NC avail.
Prereq.: GRPH 25 or CS 100M or IDST 120 or Demonstration of exit skills
Advise: PHOT 51
A beginning level lecture/lab course introducing students to the field of computerized electronic imaging. Emphasis on the technical aspects of digital photography including 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. Advanced Computer Imaging (3)
Lec-2, lab-3, field trips CR/NC avail.
Prereq.: PHOT 60A or Demonstration of exit skills
Advise: GRPH 21 or PHOT 53
An advanced level lecture/lab course for students to expand their capabilities in computerized electronic imaging. Emphasis on the advanced techniques in the manipulation, alteration and enhancement of digital photography. In-depth exploration of the digital photograph will provide students with skills to create their own expressive images and explore the various electronic methods of output. Students will integrate the technical resources which are available to them in preparation for a rapidly changing field. Students will complete lab exercises in class.

CSU

PHOT 81A. Intermediate Black and White Photography (3)
Lec-3, lab-3, field trips CR/NC avail.
Prereq.: PHOT 51 or Demonstration of exit skills
Advise: PHOT 53
Emphasis on black and white exposure control and darkroom 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 CR/NC avail.
Prereq.: PHOT 81A or Demonstration of exit skills
Repeat: max. 8 units
An intensive exploration of the controls and materials of the black and white photographic process. Emphasis on fine printing, 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-2, lab-4, field trips CR/NC avail.
Prereq.: PHOT 81A or Demonstration of exit skills
Repeat: max. 6 units
An exploration of the Photographic Zone System through use of special light metering, processing, and fine printing techniques. A study of the integration of aesthetics, calibration of camera and exposure meter to film, calibration of film to photographic printing papers, development of film for specific lighting conditions, 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 CR/NC avail.
Prereq.: PHOT 51 or Demonstration of exit skills
Advise: PHOT 53, 55, and 83 (concur.)
An exploration of the 4x5 view camera through hands-on experience. Investigation of perspective control, camera movements, film, processing, and printing as applied to studio, architectural and fine art photography. The department will provide students with 4x5 cameras.

CSU

PHOT 85A. Beginning Lighting Techniques (4)
Lec-3, lab-3, field trips CR/NC avail.
Prereq.: PHOT 51 or Demonstration of exit skills
Advise: PHOT 53, 55, and 83 (concur.)
Through demonstration and hands-on experience students explore the basic and technical use of ambient, tungsten and electronic flash illumination as it is used with color and black and white film. Students will work with a variety of lighting equipment and accessories.

CSU

PHOT 85B. Advanced Studio Lighting Techniques (4)
Lec-4, lab-2, field trips CR/NC avail.
Prereq.: PHOT 55 and 85A or Demonstration of exit skills
Advise: PHOT 83
Advanced lighting techniques with an emphasis on electronic strobe and mixed lighting techniques as used in advertising and product photography. Emphasis on client-photographer relationships, solving photographic problems imaginatively, and building a quality portfolio.

CSU

PHOT 86. Mixed Media and the Photographic Image (3)
Lec-2, lab-3, field trips CR/NC avail.
Prereq.: PHOT 81A or Demonstration of exit skills
Advise: PHOT 53
Repeat: max. 6 units
An exploration of the photographic image, exposing students to the concept of manipulation of the original to reveal forms of expression which are unattainable through straight photography. Emphasis will be given not only to established non-silver processes, but also to the integration of more contemporary mediums.

CSU

PHOT 89. Large Format Transparency (3)
Lec-1, lab-3
Prereq.: PHOT 83 and 85A or Demonstration of exit skills
Advise: PHOT 55
Repeat: max. 6 units
An advanced, large format transparency (4x5) course with emphasis on color principles carried to further refinement and practical applications 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 professional portfolio for job applications and presentations.

CSU

PHOT 90. Portraiture (4)
Lec-3, lab-3 CR/NC avail.
Prereq.: PHOT 85A or Demonstration of exit skills
Advise: PHOT 83
Introduction to photographing people utilizing tungsten, strobe, and daylight, with an emphasis on creating as well as interpreting the personality. Use of multiple lighting techniques in the studio and on location. Working successfully with subjects. Analysis and application of lighting techniques for social portraiture, including wedding, school, yearbook, family, and executive portraiture.
PHOT 93. Editorial Photography (2)
Lec-2, lab-1, field trips CR/NC avail.
**PREREQ.: PHOT 81A OR DEMONSTRATION OF EXIT SKILLS**
Techniques leading to a creative treatment of typical editorial assignments, including use of several format cameras, variable lenses, multiple electronic flash and typical effects essential to quality story-telling pictures. Students produce a portfolio including feature news, publicity, public relations, and feature story photographs. CSU

PHOT 95A. Beginning Color Printing (4)
Lec-3, lab-3, field trips CR/NC avail.
**PREREQ.: PHOT 55 OR DEMONSTRATION OF EXIT SKILLS**
Exploration of color negative printing through an understanding of exposure, color films and papers, processing, color temperature and color theory. Sensitometry and densitometry as they apply to color negative printing. Emphasis on the aesthetics of color photography. CSU

PHOT 95B. Intermediate Color Printing (4)
Lec-3, lab-3 CR/NC avail.
**PREREQ.: PHOT 95A OR DEMONSTRATION OF EXIT SKILLS**
Refinement of techniques learned in PHOT 95A emphasizing professional color output. Students produce color prints from color transparencies, negatives and internegatives. Methods include masking techniques when necessary. Explorative techniques such as combination printing, instant print material, collage, and painting with light. A specific color project will be completed that should be of the quality to be included in the students’ portfolio for employment. CSU

PHOT 99. Business Practices of Photography (3)
Lec-3 CR/NC avail.
A course for both commercial and fine art photographers who want to run successful businesses. Topics include writing a business plan, marketing and self-promotion, freelance skills, using computers, legal issues, pricing and estimating, taxes, insurance, and copyright. CSU

PHOT 101-102-103-104. Selected Topics in Photography (1-2-3-4)
Lec-1,2,3,4 and/or lab-2,3,6, field trips CR/NC avail.
**PREREQ.: AS REQUIRED FOR TOPIC**
Selected topics in photography will be explored through lectures, laboratory or studio demonstrations and exercises, field trips, class discussions, film, video, and/or television leading to a critical analysis and/or practical understanding and application of the topic or skill set under consideration. CSU

PHOT 101B. Hand Tinting Photographs
PHOT 101C. Self Portraiture
PHOT 101D. Landscape Photography
PHOT 101E. Informal Portraiture
PHOT 101F. Polaroid and Emulsion Transfer
PHOT 101G. Pinhole Photography

PHOT 102A. Architectural Photography (2)
Lec-2, lab-1, field trips CR/NC avail.
**PREREQ.: PHOT 85A OR DEMONSTRATION OF EXIT SKILLS**
**Advise: PHOT 55, 83**
**Repeat: max. 4 units**
The process of documenting buildings and other structures in their environments. Interiors and exteriors of domestic places are photographed for architectural applications. Topics specifically related to issues of architectural photography include: perspective control, use of different format cameras, filtration for incompatible light sources, attention to detail, and daylight effect on form. The role of the relationship of photographer to designer will be examined. CSU

PHOT 102B. Documentary/News Photography (2)
Lec-2, lab-1, field trips CR/NC avail.
**PREREQ.: PHOT 81A OR DEMONSTRATION OF EXIT SKILLS**
**Advise: PHOT 55**
An exploration of photojournalism and documentary photography as applied to newspaper and magazine work, photo essay assignments and book projects. Legal and business issues, including fund raising and grant writing to support extended projects. Captioning and writing text to accompany photographic work. Mastering of story format using a variety of photo equipment and materials including location lighting, available light photography with high speed films, color transparency materials, and developing and printing in Black and White. CSU

PHOT 117A. Photographic Work Experience (2)
Conf-1, work-10
**Repeat: max. 8 units**
Work experience is supervised off-campus work in photography or closely allied fields. Students can be employed in any area including but not limited to laboratory technicians, camera operators, or salespersons. These include, but are not limited to laboratory internships, assistant internships, museum internships, gallery internships, and laboratory printing internships. CSU

PHOT 117B. Internship and Work Experience (2)
Conf-1, work-10
**Repeat: max. 8 units**
Work experience and internships are supervised off-campus work in photography or closely allied fields. Work experience students will supply their own employment. Internship positions are supplied by the photography department when possible to students who have the required skills. CSU

PHOT 118. Independent Study (2)
Ind st-10 CR/NC avail.
**PREREQ.: PHOT 85B AND EITHER 81B OR 95A OR DEMONSTRATION OF EXIT SKILLS**
**Repeat: max. 4 units**
Work on an independent photographic project having significant learning value in photography and acceptable to both the student and the instructor. Projects may be in photographic research, photographic criticism, computer imagery, or any other photographic performance area. CSU

PHOT 130. Portfolio Production (2)
Lec-2 CR/NC avail.
**PREREQ.: PHOT 81B, 85B, 90, 93 OR 95A**
**Repeat: max. 4 units**
Student production of a professional portfolio that can be used for job applications. The student is advised by the instructor while producing photographs, professionally mounted, which demonstrate depth in a particular area of interest and/or proficiency in several areas of professional photography. CSU

PHOT 501A. Photography for the Enthusiast (2)
Lec-2 CR/NC avail.
**Repeat: max. 4 units**
A basic course introducing photography and camera use to the general enthusiast. Introduction to small format cameras, color films, elementary lighting, and the aesthetics of photography. CSU
Announcement of Curricula

Dance

Certificate Curriculum

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 Department provides studies including history and theory, choreography, and technique and performance with emphasis on modern, ballet, and jazz dance technique. Supporting technique course work is offered in Yoga and dance conditioning. Additional electives include anatomy, health science, community internships, stage production, and music appreciation.

Requirements for the Certification of Completion. The certificate requires completion of 17 units, which can be completed in two semesters. Each course must be completed with a final grade of C or higher or credit.

Courses in Workshop and Theory (7 units)

Course Units
P E 3 Dance Composition ........................................ 3
P E 30 Dance History – Western Culture .................... 3
P E 564 Dance Conditioning .................................. 1

Required Electives (4 units)

ANAT 14 Intro to Human Anat & Physiology .......... 4
TH A 200 Theatre Production ................................ 3
TH A 101 Beginning Acting .................................... 3
TH A 1 Introduction to Theatre ................................ 3
MUS 4 Music Fundamentals ................................... 2
P E 567 Dance Aerobics ........................................ 1
P E 554A-B Yoga ................................................... 1

Option 1 – Classical Dance Performance

technique (4 units)

P E 523A-B Jazz Dance ........................................... 1-1
P E 526B-C Modern Dance .................................. 1-1
P E 626B Intensive Modern Dance .......................... 1
P E 504B-C Ballet ................................................... 1-2
P E 604B Intensive Ballet ....................................... 2
P E 569 Pointe Technique ....................................... 1
One unit from Option 2 or 3 ..................................... 1

Performance and Production (2 units)

P E 17A-B Dance Production ................................. 1-2
P E 18A-B Dance Repertory .................................. 1-2

Option 2 – African Heritage Performance

Technique (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 ................................... 1-1
One unit from option 1 or 3 ..................................... 1

Performance and Production (2 units)

P E 518A-B International Folk Dance ..................... 1-1
P E 535A-B Ballroom Dance .................................. 1-1
P E 560A-B Latin American Social Folk Dance ........ 1-1
P E 570A Swing Dance Forms .............................. 1
One unit from option 1 or 3 ..................................... 1

Option 3 – Social Dance Performance

Technique (4 units)

P E 5A-B Folk Dance Production ............................ 1-2
P E 25A-B Ballroom Dance Prod & Comp ............... 1-2

Performance and Production (2 units)

P E 17A-B Dance Production ................................. 1-2
P E 18A-B Dance Repertory .................................. 1-2

Announcement of Courses

The following physical education courses are activity courses: 3, 4, 5, and all courses 400 through 599.

CREDIT, DEGREE APPLICABLE COURSES:

P E 3. Dance Composition (3) CR/NC avail.
Lec-10
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) CR/NC avail.
Lec-1, lab-3
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) CR/NC only
Lab-2, 4, 6
Repeat: combination max. 3 times
Courses may be taken in any sequence.
Performance of intermediate-advanced level folk dance arrangements for theatrical production. CSU/UC

P E 6. Prevention and Care of Athletic Injuries (3) CR/NC avail.
Lec-2, lab-2
Introduces injuries commonly experienced by athletic 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) CR/NC avail.
Lab-3
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) CR/NC avail.
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
Physical Education and Dance

factors, components of training, training states, recovery methods and philosophy of training. CSU

P E 9A. Fit or Fat: Exercise and Diet (2)
Lec-2 CR/NC avail.
Comparison of obesity theories, current weight loss methods and associated technology. Determine and track change in fitness levels, plan a fitness program, and participate in a variety of exercises to promote an active lifestyle, emphasizing weight loss. CSU

P E 10. Appreciation and Analysis of Individual and Team Sports (2)
Lec-2 CR/NC avail.
Emphasis on systems of play, strategy, rules, training programs, organizational procedures, and background for both spectators and participants. CSU/UC

10A. Aquatics sp
10B. Baseball sp
10C. Basketball fa
10D. Football fa
10E. Individual sports: badminton, bowling, fencing, golf, and tennis sp
10F. Soccer fa
10G. Track and Field sp

P E 11. Analysis of Fastpitch Softball (2)
Lec-1, lab-3 CR/NC avail.
Repeat: max. 8 units
Demonstrates and analyzes the individual offensive and defensive skills required in fastpitch softball, as well as identifying offensive and defensive team strategies necessary for successful game play. CSU

P E 12. Folk, Ballroom, and Square Dance Activities Analysis (2)
Lec-2 CR/NC avail.
Adviser: P E 518A and/or P E 535A
Repeat: max. 8 units
Analysis and performance of past and present ballroom, folk and square dances. Dance notations and directions will be compiled and employed. CSU/UC

P E 13. Sport and Society (3)
Lec-3
An introduction to the sociology of sport, to discuss and analyze issues about sports as a part of society. The history of sport, competition, children’s programs, deviance, aggression, coaches in the sport experience, gender, ethnicity, social mobility, the economy, the media, and politics in sports. CSU

P E 17A-17B-17C. Dance Production (1-2-3)
Lab-2,5,7 CR/NC only
Repeat: combination max. 3 times
Courses may be taken in any sequence.
Participation in theatre disciplines such as lighting, sound, stage management, set design and costume; development of choreography and performing skills to be used in a theatre or studio dance production. CSU/UC

P E 18A-18B-18C. CCSF Repertory Dance Company (1-2-3)
Lab-3,6,9, field trips CR/NC avail.
Repeat: combination max. 3 times
This course is designed as a touring dance company. Students will learn dance works from faculty and guest choreographers. Touring venues include CCSF, San Francisco high schools, San Francisco Bay Area colleges, local theatres, and public events. Includes work on performance techniques and lectures on choreographic theory. CSU/UC

Lab-3,6,9 CR/NC only
Adviser: PE 535B
Repeat: combination max. 3 times
Courses may be taken in any sequence.
Performance of past and present ballroom dance choreographies in a theatrical or competitive setting. CSU/UC

P E 30. Dance History - Western Culture (3)
Lec-3 CR/NC avail.
Lectures, readings, films and discussions on theory and development of dance from its evolution in anthropological sources to 20th century contemporary dance. This survey history course will touch on the historical basis of dance and will emphasize the history of classical ballet, American/European modern dance, African-Haitian dance and the American idioms of tap and jazz. CSU/UC

P E 50A-50B-50C. Fitness Center Super Circuit (0.5-1-2)
Lab-4,2,4 CR/NC only
Repeat: combination max. 3 times
The super circuit located in the Fitness/Wellness Center utilizes an interactive fitness network system providing feedback to the user with an emphasis on proper use of free weights, strength equipment and interval training (use of the stair master, treadmill and life cycle) and individualized fitness programs to promote strength, muscle toning and cardiac fitness. CSU/UC

P E 70. Intramural Competition (0)
Lab-10 CR/NC avail.
Prereq.: Athletic Clearance (Eligible by Rules of the CACC and Medical Clearance Verified by a Physician)
Repeat: max. 12 units
Course numbers, activities and semester as indicated below
Instruction for competition and participation in the Coast Conference of the California Association of Community Colleges (CACC).

Intercollegiate Athletics for Men (3)
Lab-10 CR/NC avail.
Prereq.: Athletic Clearance (Eligible by Rules of the CACC and Medical Clearance Verified by a Physician)
Repeat: max. 12 units
Course numbers, activities and semesters as indicated below
Instruction for competition and participation in the Coast Conference of the California Association of Community Colleges (CACC).

CSU/UC

Intercollegiate Athletics for Women (3)
Lab-10 CR/NC avail.
Prereq.: Athletic Clearance (Eligible by Rules of the CACC and Medical Clearance Verified by a Physician)
Repeat: max. 12 units
Course numbers, activities and semesters as indicated below
Instruction for competition and participation in the Coast Conference of the California Association of Community Colleges (CACC).

CSU/UC

P E 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 500A-500B-500C. African-Haitian Dance (1-1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning, intermediate, and advanced study of African-Haitian Dance as a vehicle to understand and appreciate the impact and manifestation of the African Culture in the Caribbean and North America. CSU/UC

P E 501A-501B. Archery (1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning and intermediate archery. Emphasis on skills, official rules, etiquette, safety, methods of shooting and scoring. CSU/UC

P E 503A-503B. Badminton (1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning and intermediate badminton; its history, rules, skills and playing strategies. CSU/UC

P E 504A. Beginning Ballet (1)
Lab-2 CR/NC avail.
Repeat: P E 504A-504B-504C combination max. 3 times
Introduction to the theory and practice of beginning ballet technique and vocabulary. Application of basic technical ballet vocabulary at the barre and in center practice. CSU/UC

P E 504B. Intermediate Ballet (1)
Lab-2 CR/NC avail.
Repeat: P E 504A-504B-504C combination max. 3 times
A continuation of the theory and practice of classical ballet with an emphasis on intermediate ballet technique and vocabulary. Application of intermediate ballet vocabulary at the barre and in center practice. CSU/UC

P E 504C. Advanced Ballet (2)
Lab-4 CR/NC avail.
Repeat: P E 504A-504B-504C combination max. 3 times
A continuation of the theory and practice of classical ballet with an emphasis on advanced ballet technique and vocabulary. Application of advanced ballet vocabulary at the barre and in center practice. CSU/UC

P E 505A-505B-505C. Baseball (1-1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning, intermediate and advanced baseball. Analysis and 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

P E 506A-506B-506C. Basketball (1-1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning, intermediate, and advanced basketball; emphasis on skill, agility, body conditioning and endurance. CSU/UC

P E 509. Body Building (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
Physical development and muscle toning through weight training. CSU/UC

P E 512. Corrective Physical Education (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
An adaptive exercise class designed to meet specific rehabilitative needs for people with chronic or temporary disabilities, especially those with muscular/skeletal and/or mild/moderate neurological conditions. Body awareness and conditioning techniques are 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) fa
Lab-2 Repeat: combination max. 4 units
Beginning, intermediate, and advanced fencing; emphasis on boutting, judging, directing, scoring, parries, ripostes, and fencing with electrical equipment. CSU/UC

P E 518A-518B International Folk Dance (1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
In 518A, performance of beginning partner and non-partner folk dances from around the world; 518B continues with intermediate level material. CSU/UC

P E 519A-519B-519C. Football (1-1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Introduces the fundamentals of touch football, emphasizes skills, ability, conditioning, endurance, technique, schematics and emphasizes drills which will augment the teaching of technical skills. CSU/UC

P E 520A-520B-520C. Golf (1-1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning, intermediate, and advanced golf. Demonstrates basic skills needed to play a round of golf; emphasizes principles of the full swing, the chip, the putt, basic rules of play, golf etiquette and golf terminology. CSU/UC

P E 523A-523B-523C. Jazz Dance (1-1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning, intermediate, and advanced jazz dance techniques, patterns, routines, choreography, and improvisation. CSU/UC

P E 524A-524B-524C. Judo (1-1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning, intermediate, and advanced judo. Instruction and practice in the basic skills of the sport of Judo. Terminology, etiquette along with throwing and grappling techniques, with integration of various Katas (forms) and Randori (free exercise). CSU/UC

P E 525. Lifeguard Training (1)
Lab-2 CR/NC avail.
PREREQ.: P E 540C OR DEMONSTRATION OF P E 540C EXIT SKILLS
Repeat: max. 4 units
Training in life guarding (no beach) situations; recognizing and preventing life threatening situations. American Red Cross Lifeguard Certificate granted upon successful completion. CSU/UC
P E 526A-526B-526C. Modern Dance (1-1-2)  
Lab-2, 4  
CR/NC avail.  
Advise for P E 526B: P E 526A  
Advise for P E 526C: P E 526B  
Repeat: combination max. 3 times  
Beginning, intermediate and advanced dance techniques. Emphasis on body movement through modern dance, improving alignment, muscular endurance, flexibility, coordination, musicality, performance technique, and dance vocabulary appropriate to training. Includes improvisation and choreography. Techniques explored: Graham, Hawkins, Cunningham, Limon, Horton, and Dunham. CSU/UC

P E 527A-527B-527C. Physical Fitness (1-1-1)  
Lab-2  
CR/NC avail.  
Repeat: max. combination 4 units  
Physical fitness classes at all levels are scheduled to help students fit a vigorous and satisfying period of exercise into a pattern for future use. The aim is to help students gain insight into their own personal aptitudes and abilities and also motivate students to explore their own range of movement in terms of agility, flexibility, strength, and endurance. CSU/UC

P E 528. Running and Conditioning (1)  
Lab-2  
CR/NC avail.  
Repeat: max. 4 units  
Principles and practices of conditioning the body with emphasis on aerobic (cardiovascular) fitness by increasing endurance through running, increasing the body’s range of motion through stretching and flexibility activities. CSU/UC

P E 529. Saber Fencing (1)  
Lab-2  
CR/NC avail.  
Repeat: max. 4 units  
An entry-level course that surveys the sport of saber fencing, the general rules and regulations for governing a bout. CSU/UC

P E 530A-530B-530C. Self Defense (1-1-1)  
Lab-2  
CR/NC avail.  
Repeat: combination max. 4 units  
Beginning, intermediate, and advanced methods of self-defense. Instruction and practice in the basic techniques of anticipation, avoiding, and when necessary, protecting oneself from attack. Emphasis is on the avoidance of physical confrontation and the discouragement of an attack. CSU/UC

P E 534A-534B-534C. Soccer (1-1-1)  
Lab-2  
CR/NC avail.  
Repeat: combination max. 4 units  
Beginning, intermediate, and advanced soccer. Emphasis on systems of play, strategy, rules, and training program. CSU/UC

P E 535A-535B. Ballroom Dance (1-1)  
Lab-2  
CR/NC avail.  
Repeat: combination max. 4 units  
Beginning and intermediate ballroom dance; emphasis on step patterns and dance positions for a complete range of dances. CSU/UC

P E 536. Softball (1)  
Lab-2  
CR/NC avail.  
Repeat: max. 4 units  
Fundamentals of elementary softball; emphasis on development of team offense and defense. CSU/UC

P E 540A-540B-540C. Swimming (1-1-1)  
Lab-2  
CR/NC avail.  
Repeat: combination max. 4 units  
Beginning, intermediate, and advanced skills of swimming. Emphasis on the progression from the basics of water maneuvering to more advanced swimming techniques. CSU/UC

P E 541A. Beginning Tap Dance (1)  
Lab-2  
CR/NC avail.  
Repeat: max. 4 units  
Introduces the elements of tap vocabulary, explores technique through performance of rhythmic patterns and briefly reviews the history of tap. CSU/UC

P E 541B. Intermediate Tap Dance (1)  
Lab-2  
CR/NC avail.  
Repeat: max. 4 units  
Develops more complex tap dance skills, based on the refinement of fundamental technique, vocabulary, rhythmic sensibility and knowledge of tap history. CSU/UC

P E 542A-542B-542C. Tennis (1-1-1)  
Lab-2  
CR/NC avail.  
Repeat: combination max. 4 units  
Beginning, intermediate, and advanced tennis. Emphasis on rules, etiquette, basic skills, strokes and footwork, scoring, and strategy. CSU/UC

P E 543. Track and Field (1)  
Lab-2  
CR/NC avail.  
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  
CR/NC avail.  
Repeat: combination max. 4 units  
Beginning, intermediate, and advanced volleyball. Emphasis on passing, serving, spiking, and blocking. CSU/UC

P E 549. Karate (1)  
Lab-2  
CR/NC avail.  
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 550. Self Defense For Women (1)  
Lab-2  
CR/NC avail.  
Repeat: max. 4 units  
Learn physical, psychological and preventive skills to prevent assault and reduce your risk to personal safety. Emphasis on the development of personal power and self-esteem. Physical defense skills are learned and mastered. CSU/UC

P E 552. Racquetball (1)  
Lab-2  
CR/NC avail.  
Repeat: max. 4 units  
Fundamentals and principals of racquetball which include the essential skills of the game, the racquetball games (singles, double, “cutthroat”), rules, strategies, training, conditioning and injury prevention. CSU/UC
P E 554A. Beginning Yoga (1)
Lab-2
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
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
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
Repeat: combination max. 4 units
Beginning and intermediate class in weight conditioning and circuit training with an emphasis on proper use of free weights and interval training (use of the stair master, treadmill and life cycle) to promote strengthening, toning and cardiac fitness. CSU/UC

P E 557. Walking for Fitness (1)
Lab-2
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
Repeat: combination max. 4 units
Beginning, intermediate and advanced techniques with emphasis on cardiovascular endurance utilizing physical activity which increase the heart rate to each individual’s target zone. CSU/UC

P E 559. Water Aerobics (1)
Lab-2
Repeat: max. 4 units
A physical activity performed in the water with emphasis on the achievement and improvement of cardiovascular endurance, encompassing the special advantages of movement in water. CSU/UC

P E 560A-560B. Latin American Social and Folk Dance Forms (1-1)
Lab-2
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 561. Stretching and Flexibility Development (1)
Lab-2
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
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
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
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
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
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
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
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
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.

**P E 570B-570C. Intermediate/Advanced Swing Dance**

**Forms (1-1)**
Lab-2
Repeat: P E 570-570B-570C combination max. 4 units
Intermediate and advanced skills in the popular American dances known as “Swing,” while exploring the cultural scene that created them. CSU/UC

**P E 572. Jujitsu (1)**
Lab-2
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
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
Repeat: max. 4 units
Principles and practices of walking for fitness in local neighborhoods as well as the importance of nutrition and diets as it relates to one’s general health and well-being. CSU

**P E 575A-575B-575C. Kung Fu (1-1-1)**
Lab-2
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
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, field trips
Repeat: max. 4 units
Refinement of placement, styling, adornments, lead/follow and musicality in Argentine tango through exercises done at the barre and on the center floor, with and without partners. Focus on the role of the follower in the tango dance. Course highlights the contribution of women in the construction of tango culture past and present. CSU/UC

**P E 578. Argentine Tango Productions (1)**
Lab-2, field trips
Repeat: max. 4 units
Performance-oriented course: development, critique and rehearsal of tango sequences for public performance informed by analysis of videotaped footage of professional tango choreography. CSU/UC

**P E 579. Boxercise (1)**
Lab-2
Repeat: max. 4 units
Boxercise is a conditioning fitness class utilizing aerobic/boxing techniques with an emphasis on cardiovascular and muscular endurance. CSU/UC

**P E 604B. Intensive Ballet (2)**
Lab-4
Repeat: max. 8 units
A continuation of the theory and practice of classical ballet with an emphasis on intermediate ballet technique and vocabulary. Application of intermediate ballet vocabulary at the barre and in center practice will be explored. CSU/UC

**P E 626B. Intensive Modern Dance (2)**
Lab-4
Repeat: max. 8 units
Emphasis on body movement through modern dance improving alignment, muscular endurance, flexibility, coordination, musicality, performance technique, and dance vocabulary appropriate to intermediate training. Improvisation and choreography. Techniques explored include Graham, Hawkins, Cunningham, Limon, Horton and Dunham. CSU/UC

**P E 654B. Intensive Yoga (2)**
Lec-1, lab-3, field trips
CR/NC avail.
Advise: P E 554A or equivalent
Repeat: max. 8 units
A continuation of the theory and practice of yoga, with an emphasis on intermediate yoga poses, combinations and a continuation of breathing exercises and relaxation techniques. Yoga history, culture and tradition will be discussed. CSU/UC

**BCST 117. Sports Announcing and Production (3)**
Lec-3, lab-3
Repeat: max. 6 units
Prereq.: BCST 115 AND 131 OR 140 OR EQUIVALENT SKILLS
All aspects of sports announcing and production for radio, television, cable, satellite, and the Internet. An exploration of sports coverage history, issues, technology, production, play-by-play announcing, color announcing, and career opportunities. Students will announce and produce live and live-on-tape broadcasts of City College sports events. CSU

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**Physics**

**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**PHYC 2A-2B. Introductory Physics (3-3)**
Lec-3, conf-1
Required of premedical, biology, and some architecture students
Prereq.: For PHYC 2A: HS PHYSICS or PHYC 40, and HS TRIGONOMETRY or MATH 95
Prereq.: For PHYC 2B: PHYC 2A
Coreq.: For PHYC 2A: PHYC 2AL
Coreq.: For PHYC 2B: PHYC 2BL
Lectures illustrating principles of physics. CSU/UC/CAN

PHYC 2A. Mechanics, fluids, heat, and sound.
PHYC 2B. Electricity, magnetism, light, and selected topics in modern physics.
PHYC 2AC-2BC. Introductory Physics—Calculus
Supplement (0.5-0.5)
Lec-1, conf-0.5 (9 wks)
Required of some premedical, biology, and architecture students.
CSU/UC
PREREQ.: FOR PHYC 2AC: MATH 110A OR 100A;
COMPLETION/CONCURRENT ENROLLMENT IN PHYC 2A
PREREQ.: FOR PHYC 2BC: MATH 110B OR 100B;
COMPLETION/CONCURRENT ENROLLMENT IN PHYC 2B
PHYC 2AC. The application of calculus to topics in mechanics, fluids, heat and sound.
PHYC 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. CSU/UC/CAN
PHYC 2AL. Mechanics, fluids, heat, and sound.
PHYC 2BL. Electricity, magnetism, and light.

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 engineering or physical science transfer programs.
PREREQ.: PHYC 4A: HS PHYSICS OR PHYC 41, AND
COMPLETION/CONCURRENT ENROLLMENT IN MATH 110B
PHYC 4B: PHYC 4A, AND MATH 110B;
PHYC 4C: PHYC 4B; PHYC 4D: COMPLETION/CONCURRENT ENROLLMENT IN PHYC 4C AND MATH 110C
COREQ.: PHYC 4A: PHYC 4AL; PHYC 4B: PHYC 4BL;
PHYC 4C: PHYC 4CL; PHYC 4D: PHYC 4DL
Advise: PHYC 4D/4DL and Completion/concurrent enrollment in PHYC 4C/4CL
Mathematical development of physics. CSU/UC/CAN
PHYC 4A. Mechanics.
PHYC 4B. Electricity and magnetism, and AC circuit theory.
PHYC 4C. Waves, geometrical and physical optics, and thermodynamics.
PHYC 4D. Relativity and quantum mechanics.

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 engineering or physical science transfer programs.
PREREQ.: PHYC 4AL: COMPLETION/CONCURRENT ENROLLMENT IN PHYC 4A
COREQ.: PHYC 4BL: PHYC 4B; PHYC 4CL: PHYC 4C; PHYC 4DL: PHYC 4D
Laboratory experiments. CSU/UC/CAN
PHYC 4AL. Mechanics, measurements, fluids.
PHYC 4BL. Electricity and magnetism; emphasis on oscilloscope measurement techniques.
PHYC 4CL. Experiments in sound, Fourier analysis, electrical oscillations and waves, geometrical and physical optics.
PHYC 4DL. Laboratory experiments in modern physics.

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, electricity, magnetism, vibrations and wave phenomena. CSU/UC

Physical Science

Announcement of Courses
CREDIT, DEGREE APPLICABLE COURSE:
P SC 11. Physical Science (3)
Lec-3, conf-1
Not open to students who have completed a college-level course in physics, physical science, chemistry, geology, or astronomy with a final grade of C or higher
A conceptual, almost non-mathematical, introduction to the physical sciences. Topics from physics, chemistry, geology, astronomy, oceanography, and meteorology. Emphasis on topics which lead to a better understanding of our technological society and physical environment. CSU/UC

P SC 12. Physical Science Laboratory (1)
Lab-3, field trips
COREQ.: P SC 11
Physical Science laboratory integrates concepts from physics, chemistry, and earth science and astronomy. Specific topics are chosen to explore specialized career paths such as teacher preparation, automotive science, or radiation technology. CSU

P SC 12A. Phys. Science Lab for Teachers

P SC 88. Physical Science for Automotive Technology (4)
Lec-3, lab-3, field trips
Physical science course integrating concepts from physics, chemistry, and environmental science into current and future trends in automotive technology such as automotive design, diagnostics, alternative fuels, batteries and electrical systems. CSU
**Certificate Curriculum**

The Certificate of Completion in Pilipino provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Pilipino. Each course must be completed with a final grade of C or higher or Credit. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

**Core Courses**

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<th>Course</th>
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<td>PIL 1</td>
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<td>PIL 2</td>
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**Elective Courses**

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<td>PIL 10A-10B-10C</td>
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<td>PIL 39A-39B</td>
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**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**POL 1. American Government (3)**

Lec-3

An introduction to the institutions, operations, policies, and problems of American government today. Examination of such issues as U.S. Constitutional development; the impact of the President, the Congress, the bureaucracy, and the courts on daily life; civil rights and liberties; the press and the mass media; political parties, lobbies, and citizen action groups; voting and elections; the domestic and foreign policies of the federal government; the problems of state and local government; public administration of and the theories, values, and behavior underlying the American political system.

CSU/UC/CAN

**POL 2. Comparative Government (3)**

Lec-3 CR/NC avail.

A comparative study of the constitutional principles, governmental institutions, and political problems of selected governments abroad.

CSU/UC

**POL 3. Political Theory (3)**

Lec-3 CR/NC avail.

Various theoretical approaches to politics and basic political problems and proposed solutions to them. An introduction to ways of thinking about politics and to the language and concepts of political theory.

CSU/UC

**POL 5. International Relations (3)**

Lec-3 CR/NC avail.

An introductory survey of world politics involving a historical and theoretical analysis of the relations among states and international organizations. Contemporary problem-areas and issues in an international arena of conflict and order, such as: American foreign policy; diplomacy and international bargaining; global problems of war and nuclear armament; international finance and the world economy; economic development and the world's resources; terrorism and human rights; and, on a voluntary basis, student participation in the Model United Nations.

CSU/UC

**POL 6. Problems of Political Association (3)**

Lec-3 CR/NC avail.

An introduction to modern Western Civilization, from a political perspective, providing an overview of politics from the origins of the nation state to super-power confrontation, with a focus on the triangular relationship of Europe, the U.S., and the U.S.S.R. The nature of government, law, ideology, revolution, and political and economic integration are discussed.

CSU/UC

**POL 7. American Politics and the African American Community (3)**

Lec-3 CR/NC avail.

American political institutions and their relationship to African Americans. The unique manner in which Black people have had to function both within and outside of the political system. The future of African American politics.

CSU/UC

**POL 8. Political Problems of Latin Americans (3)**

Lec-3 CR/NC avail.

The relationship between Latin American citizens and American political institutions. Emphasis on the political problems of Latin
Americans, proposed solutions to these problems, and practical political techniques for achieving such solutions. CSU/UC

POLS 9. Campaigns and Elections (3)
Lec-3 CR/NC avail.
Offered spring and fall semesters of general election years
Survey of the theory and practice of American political campaigns and elections. Emphasis on candidates, their issue positions, strategies and experience; ballot propositions, pro’s and con’s, role and effect of the media, money, polls, and the changing impact of political parties and interest groups. CSU/UC

POLS 10. United States Foreign Policy (3)
Lec-3 CR/NC avail.
An introductory course emphasizing the study of current problems and issues in United States foreign policy. Major units of study include the making and carrying out of foreign policy, historical changes in American foreign relations, recent events influencing America’s role as a world power, and future challenges to the United States in international affairs. CSU/UC

POLS 12. Ethnic Politics in the United States (3)
Lec-3 CR/NC avail.
This course surveys the contemporary history and role of race and ethnicity in the American political system. Theories of race, migration, and ethnic political patterns are discussed in an integrative, comparative, and multidisciplinary approach. The interplay of ethnic and racial factors in the political process is systematically examined and analyzed in the context of at least three of the following groups: African Americans, Asian Americans, Chicano/Latino, Native Americans, and European Americans. Salient policy issues affecting all groups, such as civil rights, crime, immigration, and employment, are also examined. Meets American Cultures requirement at UC, Berkeley. CSU/UC

POLS 18. Government and Politics of Latin America (3)
Lec-3 CR/NC avail.
The constitutional systems, political processes, and social problems of Latin-American nations. CSU/UC

POLS 20. The Politics and Policies of Cities (3)
Lec-3 CR/NC avail.
An analysis of the problems, politics, and policies of American city governments, with special emphasis on the San Francisco Bay Area. CSU

POLS 25. Political Action (3)
Lec-3, field trips CR/NC avail.
A practical guide to citizen political participation. Emphasis on institutional possibilities of change as well as the development of political strategies. Practical political experience encouraged. CSU

POLS 35. Government and Politics of East Asia (3)
Lec-3 CR/NC avail.
A survey of political developments and changes in East Asia, with emphasis on the governments and politics of China and Japan. The role of other world powers in this region, including the Soviet Union and the United States. CSU/UC

POLS 41. Independent Studies in Political Science (1)
Lec-1
Repeat: if no topic repeat, max. 2 units
An individualized reading or research program. CSU (UC upon review)

POLS 42A-42B-42C-42D. Discussions in Political Science (1-1-1-1)
Lec-1 CR/NC avail.
Lectures on varied subjects given by political scientists and practicing politicians (national, state and local). Seminar-type discussions and occasional field trips. CSU (UC upon review)

POLS 43. The Constitution and Individual Rights (3)
Lec-3, field trips CR/NC avail.
A citizen’s civil and criminal rights under the Constitution. Analysis of leading cases and legal principles which protect individual freedom. CSU/UC

POLS 45. Government and Politics of Middle East (3)
Lec-3 CR/NC avail.
A survey of political developments and changes in the Middle East, with emphasis on the Arab states and Israel. CSU/UC

POLS 46. American Political Systems (3)
Lec-3, field trips CR/NC avail.
Not designed to satisfy the American history and institutions requirement for the University of California nor for the California State Universities and Colleges.
No credit for POLS 46 taken after completion of POLS 1
A survey of the relevant aspects of events and policies that have brought about change at all levels of government on the American scene—local, state, and national. Emphasis on basic political problems and on an analysis and evaluation of the solutions offered historically, with consideration of relationships between California and the United States, as well as consideration of local government in the San Francisco Bay Area. CSU/UC

POLS 47. Government and Politics of Southeast Asia (3)
Lec-3 CR/NC avail.
A survey of political developments and changes in Southeast Asian states (the Philippines, Indonesia, Malaysia, Thailand, and Singapore) and such other states as Viet Nam, Laos, Cambodia, and Burma. Internal politics and international relations. CSU/UC

POLS 48. Government and Politics of Africa (3)
Lec-3 CR/NC avail.
A survey of political development and change in contemporary Africa, with emphasis on Africa south of the Sahara. Major factors shaping African politics and institutions; ideology, nationalism, colonialism, political groups, and nation-building. CSU/UC

POLS 51-52-53. Selected Topics in Political Science (1-2-3)
Lec-1,2,3 CR/NC avail.
Repeat: if no subject repeat
Selected topics in political science will be explored through lectures, discussions, film, video, and/or television leading to a critical analysis and understanding of the topic under discussion. CSU

POLS 53A. “Tales of the City”: San Francisco Government and Politics

Psychology

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:
PSYC 1. General Psychology (3)
Lec-3 CR/NC avail.
Advise: ENGL 92, ESL 82, or eligibility for ENGL 94
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 theories, social psychology, abnormal psychology and psychotherapy. CSU/UC/CAN

**PSYC 1B. Introduction to Biopsychology (3)**
Lec-3 CR/NC avail.
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 CR/NC avail.
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 5. Introduction to Statistics for the Behavioral Sciences (4)**
Lec-5 CR/NC avail.
Prereq.: MATH 860 OR 92 OR DEMONSTRATION OF THEIR EXIT SKILLS Not open to students who have completed a course in statistics Primarily for prospective majors and related majors. Introduction to research design, measurement, descriptive statistics (including correlation and regression), probability, sampling theory, confidence intervals, and hypothesis testing. CSU/UC

**PSYC 7. The Psychology of Biofeedback (3)**
Lec-3 CR/NC avail.
Basic information about psychology and its relationship to the nervous system, including classroom and laboratory experience, research methods and applications. Focuses upon sympathetic nervous system control, muscle regulation, body temperature, and brain-wave biofeedback through the use of electronic instrumentation. CSU

**PSYC 9. The Psychology of Stress (3)**
Lec-3 CR/NC avail.
Review of research on the causes and consequences of stress along physical, behavioral, emotional and mental dimensions. Emphasis will be placed on practical implications for better managing stress in our lives. CSU

**PSYC 10. Abnormal Psychology (3)**
Lec-3 CR/NC avail.
Advis: PSYC 1
An examination of the major psychological disorders as described by the latest edition of *The Diagnostic and Statistical Manual of the American Psychiatric Association*. Disorders will be examined in historical perspective and from relevant theoretical models including: biological, psychodynamic, behavioral, cognitive, humanistic-existential, and sociocultural. Diagnostic criteria will be described and explicated, and research will be reviewed to improve understanding of the etiology and most promising treatments of the various disorders. CSU/UC

**PSYC 11. Theories of Personality (3)**
Lec-3 CR/NC avail.
Advis: PSYC 1
An introduction to the theoretical constructs describing personality, including the ways in which personality is explained, the dynamics that govern human behavior, and the ways in which personality develops. Current research and approaches to understanding personality and consideration of the contributions and limitations of each theory will also be a focus. CSU/UC

**PSYC 12. Sport Psychology (3)**
Lec-3 CR/NC avail.
Introductory survey of psychological factors that affect participation, effort, skill development and performance level in sport, and how these psychological factors interact with genetic predispositions and social influences. CSU

**PSYC 14. Psychology of Shyness and Self Esteem (1)**
Lec-1 CR/NC avail.
An examination of psychological theories and research on the development of shyness and self esteem. Techniques for reducing shyness and raising self esteem. CSU

**PSYC 15. Assertive Behavior (1)**
Lec-1 CR/NC avail.
Emphasis on cognitive-behavioral theories and their application to assertive behavior. Assertiveness techniques in a variety of situations, including communication with family, friends and work associates. CSU

**PSYC 16. Psychology of Successful People (3)**
Lec-3 CR/NC avail.
Critical exploration of how success is defined, and what makes people successful. Reviews research on skills, traits and habits that predict and underlie multiple dimensions of success, as well as how they intertwine with each other and with environmental and biological influences. Emphasis on helping students acquire insights and tools they can apply toward achieving success in areas such as careers, relationships, health, longevity, stress management, resilience, college, life-satisfaction and self-satisfaction. CSU

**PSYC 17. Psychology of Eating, Food, and Weight (1)**
Lec-18 (total hrs) CR/NC avail. Not open to students who have completed PSYC 41A
An examination of psychological theories and research on eating, weight and food. Includes examination of eating disorders, dieting, the diet industry, and weight management. CSU

**PSYC 21. Lifespan Development (3)**
Lec-3 CR/NC avail.
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 CR/NC avail.
Not open to students who are enrolled in or who have completed PSYC 23.
Critical evaluation of the concept of race as a biological, social and cultural construct and examination of psychological aspects of race
and ethnic relations. Psychohistorical analysis of the treatment of African Americans, Asian Americans, Mexican/Latino Americans, and Native Americans in the USA. Emphasis on the strengths and unique contributions of these and other groups to the USA. CSU

**PSYC 23. Psychology of Race and Ethnic Relations (3)**

Lec-3 CR/NC avail.

**Prereq.: PSYC 1**

Not open to students who are enrolled in or who have completed PSYC 22.

Critical evaluation of the concept of race as a biological, social and cultural construct and examination of psychological aspects of race and ethnic relations. Psychohistorical analysis of the treatment of African Americans, Asian Americans, Mexican/Latino Americans, and Native Americans in the USA. Emphasis on the strengths and unique contributions of these and other groups to the USA. Relevant psychological theories and research are applied to a required research paper on psychological and social problems related to discrimination. CSU/UC

**PSYC 25. Psychology of Sex Differences (3)**

Lec-3 CR/NC avail.

Analysis of sex differences from physiological, psychological, and social perspectives; exploration of areas such as abilities, achievement, aggression, attitudes, including the study of concepts of femininity, masculinity, and androgyny. Designed to increase understandings of personal and professional relationships. CSU/UC

**PSYC 26. Human Relations (3)**

Lec-3 CR/NC avail.

An introduction to the understanding of human behavior, to enhance development of social skills and attitudes for more effective interpersonal relations and social behavior as related to family, group, and vocational contexts. CSU

**PSYC 40. Child and Adolescent Psychology (3)**

Lec-3 CR/NC avail.

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 CR/NC avail.

Repeat: if no subject repeat

Exploration of topics of current interest and innovations in psychology. CSU (UC upon review)

**PSYC 61-62-63. Fieldwork in Psychology (1-2-3)**

Conf-1, work-5,10,15 CR/NC only

**Prereq.: PSYC 1 or 26**

Repeat: max. 6 units

Work experience in a psychology-related campus placement or a community service agency; guided experience in the application of psychological principles and methods. Primarily for prospective majors and related majors. CSU

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**Public Safety**

See listings at Administration of Justice and Fire Science Department.

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**Radiation Oncology Technology**

**Announcement of Curricula**

**Degree Curriculum**

The radiation oncology technologist (radiation therapy technologist) is an essential member of the team responsible for the treatment of malignant diseases. The Option in Radiation Oncology Technology is approved by the Joint Review Committee on Education in Radiologic Technology, located at 20 N. Wacker Drive, Suite 900, Chicago, IL 60606-2901, Tel: (312) 704-5300, and by the California Department of Health, and is offered in affiliation with the Radiotherapy Department of the University of California Medical Center and several other Bay Area hospitals.

**Consideration for Admission to the Curriculum:** To be considered for admission to the curriculum, applicants must:

1. Have completed with final grades of C or higher:
   a. Elementary algebra or MATH 840. (Documented algebra classes completed at secondary school levels may be credited by demonstration of a score on the C.C.S.F. Algebra Skills Placement Test indicating eligibility for MATH 90 or 860);
   b. One year high school geometry or MATH 850 or 855;
   c. CHEM 30/31, 32 or 40;
   d. PHYC 40.
2. Have at least a 2.0 cumulative grade point average in college work previously completed.
3. Be in good physical and mental health.
4. File with the Office of Admissions and Records a completed application for admission to City College (for dates, see in this catalog the “Calendar of Instruction”)
5. Take the City College of San Francisco placement tests on the date or dates stated in the notice mailed by the College. All applicants must take the City College placement tests (mathematics, English).
6. Submit an application to the Radiologic Technology Office.

For application deadline, contact Radiation Oncology Department. (Applications are available in the Radiologic Technology Office, Cloud Hall, Room 239.)

Applicants who satisfy the preceding requirements will qualify to participate in an orientation session conducted by the faculty of the Radiation Oncology Program to review the requirements and expectations of the program.

**Health Clearance Requirements.** In addition to academic and orientation requirements, enrollment in the Radiation Oncology Technology Program is subject to evidence of immunizations per the San Francisco Health Department. The forms are available from the Radiologic Technology Office.
Instruction in the Major. The Option in Radiation Oncology Technology is 26 months in length, including an internship of thirteen weeks. The course of study includes instruction in the following: radiation therapy techniques, radiobiology, oncology, treatment planning, radiation protection, anatomy, physics, patient care, film processing and exposure factors, elementary positioning, and physiology. Clinical education in Radiation Oncology Technology, a course extending over an academic year, plus two summer sessions, is taught in the radiotherapy departments of the hospitals affiliated with the program. Members of the professional and technical staffs of those departments serve as instructors. Students have the opportunity to rotate to four different major cancer centers. The final summer session is thirteen weeks in length and may require attendance at a center away from San Francisco.

Scholarship Requirements. Students who receive a final grade lower than C (75%) in any of the required courses in radiologic technology are required to repeat the course before proceeding to the next course in sequence. Students whose cumulative grade point average drops below 2.0, will not be allowed to proceed to the next course(s) until the GPA has been raised to 2.0 or higher.

Basis for Disqualification. Students who receive a final grade lower than C (75%) will be allowed to repeat that Radiation Oncology Technology (RADL) course once. Any further RADL grades lower than C (75%), or a grade point average below 2.0, will be cause for dismissal from the Radiologic Oncology Technology Program. Students may be disqualified prior to the end of the semester should they receive a grade lower than C in their clinical performance. Students may be suspended or dismissed for excessive absences either on campus or at the clinical affiliate, according to the attendance policy, or for other reasons consistent with College policy, as set forth in the Catalogue under General Information.

Readmission of Students Disqualified Because of Unsatisfactory Scholarship. Students who have been disqualified from continuing in the curriculum because they received a final grade lower than C and who desire to be readmitted must submit a new application to the Radiology Department Review Committee. As part of the procedure, the Committee will meet with the applicant prior to making a decision. The Committee will base its recommendations on the current policy of the Radiation Oncology Technology Program, which is available from the department office.

Associate in Science Degree and Award of Achievement. The course of study is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements, complete the required courses in the curriculum with final grades of C or higher, and complete the internship, receive the Award of Achievement in Radiation Oncology Technology.

State and National Certification. Graduates of the Option in Radiation Oncology Technology are eligible to apply for the certification examination administered by the California Department of Health. State certification is required for employment in California. Graduates are eligible for and are encouraged to take the certification examination given by the American Registry of Radiologic Technologists, a national certification board recognized by the Joint Review Committee for Education in Radiologic Technology. Many employers require national certification.

Radiation Oncology Technology

Courses Required for the Award of Achievement in Radiation Oncology Technology

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.

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANAT 25 Gen Human Anat</td>
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<tr>
<td>DMI 49 Intro to Radl</td>
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<tr>
<td>DMI 50A Intro to Med Radiography</td>
<td></td>
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<tr>
<td>RADL 52 Patient Care and Staff Relationships</td>
<td></td>
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<tr>
<td>HLTH 14* CPR Adv First Aid Emerg Care</td>
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<tr>
<td>Additional graduation requirements</td>
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* This course is strongly recommended, but may be replaced by a current Adult/Pediatrics Red Cross CPR card. Evidence must be furnished to the Radiology Department office prior to the start of RADL 80.

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANAT 26 Sectional Anat</td>
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<tr>
<td>PHYS 1 or 12 Hum Phys or Intro to Hum Phys</td>
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<tr>
<td>DMI 50B Radiologic Physics and Equipment</td>
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<td>RADL 70 Radiat Protect</td>
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<tr>
<td>RADL 80 Intro to Radiat Onc &amp; Clinic Obser</td>
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<tr>
<td>(spring only)</td>
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<td>Additional graduation requirements</td>
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Third Semester (Fall)

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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>DMI 56 Pathology</td>
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<tr>
<td>RADL 72 Physics of Radiat Ther</td>
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<tr>
<td>RADL 74 Oncology</td>
<td></td>
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<tr>
<td>RADL 83 Clin Wk Exper in Ther Radl</td>
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<tr>
<td>Additional graduation requirements</td>
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Fourth Semester (Spring)

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>RADL 73 Radiation Bio</td>
<td></td>
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<tr>
<td>RADL 75 Adv Radiat Therapy Tech</td>
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<tr>
<td>RADL 84 Clinic Wk Exp Ther Rad</td>
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<tr>
<td>Additional graduation requirements</td>
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Summer Session (Thirteen weeks)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>RADL 85 Conf to Clinic Exp in Therapeutic Radl</td>
<td></td>
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<tr>
<td>RADL 86 Clinic Wk Exp in Therapeutic Radl</td>
<td></td>
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<tr>
<td>Additional graduation requirements</td>
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</table>

Recommended electives: Courses in Computer Science; PSVC 1, 26; SOC 28; Speech 11, 12 or 1A; classes in typing and/or keyboarding.

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

RADL 52. Patient Care and Staff Relationships (2)

C0REQ: DMI 50A

Students with prior clinical experience admitted to the Diagnostic Medical Imaging or Radiation Oncology Technology program may challenge this course.

Introduction to the organization of health care in this country, the ethical and interpersonal responsibilities of radiographers, the meaning of illness and therapies to the patient, and theory and practice in assessing patient situations and in meeting basic patient needs at various clinical sites. CSU
RADL 70. Radiation Protection (2)
Lec-2, lab-1
PREREQ.: DMI 50A
COREQ.: CLINICAL PLACEMENT FOR DIAGNOSTIC STUDENTS; ENROLLMENT IN RADL 80 FOR 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 71. Elementary Radiation Therapy Technique (2) su
Lec-4, lab-2 (6 wks)
PREREQ.: ANAT 25 AND DMI 50B AND RADL 70 AND 80
COREQ.: RADL 81 AND 82

RADL 72. The Physics of Radiation Therapy and Radium Therapy (2) fa
Lec-2, lab-var, field trips
PREREQ.: RADL 71
COREQ.: RADL 74 AND 83
Advanced radiation physics as applied to radiation therapy. Radium usage, handling, and dose calculations. A detailed review of the production of X-rays and gamma sources, the absorption and modification of X-rays, and dose measurement. Machine calibration. CSU

RADL 73. Radiation Biology (2) sp
Lec-2, field trips
PREREQ.: RADL 70
COREQ.: RADL 75 AND 84
Basic radiation biology with applications to radiation therapy. Radiation chemistry, target theory, mechanisms of cell killing, tissue and whole-body effect, radiation botany, and the action of radiations on tumors. Genetic effects and the hazards of radiations. Combined chemotherapy and radiation therapy techniques. CSU

RADL 74. Oncology (3) fa
Lec-3, field trips
PREREQ.: RADL 80
COREQ.: RADL 72 AND 83
An introduction for therapeutic radiologic technologists to the basis of medical and nursing practice used in the treatment of cancer patients. Description of tumors of each primary site, their histology and routes of spread. The study of each site with photographs of patients, radiographs, pathology specimens, and microscopic slides. The methods of treatment of cancer of each area, including surgery, drugs, and radiation therapy, with emphasis on radiation-therapy techniques. Associated medical problems in cancer patients and their common management, including pharmacology. CSU

RADL 75. Advanced Radiation Therapy Techniques (2) sp
Lec-2, lab-2
PREREQ.: RADL 72
COREQ.: RADL 73 AND 84
Advanced methods of patient immobilization and positioning. Techniques in the manufacturing of casts, molds, special shields and shaping devices. Design and manufacture of compensating filters. Advanced treatment planning and isodose plotting, including computer applications. Experience in entering data into computer programs. CSU

RADL 80. Introduction to Radiation Oncology and Clinical Observations (3) sp
Lec-3, lab-3
PREREQ.: ANAT 25 AND RADL 52 AND DMI 50A
Introduction to basic concepts of cancer and its management. Basic therapeutic physics, dose calculation, positioning, and the special care of cancer patients. Supervised clinical observation. CSU

RADL 81. Conference to Accompany Clinical Experience in Radiation Therapy (2) su
Conf-5 (6 wks)
PREREQ.: DMI 50B AND RADL 70
COREQ.: RADL 71 AND 82
Instruction in patient positioning, beam shaping and defining, dose calculation, treatment planning, operation of radiotherapy machines, machine calibration and record keeping. CSU

RADL 82. Clinical Experience in Radiation Therapy (2) su
Lab-20 (8 wks)
COREQ.: RADL 71 AND 81
Practical experience in the Radiation Therapy Department of the University of California Medical Center or Bay Area hospitals. CSU

RADL 83. Clinical Experience in Radiation Therapy (4) fa
Lec-2, lab-20
PREREQ.: RADL 82
COREQ.: RADL 72 AND 74
Practical experience in the radiation therapy department of a 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.: RADL 73 AND 75
Practical experience in the radiation therapy department of a hospital. Student must perform all oncology goals as stated in the course objectives. CSU

RADL 85. Conference to Accompany Clinical Experience in Radiation Therapy (1) su
Conf-2 (8 wks)
PREREQ.: RADL 84
COREQ.: RADL 86
Practical experience in the radiation therapy department of a hospital. Student must perform all oncology goals as stated in the course objectives. A comprehensive examination and an evaluation of the subject matter covered in therapeutic radiologic technology. CSU

RADL 86. Clinical Experience in Radiation Therapy (2) su
Lab-40 (13 wks)
PREREQ.: RADL 84
COREQ.: RADL 85
Advanced practical experience in a radiation therapy department. CSU

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
Announcement of Curricula

Certificate Curriculum

The Certificate of Completion in Russian provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Russian. Each course must be completed with a final grade of C or higher or Credit. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

Core Courses | Units
---|---
RUSS 1 Elementary Russian | 5
RUSS 1A, 1B Elementary Russian | 3-3
RUSS 2 Continuation of Elementary Russian | 5
RUSS 2A, 2B Cont of Elementary Russian | 3-3
RUSS 3 Intermediate Russian | 5
RUSS 3A, 3B Intermediate Russian | 3-3
RUSS 21 Elem Russian for Bilingual Students | 5
RUSS 21A, 21B Elem Russ for Biling Students | 3-3
RUSS 22 Cont of Elem Russ/Bilingual Students | 5
RUSS 22A, 22B Intermediate Russian | 3-3

Elective Courses

RUSS 10A Beg Practical Spoken Russian | 3
RUSS 10B Cont of Beg Prac Spoken Russian | 3
RUSS 10C Intermed Conversational Russian | 3
RUSS 10D Cont of Inter Conversational Russian | 3
RUSS 20 Independ Studies in Russ | 1-3 (variable)
RUSS 39A, 39B Russ Lit in Translation | 3-3
RUSS 41 Russian Culture and Civilization | 3

Announcement of Courses

Students of beginning Russian are directed to consider RUSS 1, 1A, and 10A.

CREDIT, DEGREE APPLICABLE COURSES:

RUSS 1. Elementary Russian (5)
Lec-5, lab-2 | CR/NC avail.
Advising: ENGL 94 or higher or ESL 82 or higher or any City College or university foreign language course
Not open to students who are enrolled in or who have completed RUSS 21
Beginner’s course. Grammar, composition and reading. Practice in speaking and understanding Russian. CSU/UC

RUSS 1A-1B. Elementary Russian (3-3)
Lec-3, lab-2 | CR/NC avail.
Advising: RUSS 1A: ENGL 94 or higher or ESL 82 or higher or any City College or university foreign language course
Prereq.: For RUSS 1B: RUSS 1A or demonstration of RUSS 1A exit skills
Not open to students who are enrolled in or who have completed RUSS 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 | CR/NC avail.
Prereq.: RUSS 1 or 1B or demonstration of RUSS 1/1B exit skills
Not open to students who are enrolled in or who have completed RUSS 22
Second semester course: Continuation of elementary grammar, composition and reading; continued practice in conversation. CSU/UC

RUSS 2A-2B. Continuation of Elementary Russian (3-3)
Lec-3, lab-2 | CR/NC avail.
Prereq.: For RUSS 2A: RUSS 1 or 1B or demonstration of RUSS 1/1B exit skills
Prereq.: For RUSS 2B: RUSS 2A or demonstration of RUSS 2A exit skills
Not open to students who are enrolled in or who have completed RUSS 22A-22B
Continuation of elementary grammar, composition and reading; continued practice in conversation. CSU/UC

RUSS 3. Intermediate Russian (5)
Lec-5, lab-2 | CR/NC avail.
Prereq.: RUSS 2 or 2B or 22 or 22B or demonstration of RUSS 2/2B or 22/22B exit skills
Review of grammar and composition; reading of cultural materials; continuing practice in the use and comprehension of spoken Russian. CSU/UC

RUSS 3A-3B. Intermediate Russian (3-3)
Lec-3, lab-2 | CR/NC avail.
Prereq.: For RUSS 3A: RUSS 2, 2B, 22, or 22B or demonstration of RUSS 2/2B/22/22B exit skills
Prereq.: For RUSS 3B: RUSS 3A or demonstration of RUSS 3A exit skills
Review of grammar and composition; reading of cultural materials; continuing practice in the use and comprehension of spoken Russian. CSU/UC

RUSS 3A+3B = RUSS 3

Fourth Semester Russian

Available through the cross-registration policy of the San Francisco Consortium. See the department head of the Foreign Language Department.

The 12 unit sequence of Russian 10A-10B-10C-10D permits three repeats for a total of 21 units. It is the student’s prerogative to choose which courses will be repeated.

RUSS 10A. Beginning Practical Spoken Russian (3)
Lec-3, lab-2 | CR/NC avail.
Not open to native speakers of Russian
Beginner’s course. Extensive oral training in Russian. Emphasis on practical vocabulary and idiom rather than on formal grammar. CSU

RUSS 10B. Continuation of Beginning Practical Spoken Russian (3)
Lec-3, lab-2 | CR/NC avail.
Prereq.: RUSS 10A or demonstration of RUSS 10A exit skills
Open to native speakers of Russian only with the consent of the instructor
Second semester course. Extensive oral training in Russian. Emphasis on practical vocabulary and idiom. CSU
RUSS 10C. Intermediate Conversational Russian (3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: RUSS 10B OR DEMONSTRATION OF RUSS 10B EXIT SKILLS
Open to native speakers of Russian only with the consent of the instructor
Third semester course. Continuation of extensive oral training in Russian. Designed for students who wish to continue acquiring advanced skills of spoken Russian with a minimum of formal grammar. CSU

RUSS 10D. Continuation of Intermediate Conversational Russian (3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: RUSS 10C OR DEMONSTRATION OF RUSS 10C EXIT SKILLS
Open to native speakers only with the consent of the instructor
Fourth semester course. Continuation of extensive oral training in Russian. Designed for students who wish to continue acquiring advanced skills of spoken Russian with a minimum of formal grammar. CSU

RUSS 15A-15B. Advanced Russian Conversation (3-3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: RUSS 10C OR 10D OR 3 OR 3B OR DEMONSTRATION OF RUSS 10C, 10D, 3, OR 3B EXIT SKILLS
RUSS 15A not prerequisite to RUSS 15B
Advanced conversation on Russian culture and civilization. CSU/UC

RUSS 20. Independent Studies in Russian (1-3)
Ind st-5, 10, 15
PREREQ.: RUSS 2 OR 10C OR 10D OR DEMONSTRATION OF RUSS 2 OR 10C OR 10D EXIT SKILLS
Repeat: max. 3 units
An individualized study program for improving and increasing reading and writing skills in the Russian language. CSU (UC upon review)

RUSS 21. Elementary Russian for Bilingual Students (5)
Lec-5 CR/NC avail.
PREREQ.: ORAL FLUENCY IN RUSSIAN
Not open to students who are enrolled in or who have completed RUSS 1
Designed for students who are effective in oral communication in Russian within their communities, but who have little and/or no formal training in the written forms of the language.
Beginner’s course for bilingual students; elementary grammar, 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 CR/NC avail.
PREREQ.: FOR RUSS 21A: ORAL FLUENCY IN RUSSIAN
PREREQ.: FOR RUSS 21B: ORAL FLUENCY IN RUSSIAN OR RUSS 21A
Not open to students who are enrolled in or who have completed RUSS 1A+1B.
Designed for students who are effective in oral communication in Russian within their communities, but who have little and/or no formal training in the written forms of the language.
Beginner’s 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 CR/NC avail.
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 CR/NC avail.
PREREQ.: FOR RUSS 22A: ORAL FLUENCY IN RUSSIAN OR RUSS 21 OR 21B
PREREQ.: FOR RUSS 22B: ORAL FLUENCY IN RUSSIAN OR RUSS 22A
Designed for bilingual students who are effective in oral communication in Russian within their communities, but who have little and/or no formal training in the written forms of the language.
Not open to students who are enrolled in or who have completed RUSS 2 or 2A+2B
Second level courses for bilingual students; continuation of elementary grammar, composition, and reading; special emphasis on the written aspect of the language. CSU/UC

RUSS 22A+22B = RUSS 22

RUSS 39A-39B. Russian Literature in Translation (3-3)
Lec-3 CR/NC avail.
Advise: Eligible for ENGL 1A
RUSS 39A not prerequisite to RUSS 39B
No knowledge of Russian required
Reading and discussion of Russian literature in English translation. CSU/UC

RUSS 39A. Russian literature and selected authors of the twelfth to nineteenth centuries, with main emphasis on the nineteenth century.
RUSS 39B. Russian literature and selected authors of the twentieth century.

RUSS 41. Russian Culture and Civilization (3)
Lec-3 CR/NC avail.
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

Announcement of Curricula

Certificate Curriculum

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 who are responsible for providing welfare to work assistance to welfare recipients.
The program offers human services workers an opportunity to obtain theoretical and practical knowledge which will assist them in their work. The Learning Assistance courses are focused in the areas of career selection and success. The psychology and sociology courses provide a theoretical framework for social work and also provide practical information about counseling clients with diverse backgrounds, abilities and levels of motivation.

**Requirements for the Certification of Completion.** The certificate requires completion of 17 units. Each course must be completed with a final grade of C or higher or Credit. No more than 6 units may be transfer units from another academic institution.

**Credit Toward Graduation.** Credit earned to obtain the Certificate of Completion satisfies the Area D, Area H and Area A requirements for an A.A. degree at CCSF and course work is transferable to the California State University system. SOC 1 and PSYC 1 apply to the Area 4 IGETC requirement. PSYC 1, SOC 1 and SOC 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.

**Courses Required for the Certificate in Introduction to Human Services**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
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<tbody>
<tr>
<td>LERN 60 Career Success and Life Planning</td>
<td>3</td>
</tr>
<tr>
<td>LERN 41 Successful Job Search Techniques</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 22 or 23 Psyc of Race and Ethnic Relat</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 26 Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1 Intro to Sociology</td>
<td>3</td>
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<tr>
<td>SOC 2 Social Deviance and Social Issues</td>
<td>3</td>
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<tr>
<td>or PSYC 1 General Psyc</td>
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**Elective Courses**

<table>
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<tr>
<th>Courses</th>
<th>Units</th>
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<tbody>
<tr>
<td>PSYC 14 Psyc of Shyness and Self Esteem</td>
<td>1</td>
</tr>
<tr>
<td>or PSYC 15 Assertive Behavior</td>
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**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**SOC 1. Introduction to Sociology (3)**
Lec-3 CR/NC avail.
Designed for general education or those students majoring in one of the behavioral sciences. Introduction to human interaction from the sociological perspective and through the utilization of sociological concepts, theories and principles. Topics include culture, socialization, organizations, deviance, stratification, institutions, population, and social change. CSU/UC/CAN

**SOC 1AC. Introduction to Sociology: Focus on American Cultures (3)**
Lec-3 CR/NC avail.
Introduction to human interaction, the sociological perspective, social processes, social structure, and social analysis through the study of three cultures from five of the following groups: African American, Asian/Pacific Islander, Chicano/Latino, Native American, and European American. CSU/UC

**SOC 2. Social Deviance and Social Issues (3)**
Lec-3 CR/NC avail.
Description and analysis of deviance in the United States. Crime, drug abuse, prostitution, child abuse, rape, mental disorder and other forms of deviance are discussed in terms of socio-psychological processes and effects, changing society and the politics of deviance. CSU/UC/CAN

**SOC 25. Sex and Gender in American Society (3)**
Lec-3 CR/NC avail.
How social institutions such as education, family, work, law, etc. affect women and men differently; how gender roles influence self-concept as well as educational opportunities. Examines the contemporary status of all American women, including African American, Latina, and Asian American, in terms of differences and similarities. The strategies, policies, and laws necessary to eliminate sexism from society and to create alternatives for women and men. CSU/UC

**SOC 28. Dying and Death in Society (3)**
Lec-3 CR/NC avail.
Helpful for those in medical care, social services, counseling or for personal enrichment. Study of the various death systems common in America with special focus on San Francisco. Beliefs, attitudes, anxieties, and behaviors associated with dying, death and bereavement in terms of sociological theory. Guest speakers, films, history and literature are integrated in an interdisciplinary approach to cultural studies. CSU

**SOC 30. Social Psychology (3)**
Lec-3 CR/NC avail.
The dynamics of human behavior from the perspective of social psychology, emphasizing the social-psychological orientations of contemporary sociology. Investigation of interaction processes in the person-environment relationship. Topics such as communication, socialization, role taking, self-identity, personal organization, and social structure. CSU/UC

**SOC 35. Sex, Marriage, and Family Relationships (3)**
Lec-3 CR/NC avail.
A cross-cultural and cross-social study of family relationships, their development and diversity. Focus on family structure and on the functions of family relations, both contemporary and historical, in such areas as sex, reproduction, child-rearing, economics and social support; family problems and marital dissolution. CSU/UC

Lec-1,2,3, field trips CR/NC avail.
Exploration of topics of current interest and innovations in sociology. CSU (UC upon review)

**SOC 50. Introduction to Human Services (3)**
Lec-3 CR/NC avail.
Theory and practice of the human service professions. Provides basic knowledge of the history and social science foundations of the field along with current practices, the roles and activities of the human service professional and legal and ethical issues pertinent to practice. CSU

**SOC 51. Human Services Case Management (3)**
Lec-3 CR/NC avail.
Basic training and skills in the theory and practice of case 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

Certificate Curriculum

The Certificate of completion 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 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 in Spanish

Core Courses Units
SPAN 1 Elementary Spanish..................5
SPAN 1A, 1B Elementary Spanish............3-3
SPAN 2 Continuation of Elementary Spanish........5
SPAN 2A, 2B Cont of Elementary Spanish.....3-3
SPAN 3 Intermediate Spanish................5
SPAN 3A, 3B Intermediate Spanish............3-3
SPAN 4 Introduction to Literature in Spanish........3
SPAN 5, 5S Adv Spanish: Conversation on Hispanic Culture and Civilization...............3-3
SPAN 31, 32 Int Spanish for Biling Students ......5-5
SPAN 31A, 31B Inter Span for Biling Students...3-3

Elective Courses
SPAN 10A Beg Conversational Spanish.............3
SPAN 10B Cont of Beg Conversational Spanish....3
SPAN 10C Intermediate Conversational Spanish....3
SPAN 10D Cont of Inter Conversational Spanish....3
SPAN 39A, 39B Contemporary Spanish
American Literature in Translation...............3-3
SPAN 39C, 39D Spanish Lit in Translation........3-3
SPAN 41 Culture and Civilization of Spain........3

Announcement of Courses

Students of beginning Spanish are directed to consider Spanish courses numbered 1, 1A, and 10A.

CREDIT, DEGREE APPLICABLE COURSES:

SPAN 1. Elementary Spanish (5)
Lec-5, lab-2 CR/NC avail.
Advise: ENGL 94 or higher or ESL 82 or higher or any City College or university foreign language course.
Beginner’s course. Grammar, composition and reading. Practice in speaking and understanding Spanish. CSU/UC/CAN
SPAN 1A-1B Elementary Spanish (3-3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: FOR SPAN 1B: SPAN 1A OR DEMONSTRATION OF SPAN 1A EXIT SKILLS
Advise: SPAN 1A: ENGL 94 or higher or ESL 82 or higher or any City College or university foreign language course
Grammar, composition and reading. Practice in speaking and understanding Spanish. CSU/UC/CAN
SPAN 1A+1B = SPAN 1

SPAN 2. Continuation of Elementary Spanish (5)
Lec-5, lab-2 CR/NC avail.
PREREQ.: SPAN 1 OR 1B OR DEMONSTRATION OF SPAN 1/1B EXIT SKILLS
Second semester course: Completion of elementary grammar. Composition and reading. Continued practice in conversation.
CSU/UC/CAN

SPAN 2A-2B. Continuation of Elementary Spanish (3-3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: FOR SPAN 2A: SPAN 1 OR 1B OR DEMONSTRATION OF SPAN 1/1B EXIT SKILLS
PREREQ.: FOR SPAN 2B: SPAN 2A OR DEMONSTRATION OF SPAN 2A EXIT SKILLS
Completion of elementary grammar. Composition and reading. Continued practice in conversation. CSU/UC/CAN
SPAN 2A+2B = SPAN 2

SPAN 3. Intermediate Spanish (5)
Lec-5, lab-2 CR/NC avail.
PREREQ.: SPAN 2 OR 2B OR DEMONSTRATION OF SPAN 2/2B EXIT SKILLS

SPAN 3A-3B. Intermediate Spanish (3-3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: SPAN 2 OR 2B OR DEMONSTRATION OF SPAN 2/2B EXIT SKILLS
SPAN 3A not prerequisite to SPAN 3B
SPAN 3A+3B = SPAN 3

SPAN 4. Introduction to Literature in Spanish (3)
Lec-3, lab-1 CR/NC avail.
PREREQ.: SPAN 2 OR 2B OR DEMONSTRATION OF SPAN 2/2B EXIT SKILLS
SPAN 3 not prerequisite to SPAN 4.
Readings of literary and cultural selections; composition; review of selected grammar. Conducted in Spanish. CSU/UC/CAN

SPAN 5-5S. Advanced Spanish: Conversation on Hispanic Culture and Civilization (3-3)
Lec-3, lab-1 CR/NC avail.
PREREQ.: SPAN 2 OR 2B OR DEMONSTRATION OF SPAN 2/2B EXIT SKILLS
SPAN 5 not prerequisite to SPAN 5S.
Readings in and discussions of Hispanic Civilization: Spain and Latin America. Exclusively oral training to acquire greater command of the spoken language through building vocabulary; improving pronunciation and expressing ideas in a more natural manner. Conducted in Spanish. CSU/UC/CAN
SPAN 5, 5S. Golden Age to Present

The 12 unit sequence of Spanish 10A-10B-10C-10D permits three repeats for a total of 21 units. It is the student’s prerogative to choose which courses will be repeated.

SPAN 10A. Beginning Conversational Spanish (3)
Lec-3, lab-2 CR/NC avail.
Advise: Concurrent enrollment in SPAN 1, 1A or 1B
Not open to native speakers of Spanish.
Beginner’s course. Intensive oral practice of basic structures and
vocabulary most often used in conversation. Designed for students who wish to acquire basic skills of spoken Spanish. CSU

SPAN 10B. Continuation of Beginning Conversational Spanish (3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: SPAN 10A or DEMONSTRATION OF SPAN 10A EXIT SKILLS
Advise: Concurrent enrollment in SPAN 2, 2A, or 2B
Not open to native speakers of Spanish.
Second semester course: Extensive oral practice of basic structures and vocabulary most often used in conversation. Designed for students who wish to acquire basic skills of spoken Spanish. CSU

SPAN 10C. Intermediate Conversational Spanish (3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: SPAN 10B or DEMONSTRATION OF SPAN 10B EXIT SKILLS
Advise: Concurrent enrollment in SPAN 3 or 4
Not open to native speakers of Spanish.
Third semester course: Extensive oral practice of basic structures and vocabulary most often used in 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 CR/NC avail.
PREREQ.: SPAN 10C or DEMONSTRATION OF SPAN 10C EXIT SKILLS
Advise: Concurrent enrollment in SPAN 3, 3A, 3B, 4, or 5
Not open to native speakers of Spanish.
Fourth semester course: Extensive oral practice of basic structures and vocabulary most often used in conversation. Designed for students who wish to acquire basic skills of spoken Spanish. CSU

SPAN 31-32. Intermediate Spanish for Bilingual Students (5-5)
Lec-5 CR/NC avail.
SPAN 31 not prerequisite to SPAN 32
Advise: Oral fluency in Spanish.
Intensive review of grammar. Composition and translation. Designed for bilingual students who are effective in oral communication in Spanish within their communities, but have little knowledge or formal training in written forms of the Spanish language. Emphasis on increasing vocabulary, reading, and writing skills through short stories, essays, and guided compositions. CSU/UC

SPAN 31A-31B. Intermediate Spanish for Bilingual Students (3-3)
Lec-3 CR/NC avail.
Advise: Oral fluency in Spanish.
Intensive review of grammar. Composition and translation. Designed for bilingual students who are effective in oral communication in Spanish within their communities, but have little knowledge or formal training in written forms of the Spanish language. Emphasis on increasing vocabulary, reading, and writing skills through short stories, essays, and guided compositions. CSU/UC

SPAN 39A-39B. Contemporary Spanish American Literature in Translation (3-3)
Lec-3 CR/NC avail.
Advise: Eligible for ENGL 1A
SPAN 39A not prerequisite to 39B
No knowledge of Spanish required
Reading and discussion of representative works in English translation. CSU/UC

SPAN 39A. Contemporary Spanish American literature from the late 19th century to 1940.

SPAN 39B. Contemporary Spanish American literature from 1940 to the present.

SPAN 39C-39D. Spanish Literature in Translation (3-3)
Lec-3 CR/NC avail.
Advise: Eligible for 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.
CREDIT, DEGREE APPLICABLE COURSES:

**SPCH 1A. Elements of Public Speaking (3)**
Lec-3 CR/NC avail.
Advis: ENGL 96 or placement in ENGL 1A
Training in research, organization, and delivery of extemporaneous speeches. Focus on audience analysis, detailed speech outlining, evidence testing, delivery, and visual aids. CSU/UC/CAN

**SPCH 3. Argumentation and Debate (3)**
Lec-3 CR/NC avail.
Advis: Completion of 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 CR/NC avail.
Advis: ENGL 96 or placement in ENGL 1A
Training in the basic methods and principles of problem solving, leadership, decision making, and critical thinking through group communication; methods of inquiry and advocacy for participation in group discussions and presentations. CSU/UC/CAN

**SPCH 11. Basic Public Speaking (3)**
Lec-3 CR/NC avail.
Discussion of and practice in effectively organizing and presenting ideas in public speaking situations; training and practice in critical analysis and overcoming speaking anxiety. CSU

**SPCH 12. Fundamentals of Oral Communication (3)**
Lec-3 CR/NC avail.
An introduction to the theory, basic principles, and methods of oral communication with emphasis on improving speaking and listening skills in the context of interpersonal communication, small group discussion, and public speaking. CSU

**SPCH 20. Interpersonal Communication (3)**
Lec-3 CR/NC avail.
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 CR/NC avail.
Advis: 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 CR/NC avail.
Advis: 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

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**Student Leadership**

**Announcement of Courses**

CREDIT, DEGREE APPLICABLE COURSES:

**S L 10. Student Government (1)**
Work-2 CR/NC only
Repeat: max. 4 units
Training in the governance of student activities and representation/advocacy of student concerns. Learning to participate in and chair meetings, allocate funds, and implement agreed upon projects. Students will attend and participate in Associated Student Council meetings, Inter-Club Council meetings, and/or shared governance meetings to receive credit for this course. CSU

**S L 12. Leadership Skills (3)**
Lec-3 CR/NC avail.
Examination of the principles of leadership and their application to Associated Students Council, clubs, and activities. Specific leadership skills include chairing meetings, organizing events and campaigns, communicating effectively, working collaboratively, resolving conflicts, balancing priorities, and managing one’s time. Leadership styles, functions and approaches will be discussed and evaluated. CSU

**S L 12A. Leadership Skills: Independent Study (3)**
Ind st-54 hrs CR/NC avail.
Repeat: max. 12 units
An independent leadership project. CSU

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**Theatre Arts**

**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 CR/NC avail.
Introductory instruction and practical experience in the study of facial and body anatomy, facial design, make-up materials, construction and decorative materials for costumes, theory of color, study of play scripts, laboratory/shop practice and participation in theatre productions. CSU/UC

**TH A 3B. Intermediate Make-up and Costume Design (3)**
Lec-2, lab-4 CR/NC avail.
Intermediate instruction and practical experience in the study of facial and body anatomy, facial design, make-up materials, construction and decorative materials for costumes, theory of color, study of play scripts, laboratory/shop practice and participation in theatre productions. CSU/UC
TH A 3C. Advanced Make-up and Costume Design (3)
Lec-2, lab-4  CR/NC avail.
Advanced instruction and practical experience in the study of facial and body anatomy, facial design, make-up materials, construction and decorative materials for costumes, theory of color, study of play scripts, laboratory/shop practice and participation in theatre productions. CSU/UC

TH A 17. Multicultural Theater (3)
Lec-3  CR/NC avail.
Evaluation and demonstration of the importance of the origins of the Asian, African and Latin theatre in the development of the Asian American, African American, and Latin American cultures that form part of the American society of today. CSU/UC

TH A 19. Latin American Theater (3)
Lec-3, field trips
Recognize, analyze and appraise the importance of the Latin American theatre as a historical record of realities and dreams through the work of its playwrights. CSU

TH A 22. Acting Shakespeare: Text Analysis and Performance (3)
Lec-3, field trips
Advise: TH A 101 or demonstration of exit skills
Repeat: Vis. & Perf. Arts repeat, max. 9 units
Use of scansion and verse techniques to perform Shakespearean material. Historical, textual, and analytic skills used in an ensemble setting to re-create characters specifically from the dramatic works of William Shakespeare. CSU

TH A 50. Play Rehearsal and Presentation (1-3)
Lec-3,6,9, field trips  CR/NC only
Repeat: max. 12 units
The preparation and interpretive training process that goes into rehearsal and performance presentation in a Theatre Arts Department production. Students must audition for, be cast in, rehearse and perform in the plays in order to receive credit. CSU/UC

TH A 101. Beginning Acting (3)
Lec-3
Repeat: max. 9 units
Examination, practice and execution of the fundamentals of acting. Staging techniques, improvisation, theatre games, stage movement, and introduction to acting terminology. Classroom presentation of scenes and monologues. CSU/UC/CAN
Formerly TH A 10A

TH A 102. Character Development and Scene Study (3)
Lec-3
Advise: TH A 101
Repeat: max. 9 units
Analyze, develop and create believable characters, and portray them in class. Concentration in studying scene evolution from selected plays. CSU/UC
Formerly TH A 10B

TH A 103. Performance Projects (3)
Lec-3
Advise: TH A 101 and 102 or demonstration of exit skills
Repeat: max. 9 units
Development of class projects and workshops that will be performed in a studio setting. Investigation of the development of performance skills as they relate to the audience and to specific studio space. CSU/UC
Formerly TH A 10C

TH A 104. Survey of Classical Drama (3)
Lec-3
An introductory survey to the world’s great classical plays. Investigates Greek, Roman, Medieval, Renaissance, and 18th century pieces. CSU/UC

TH A 105. Survey of Modern Drama (3)
Lec-3
An introductory survey to the world’s great modern plays. Begins with Henrik Ibsen and explores world trends in playwriting and performance to the present times. CSU/UC

TH A 107. Directing for the Theatre (3)
Lec-3
Repeat: max. 9 units
Examination of the function of a stage director and the techniques of stage direction with opportunities for practical experience. CSU/UC
Formerly TH A 7

TH A 116. Acting for the Camera (3)
Lec-3, lab-4, field trips
Repeat: max. 12 units
Development of performing skills for video, film and electronic media applications with emphasis on dramatic characterization in a production context. CSU/UC
Formerly TH A 16

TH A 121. Improvisation for Actors (3)
Lec-3
Repeat: max. 9 units
An acting class focusing on the creation of original material by the performers for presentation through the techniques of improvisation and scenario. Actor generated narrative and playscripts developed by the actor in an ensemble environment. CSU

TH A 123. Vocal Production and Audition (3)
Lec-3
Repeat: max. 12 units
Introduction to the anatomy and physiology of the vocal mechanism. Development of voice and articulation with an emphasis on Standard American English for the stage to develop the actor’s process in preparation for audition, selection of materials, and presentation of self in various audition settings. CSU
Formerly TH A 23

TH A 124. Physical Comedy, Masks and Clowning (3)
Lec-3, field trips
PREREQ.: TH A 101
Repeat: max. 9 units
Development of the acting skills focusing on clowning; the creation and use of masks, with special attention to the physical characteristics of comic acting and an introduction to circus skills. Topics include the origins and uses of masks, tragic and comic masks, the fool and origin of the clown, and the performer’s historical uses of these acting tools. CSU

TH A 129. Storytelling (3)
Lec-3, field trips
Repeat: max. 9 units
Development of the acting skill of storytelling through performance exercises, improvisations, and uses of the literature of folklore, myth, and monologue focusing on narrative, creation of character, and the telling of stories. CSU
TH A 143. Character Voices: Voice-Over (3)  
Lec-3  
Advise: TH A 101  
Repeat: max. 12 units  
An acting skill class focusing on the vocal aspects of commercial acting. Development of the actor’s voice to be used in the recorded media for commercial and industrial purposes, selection of materials and practical application for the creation of characters. CSU

TH A 145. Performance Art New Media Workshop (3)  
Lec-3, lab-3  
Advise: IDST 125  
Repeat: max. 12 units  
Development of performance art pieces focusing on the integration of state-of-the-art digital art, computer software and hardware used for theatrical and electronic music productions with performers and scripted presentation. CSU

See also Interdisciplinary Studies - Multimedia Studies - Multimedia Performance Arts Concentration

TH A 200. Theatre Production (3)  
Lec-3, lab-3  
CR/NC avail.  
Repeat: max. 9 units  
Instruction and practical experience in stage scenery construction, stage properties selection, lighting execution, sound design and stage management through participation in theatre productions. CSU/UC  
Formerly TH A 2A-2B-2C

Related Courses:

MUS 44. Music Theatre Workshop (3)  
Lec-6, field trips  
CR/NC avail.  
Repeat: max. 9 units  
An opportunity for students interested in musical theatre to study, rehearse, and participate in performances of musical works for the stage. Equal emphasis given to the musical and dramatic elements involved in such productions. For staged, public performances, roles may be assigned subject to audition. CSU/UC

BCST 115. Announcing and Performance (3)  
Lec-3  
Advise: BCST 120  
Introduction to interpretation of copy, pronunciation, and announcer’s duties for radio, television, cable, and webcast. Practical experience announcing commercials, news, public service, and other kinds of programs. Performance skills are developed through regular use of audio and video facilities and equipment. CSU

BCST 140. Video Production (3)  
Lec-2, lab-4  
Theory and operation of video production equipment and facilities. Video production planning and organization, concept development, program design, project documentation, and production management. Production of studio-based video programming for Cable Television Channel 27 and the district’s Media Services video production unit. CSU

IDST 38. Shakespeare: “for all time” (3)  
Lec-3  
CR/NC avail.  
PREREQ: ELIGIBLE FOR ENGL 1A  
An interdisciplinary introduction to Shakespeare’s plays as theater pieces, literature, and historical chronicles. Three instructors from the Theater Arts, English, and History departments examine Shakespeare’s artistry from their respective points of view, using some of his most popular plays. CSU/UC

SPCH 38. Intercollegiate Speech Competition (3)  
Lec-3, lab-3  
CR/NC avail.  
Advise: SPCH 1A, 3, 4, 11, 12 or ESL 79  
Repeat: max. 6 units  
Student competition in intercollegiate forensics tournaments in one or more of the following areas: parliamentary debate, cross-examination debate; oral interpretation; informative, persuasive, speech to entertain; communication analysis, impromptu, and extemporaneous speaking; interpretive theater. Development of public speaking skills while being a member of a team. CSU

Physical Education courses in fencing, modern and folk dance, and ballet. See listings for course description.

Trade Skills

Announcement of Curricula

All courses offered by the Trade Skills Department are without college credit.

Apprenticeship courses may be found under “Apprenticeship” in this section of the Catalog.

Subject areas in Trade Skills may require a special materials fee. Check with the Department office at 550-4409.

Building Operation - Maintenance and Repair

Length of the program is 800 hours. Of these hours, 525 hours are core courses and the remaining hours must be from the elective courses listed below.

Core courses must be taken in the first two semesters of study.

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIAP 9501 Refrigeration/Air Condition I</td>
<td>105</td>
</tr>
<tr>
<td>TIAP 9502 Refrigeration/Air Condition II</td>
<td>105</td>
</tr>
<tr>
<td>TIEE 9572 DC Electricity</td>
<td>105</td>
</tr>
<tr>
<td>TIXX 9503 Boiler Theory, Oper &amp; Maint</td>
<td>105</td>
</tr>
<tr>
<td>TIXX 9571 AC Electricity</td>
<td>105</td>
</tr>
<tr>
<td>Total</td>
<td>525</td>
</tr>
</tbody>
</table>

Electives (select 3)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TICU 9550 Custodial Training</td>
<td>105</td>
</tr>
<tr>
<td>TIEE 9573 Electronic 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 9506 Hazardous Materials Training</td>
<td>105</td>
</tr>
<tr>
<td>LAIR 9809 Labor Rel in Select Indus</td>
<td>105</td>
</tr>
<tr>
<td>Total</td>
<td>735</td>
</tr>
</tbody>
</table>

Grade requirements: Students must have 85% of the required hours for the certificate with a grade of C or better.

Business Machine Technology

Computerized Machine Technology

Program Goal. Prepares students for employment in the maintenance and servicing of business equipment including photo-copiers and computer-oriented electronics.

Admission Requirements. 10th grade level reading, writing and math skills. For more information call 239-3505.
Length of Program. Two semesters

Core Course Hours/Weeks
TIBM 9543 Computerized Mach Tech ..............25/35

Requirements for Completion. Successful completion of all courses with a C average or higher and minimum of 80% attendance.

Construction Trade

Length of the program is 800 hours. Of these hours, 601 hours are core courses and the remaining hours must be from the elective courses listed below.

Core courses must be taken in the first two semesters of study.

Core Courses Hours
TIDR 9564 Mechanical Drawing – All Levels...180
TIXX 9699 Furnituremaking and Woodworking...108
TIXX 9704 Intro to Constr Trades, A..............72
TIXX 9705 Intro to Constr Trades, B...............72
TIXX 9706 Intro to Constr Trades, C...............72
TIXX 9708 Carpentry Framing (Rough)..............105
Total................................................................601

Electives
TIDR 9567 Intro to Comp Aided Draft..............180
TIDR 9568 Blueprint Reading, Constr.............105
TIEE 9574 Electrical Code and Constr Practice...105
TIXX 9505 Plumbing Applications..................105
TIXX 9701 Haz Mat’ls Handling.....................105
TIXX 9707 Ext & Int Finishes.......................105
LAIR 9809 Labor Rel in Select Indus...............105

Grade requirements: Students must have 85% of the required hours for the certificate with a grade of C or better.

Electronics Technician

Program Goal. Prepares students for entry-level employment as electronics technicians or Radio-TV service or repair persons.

Curriculum includes fundamentals of electricity, electronic equipment, occupational safety, electric and electronic circuits, relays, test equipment, vacuum tube circuits, television and VCR repair.

Admission Requirements. High school diploma, GED, or high school proficiency certificate and demonstration of 8th grade reading, math, and language level. For more information call 550-4409.

Core Course Hours
TIEE 9572 D.C. Electricity............................108
TIEE 9571 A.C. Electricity.............................108
TIEL 9590 Electronic Theory & Tech...............216
TIRT 9666 TV Service Repair: Fund ...............108
TIRT 9667 TV Service Repair: Adv & VCR........108
SECY 9356 Bus Math....................................90
Total.......................................................738

Announcement of Courses

NONCREDIT COURSES:

Appliances

TIAP 9500. Gas Appliance/Valve Control
Skills, knowledge and practices for the safe installation, maintenance, repair and operation of natural gas appliances and combustion devices.

TIAP 9501. Refrigeration/Air Conditioning I (105 hrs)
Advisement: GED 2105 or equivalent
Introductory course in the theory and fundamental operations of the refrigeration system, components and electrical controls. Preparation for continuing Refrigeration and Air Conditioning II.

TIAP 9502 Refrigeration/Air Conditioning II (105 hrs)
Advisement: TIAP 9501 or equivalent
Intermediate course in the troubleshooting of the operations of commercial and automotive refrigeration systems, components and electrical controls. Preparation for employment in the Stationary Engineering Apprenticeship, HVAC maintenance helper or utility person.

Business Machine Technology

TIBM 9543. Computerized Machine Technology/Electronics (225 hrs)
Advisement: ABE 2070 and 2074
DC and AC circuits, semiconductors, digital hardware, machine level programming, and a proficiency in microcomputer software.

TIBM 9550. Introduction to Office Machine Repair
Advisement: 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
Advisement: 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)
Advisement: TIBM 9550 and ESLN 3700
A lecture/lab course in which the students learn the fundamentals of series and parallel circuits, theory of current and voltage, identification and use of resistors, capacitors and inductors. Hands on experience building circuits and taking current and voltage measurements using meters and oscilloscopes.

Industrial Machinery

Industrial Maintenance Mechanic

Program Goal. Preparation for entry-level employment in the mechanical trades. Curriculum includes industrial mechanics, blueprint reading, electricity, sheet metal, basic machining, welding, tool identification, precision measuring instruments, hydraulics, pneumatics, shop safety, and shop math. For more information call 239-3905.

Admission Requirements. None

Core Course Hours
TIBM 9641 Ind Maint Mech............................4 x 270 hr
Total.....................................................1,080

Elective Courses. To be discussed with counselor.

Requirements for Completion. Completion of required hours with a grade of C or higher.
TIBM 9554. Solid State Electronics - Introduction
Advising: 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
Advising: TIBM 9550 and ESLN 3700
Theory and construction of basic digital circuits, including gates, counters, shift registers, encoders and decoders, arithmetic and memory elements in small scale integrated circuits. Number systems, Boolean algebra and digital troubleshooting will also be discussed.

TIBM 9556. Microprocessor Concepts
Advising: ESLN 3700
A lecture/lab course using model 6502 microprocessor trainers to demonstrate universal and practical concepts of microprocessor operation and assembly language programming. Both software and hardware elements will be introduced.

TIBM 9557. Microcomputer Repair Introduction
Advising: TIBM 9558 and ESLN 3800
The theory and operation of the IBM PC and compatibles from a technical point of view. Assembly, maintenance, trouble-shooting and simple repairs of PC components and peripherals including keyboard, disk drives, and power supplies. Voltmeter, scope and software diagnostics programs will be used to troubleshoot simple repairs.

TIBM 9558. Introduction to Computers - Technical
Advising: SECY 9388 and ESLN 3700
Introduction to the operation of the IBM PC computer, including microcomputer architecture, DOS, BASIC, microprocessor differences, utilities diagnostic routines, and applications programs. Students must plan to spend additional time in the computer labs in order to gain proficiency.

TIBM 9559. Build a Clone Computer (105 hrs)
Advising: ESLN 3700
A step by step description and demonstration of all procedures necessary to select, purchase, assemble, configure, test and maintain an IBM PC compatible system built from component parts.

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)
Advising: ABE 2074 or ESLN 3800; TIXX 9704
Recommended for non-traditional and re-entry students
Additional basic knowledge and skills necessary for the construction trades. Further identification of tools and building materials and how to handle them safely. Completion of several small projects in carpentry, electricity, plumbing, and sheet metal requiring use of measuring, hand, and power tools.

TIXX 9706. Introduction to the Construction Trades C (72 hrs)
Advising: ABE 2074 or ESLN 3800; TIXX 9705
Recommended for non-traditional and re-entry students
Additional basic knowledge and skills for the construction trades. More identification of tools and building materials and their safe handling. The roles played by the people that build a project and how the team relies on project plans and specifications for information. Completion of several small carpentry, drywall, painting, and waterproofing projects using measuring, hand, and power tools.

TIXX 9707. Exterior and Interior Finishes (105 hrs)
Advising: ABE 2074 or ESLN 3800
Introduction to the tools, materials, and processes used in finishing exterior and interior surfaces. Projects include installation, taping, and texturing of drywall; application of plaster, installation of flashing and roofing materials, installation of ceramic and resilient tile, and the selection and application of paint and related products. Also includes safe use of ladders, scaffolding, and personal safety equipment and how to read and interpret material safety data sheets.

TIXX 9708. Carpentry Framing (Rough) (105 hrs)
Skills and modern techniques to do framing construction to industry standards. Emphasis on blueprint reading; appropriate tools, machines, and equipment; and framing techniques for floors, walls, ceilings, and roofs. Light frame construction for pre-apprentices and/or do-it-yourself persons.

TIXX 9710. Contractor Licensing (105 hrs)
A course covering Contractors License Laws and Construction Management. Topics included are license qualification requirements, responsibility of the Contractors License State Board, labor code provisions related to employer and employee relationships, the California Occupational Safety and Health Act, and construction management.

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: ABE 2074; 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)
Advis: TIDR 9565
Development of drafting skills. Emphasis on mechanical/machine applications of working drawings including details and assembly. Includes sectional and auxiliary views, graphic primary revolutions, review of dimensioning techniques, isometric, oblique, and perspective projections, intersections and development layouts. Includes use of computer-aided drafting.

TIDR 9567. Introduction to Computer Aided Drafting (CAD) (180 hrs)
Concepts and operation of visual engineering drawing preparation using a computer (CAD). Introduction to hardware and software operations applications in drafting. Common ways used for initial data entry will be studied. Common methods to retrieve programs and store drawings will be used. Assignments accomplished with conventional drafting techniques.

TIDR 9568. Blueprint Reading (Construction)
Basic print reading of construction drawings. Includes print reading basics, materials and specifications; print reading; estimating; and symbols and abbreviations.

**Electricity and Energy Conservation**

TIEE 9571. Electrical AC Electricity (108 hrs)
Basic knowledge and skills necessary to enter basic electronics and telecommunications programs. Introduction to the principles of AC electricity, motor theory and generators, and analysis and construction of electronic circuits using induction, capacitors, relays, and resistors. Laboratory includes the operation of signal generators, power supplies oscilloscopes, and VTVMs.

TIEE 9572. DC Electricity (108 hrs)
Advis: ESLN 3800
Study and practice of direct current electricity including applied mathematics, recommended safety practices and a conceptual approach to direct current electricity.

TIEE 9573. Electrical Basic Controls
Further development of knowledge and skills necessary for promotion in the electrical industry. Fundamentals of controls, control of motor study, control components, pilot devices, control circuit diagrams, analysis of control equipment, DC circuit development, and static control.

TIEE 9574. Electrical Code and Construction Practices (105 hrs)
Requirements for State Licensed Contractors. Includes: electrical safety, vocabulary, terms, distributing electrical power, house services, house circuits, installing wiring, remodeling wiring, connection (hook-ups) for appliances and devices, application and procedures for permits.

TIEE 9575. Energy Conservation/Management
Recent trends and techniques in the field of energy and its management. Saving money through energy conservation, denoting changes in heating, cooling, and lighting, and setting up an energy-conservation program at work.

TIEE 9576. Electrical Applications in Construction (105 hrs)
Includes: electrical safety, vocabulary, terms, distributing electrical power, house service, house circuits, installing wiring, remodeling wiring, connection (hook-ups) for appliances and devices, application and procedures for permits.

**Electronics**

TIEL 9590. Electronics I Theory and Technology
Presentation of solid state theory: diodes, zeners, LEDs, transistors, FETs, SCRs, and ICs. Circuit analysis using solid state theory will be applied to power supplies (half wave, full wave, regulated) and audio amplifiers. This course will include the construction of circuits and the analysis and problem-solving of their functions using laboratory test equipment.

TIEL 9592. Electronics 2
Topics include tuning, coupling, and filtering circuits; frequency response of amplifiers; modulation and demodulation; fundamentals of logic; integrated circuits and types and sources of wave forms.

TIEL 9594. Digital/Computer Electronics
Advis: ABE 2074 and 2075
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.

**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
Advis: ESLN 3800; ABE 2074
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
Advis: ESLN 3800; ABE 2074
Introduction to electro-mechanical trades, including topics such as electricity, mechanics, welding, blue print reading, machining and shop safety.

**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.

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)
Lee-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)
Lee-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)
Lee-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

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.

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 joinery and finishing for the beginning woodworker.

TIXX 9700. Health and Hygiene for Stationary Engineers
Health, hygiene and related safety practices for stationary engineers in six areas: pest control, drinking water, sewage laden equipment, infectious wastes, body substances and food services.

TIXX 9701. Hazardous Materials Training
The study of regulatory requirements, concepts, practices, tools and pieces of equipment for protecting workers from exposure to toxic substances and hazardous materials in general industry.

TIXX 9709. California and San Francisco Plumbing Code (105 hrs)
Course will define the code requirements of the California and San Francisco Plumbing Code. History of water supply and distribution. Discuss the powers and duties of the Administrative Authority, inspection, testing and fees. Procedure for submitting plans and obtaining permits. Qualifications of a California license Plumbing Contractor. Discuss the terminology of trade. General regulations for installation of a safe plumbing system. Interpret blueprints and isometric drawings.
**Transitional Studies**

**Announcement of Curricula and Courses**

*All courses offered by the Transitional Studies Department are without college credit.*

(Adult Basic Education, Adult High School Education, General Education Development, Pre-collegiate skills, Vocational Foundation Skills)

**Program Goal.** Provides students with basic skills for employment, entry into job training programs, or further college study. The certificates offered are the General Education Development (GED) Certificate, and the Adult High School Diploma. Students can also satisfy requirements for the Armed Forces and for state and local licensing boards.

**Admission Requirements.** All skill levels are accepted. After testing in reading, writing and mathematics, students are enrolled at a level matching their ability and geared toward their educational objectives. Students entering the GED in Spanish program are required to be fluent and literate in Spanish.

**Adult Basic Education**

**Core Courses:**
- Basic Skills Development
- Individualized Reading/Writing
- Math Skills Development
- ABE/Pre-GED Skills Development
- GED

**Offered at the following campuses:**
- John Adams, 561-1900
- Adult Learning and Tutorial Center, 241-2300
- Mission, 550-4417
- Southeast, 550-4300
- Downtown, 267-6500

**NONCREDIT COURSES:**

**ABE 2003. Vocabulary and Spelling (36-180 hrs)**
Designed to increase vocabulary and improve spelling skills. Some basic grammar included.

**ABE 2035. Individualized Reading and Writing (54-450 hrs)**
A basic reading and writing individualized program. Instruction is open-entry and open-exit and self-paced to meet the individual needs of student. Emphasizes comprehension and study skills and will prepare students for further educational and/or job demands.

**ABE 2059. ABE/Pre-GED Preparation (54-540 hrs)**
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.

**ABE 2070. Math Skills Development 1 (36-180 hrs)**
Addition, subtraction, multiplication, and division of whole numbers and their application to everyday situations. Introduction to number theory, measurement, basic geometry, and elementary algebra.

**ABE 2071. Math Skills Development 2 (36-180 hrs)**
Study of decimal and common fractions, percents, basic algebra and geometry. Applications with measurement, graphic representations and development of critical thinking through word problems in functional contexts. Competency based.

**ABE 2072. Oral/Written Communication 1 (36-180 hrs)**
Initiates development of oral and written comprehension. Students will apply these skills to everyday life situations. Students will read pertinent text as a springboard for oral discussion and written assignments. Competency based.

**ABE 2073. Oral/Written Communication 2 (36-180 hrs)**
Interpersonal communication through listening, speaking, writing, and reading. Using literature, art, newspapers, film and music, students explore American culture(s) and society. Reading and writing competencies stressed.

**ABE 2081. Basic Skills Lab (36-540 hrs)**
*Advise: ESLN 3500 or 3505*
Reading, writing, and communication skills to prepare students for high school courses, GED, entry into the workplace, vocational and retraining programs. Self-paced, competency based individualized and small group learning with teacher, tutor, and computer assistance.

**Adult Basic Education - Vocational**

**NONCREDIT COURSES:**

**ABEV 2074. On the Job Communication Skills (54-180 hrs)**
Development of 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.

**ABEV 2078. Choices and Success on the Job (15-45 hrs)**
Promotes student self-assessment in career choice, skills assessment, resume writing, interviewing techniques, and work ethics.

**ABEV 2089. Pre-Vocational Foundation Skills (45-90 hrs)**
A competency-based course focusing on the basic skills and personal qualities needed to succeed in the entry-level workplace. May be offered bilingually in Spanish and/or in other languages.

**ABEV 2090. Literacy Tutor Training (12 hrs)**
Instructional techniques in basic reading and writing including demonstration and practice. Includes student assessment, progress evaluation, and choosing instructional materials. Designed for volunteers and paraprofessionals who will be tutoring adult students in literacy skills.

**ABEV 2091. Graphic Arts Academics (36-180 hrs)**
Academic and vocational instruction that offers a study of mathematics, science, and vocabulary as it relates to the field of graphic communications. Prepares students for entry into the Graphic Communications program.

**ABEV 2092. Vocational Foundation Skills (36-180 hrs)**
Competency-based course designed to support student academic success in vocational programs. Focus is on the foundation skills of reading, writing, math, and study skills.
**Adult Secondary Education**

ASE 2085. Focus on the Future (30-180 hrs)
Course is divided into six flexible modules emphasizing developing skills for success in academic and vocational pursuits. Students will explore the world of work as well as the world of higher education. They will have opportunities to shadow college students or workers in business and industry. Selected students may apply for internships. Appropriate for all students returning to school. Module components may be offered separately.

**General Education Development (GED)**

GED (High School Equivalency). Preparation for the five GED test areas of Language Arts Writing, Social Studies, Science, Language Arts Reading, and Mathematics.

Requirements for Completion. Passing the GED test battery with an average standard score of 450 and no single test score below 410.

Offered at the following campuses:
- Preparation in Spanish is offered only at the Mission Campus.
- John Adams, 561-1900
- Adult Learning Center, 241-2300
- Mission, 550-4417
- Southeast, 550-4300
- Downtown, 267-6500

**NONCREDIT COURSES:**

GED 2105. GED Preparation (54-540 hrs)
*Advise: ABE 2059*
Prepares the student to pass the five GED tests: Language Arts Writing, Social Studies, Science, Language Arts Reading, and Mathematics. Individual and/or small group instruction. Offered in Spanish at Mission Campus.

**Academic Skills Development**

**NONCREDIT COURSES:**

ABE 2069. 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.

ABE 2083. Success in College (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.

HSEN 2250. Grammar/Composition/Literature (54-90 hrs)
*Advise: CASAS Score of 225*
Essentials of English grammar, usage, and writing. Survey of basic forms of English and American literature. Written reports with emphasis on paragraph development, punctuation, and spelling.

**High School Studies**

**Adult High School Diploma**

**Plan I**

Core Courses:
- English
- Mathematics
- Social Science (U.S. History, World History, Culture, Geography, Civics, Economics)
- Science (Biological, Health, Physical)
- Visual or Performing Arts or Foreign Language
- Additional requirements

Requirements for Completion—Plan I
1. Completion of 180 high school credits. (Some may be transferred from another school). At least 15 of the high school credits must be earned in residence.
2. Passing the Adult High School Diploma Proficiency Tests (Reading, Mathematics, Writing)

**Plan II**

Core Courses:
- Civics
- History
- Additional requirement*
- A GED Certificate

Requirements for Completion—Plan II
1. Completion of 25 high school credits (15 of which must be earned in residence).
3. The GED Certificate.

In the Adult Competency Education (ACE) Learning Center, the method of awarding high school credit is different from regular classes. In ACE, awarding of credit is based upon demonstrated competency, not on attendance. With the assistance of instructors, students learn at their own pace using individualized learning materials.

Students may study core courses for Plan I and for Plan II in regular classes or in the Adult Competency Education (ACE) Learning Center using individualized materials.

*Additional requirement to be chosen from these options: Career Awareness, College Preparation, Computer Applications, Income Management, Testing Preparation.

For information on GED testing and assessment, see “GED Testing and Assessment Center.”

**NONCREDIT COURSES:**

HSLB 2700. ACE High School Lab (54-810 hrs)
*Advise: CASAS score of 225*
A competency-based, self-paced lab offering all required high school courses. Subject areas and objectives vary for each student according
to previously acquired high school credit and the student’s goals. Emphasis is on the development of independent critical thinking skills applied to each subject.

**Career Development**

**HSCA 2150. Career and Income Management (90 hrs)**
*Advise: CASAS Score of 225*
Career awareness, job search, and job retention. Employment development and income management. Emphasizes necessary reading, oral and written communication, workability, and interpersonal skills needed to become and stay employable. SCANS competencies are integrated into the curriculum. Satisfies high school requirement in Career Awareness.

**Civics**

**HSCI 2204. Civics (54-90 hrs)**
The Constitution, the rights and responsibilities of citizens, elections, and the party system. Introduces students to a practical understanding of the law.

**Economics**

**HSEC 2225. Economics (54-90 hrs)**
Basic economic principles and their applications to the free enterprise system. Economic concepts applied to students’ personal financial decisions.

**English**

See Academic Skills Development.

**History**

**HSII 2351. United States History 1 (90 hrs)**
*Advise: ABE 2073*
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.

**HSII 2352. United States History 2 (90 hrs)**
*Advise: ABE 2073*
History of post Civil War America, emphasizing the influence of past events on the present. Analysis of historical cause and effect from political, social, and economic viewpoints.

**Science**

**HSSC 2565. Physical Science (54-180 hrs)**
Study of how people are influenced by the physical world. Includes climate, the ocean, natural events, natural resources, the Earth’s relationship to the sun and moon, and the effects of population on the Earth. Current events analyzed using course concepts.

**Women’s Studies**

**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**WOMN 10. Women and Film (3)**
Lec-3 CR/NC avail.
A brief history of the development of feminist film studies. Once outlined, this approach is applied to Hollywood cinema to demonstrate how movies both reflect and shape notions about women and their roles in society. Significant examples of films made by women in resistance to patriarchal images are also screened, accompanied by readings by prominent feminist theorists. CSU/UC

**AFAM 60. The African American Woman in the United States (3)**
Lec-3
The Black woman in America from 1619 to the present. Particular emphasis on contributions she has made to the society. CSU/UC

**ANTH 25. Culture, Gender and Sexuality (3)**
Lec-3 CR/NC avail.
An examination of the cross-cultural and historical factors that determine how women and men understand and act out their gender and sexuality. Focus on women’s role in non-western cultures such as Native American, Moslem, African, and Asian societies. Various aspects of culture which affect both female and male status, such as economics, religion, family and marriage, and sexual practices, will be examined in detail. CSU/UC

**ART 108. Women through Art History (3)**
Lec-3, field trips
*Note: The study of art history requires college-level reading comprehension.*
A study of women in art, investigating their place in society as artists and patrons, as well as subjects in art. The course will introduce women from both European and non-European cultures from prehistory to the present. All art will be discussed from both a critical and historical perspective, with regard to a social context and formal visual elements. CSU/UC

**ASAM 35. Asian American Women (3)**
Lec-3
Examination of the lives of Asian American women, using a multi-disciplinary approach which includes literature, poetry, history, political science, anthropology and sociology. Readings, papers and discussions on the social, cultural, political, and economic conditions facing Asian American women. Field trip may be required. CSU/UC

**BCST 105. Women and Mass Media (3)**
Lec-3, field trips
An exploration of the mass mediated messages—radio, television, film, and print—about women. A critique of roles given women. An update on opportunities for women in each of the mainstream and alternative media industries. CSU

**ECON 25. Women in the Economy (3)**
Lec-3 CR/NC avail.
An introduction to women’s roles in the U.S. economy, including varying experiences related to race, ethnicity, and class. Examines women’s occupations and earnings; women’s household activities and how they affect paid work; women as consumers; public policy
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A

ENGL 1A. University-Parallel Reading and Composition (3)
Lec-3
Some sections of ENGL 1A are taught from a feminist perspective. For further information about these sections, see the Chair of Women’s Studies. CSU/UC

ENGL 37. African American Women in Literature (3)
Lec-3 CR/NC avail.
An intensive examination of the literary efforts of African American women writers beginning with the Slave Narratives to the present. CSU/UC

ENGL 55. Survey of Gay and Lesbian Literature (3)
Lec-3
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A
A survey of gay and lesbian literature drawing on examples that present material relevant to present day experience. CSU/UC

ENGL 57. Women and Literature (3)
Lec-3, field trips CR/NC avail.
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A
Literature by women: reading, discussion, and analysis of literature written in English by women over the last four hundred years. Emphasis on the nineteenth and early twentieth century novel, including some poetry and drama; classical as well as new and re-discovered authors. CSU/UC

ENGL 58A. Contemporary Women Writers and Poets (3)
Lec-3, field trips CR/NC avail.
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A
Contemporary women writers and poets: reading, discussion, and analysis of fiction, poetry, and drama written in English by contemporary women from diverse cultural and ethnic backgrounds. Works in translation may be included. CSU/UC

GLST 21. Issues in Lesbian Relationships (3)
Lec-3 CR/NC avail.
Exploration of the history, culture, and psychological dynamics of lesbian relationships. Emphasis on the central issues of intimacy and commitment as well as the sociological effect of homophobia and minority status within the lesbian dyad. CSU

GLST 30. Issues in the Lesbian Community (3)
Lec-3 CR/NC avail.
Historical analysis and examination of issues central to the development of lesbian identity, culture, and relationships; exploration and debate of current controversial issues in the political, social, and personal realms of lesbian experience. CSU/UC

HIST 12A-12B. Women in American History (3-3)
Lec-3
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A
An intensive examination of the literary efforts of African American women writers beginning with the Slave Narratives to the present. CSU/UC

HIST 26. Women’s Health: Advanced Issues (3)
Lec-3, field trips
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A
CR/NC avail.
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

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 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

HUM 25. Women in the Arts (3)
Lec-3, field trips CR/NC avail.
Examination of the creative process by studying the history of women in the arts from pottery, ritual chants, and 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

HLTH 25. Women’s Health Issues (3)
Lec-3, field trips CR/NC avail.
Advised: Eligible for ESL 82
A health class emphasizing the empowerment of each woman in the pursuit of her physical, mental, social and political health. Aimed at meeting the needs of women of diverse ethnic backgrounds and sexual orientations. Topics include: breast self-exam, menstrual health, reproductive management, motherhood, AIDS and STDS, menopause, violence against women, stress, nutrition, exercises, alternative health, and more. Course work involves research on personal health concerns. CSU/UC

IDST 54. Politics of Sexual Violence (3)
Lec-3, field trips CR/NC avail.
Examination of political and psycho-social causes of sexual violence, its connection to other hate crimes, and strategies for transforming a violent culture through prevention education, with a special emphasis on the healing function of creative expression. Field project required. CSU

IDST 55. Ending Sexual Violence: Peer Education (3)
Lec-3, field trips CR/NC avail.
Advised: IDST 54
Education and skills training in peer education to promote healthy sexual relationships by reducing sexual violence, specifically battered and rape. Peer education activities, geared towards ending sexual violence, are conducted among CCSF students, with volunteer work in community-based organizations. Field project required. CSU

IDST 70. Architecture and Diversity (3)
Lec-3, field trips CR/NC avail.
An introductory critical review of the building and design heritage of women all over the world and of indigenous people’s architecture in Africa and Latin America from tribal dwellings to monumental structures, followed by a series of architectural and engineering studios introducing students to basic building and design skills: developing a project, drawing a floor plan, building an architectural model, using drafting tools and computers. Emphasis on hands-on skills. CSU
LABR 78A-78B-78C. Women’s Employment Issues (1-1-1)
Lec-1 CR/NC avail.
These courses may be taken in any sequence
Repeat: max. 3 units if no subject repeat
LABR 78A. A survey of women’s work in the past and present.
Examines the historical evolution of women’s work lives, the
impact of family structure, prevailing notions of “women’s
place,” labor market opportunities, and trade union organiza-
tions. CSU
LABR 78B. Current issues facing women workers will be dis-
cussed. Topics include pay equity, legal rights of women work-
ners, sexual harassment, combining work and family responsibili-
ties and women’s employment issues. CSU
LABR 78C. Focus on special problems of selected occupational
groups such as clerical workers, health workers and women in
non-traditional jobs. CSU

LAMS 10. Latinas in the U.S.: Voces (Voices) (3)
Lec-3, field trips CR/NC avail.
The lives and experiences of Latinas living in the U.S. The effects
that their experiences have on self-esteem. Multi-disciplinary discus-
sion and analysis of major social and cultural issues and themes.
CSU

P E 550. Self Defense For Women (1)
Lab-2 CR/NC avail.
An integrated approach to rape prevention incorporating psychologi-
cal, physical and preventive skills. CSU/UC

P E 566. Personal Defense and Safety Awareness (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
Assault prevention and personal defense skills designed to increase
safety awareness. Basic physical defense skills are taught with an
emphasis on streetwise safety strategies and the psychology of
assault prevention. CSU/UC

PSYC 14. Psychology of Shyness and Self Esteem (1)
Lec-1 CR/NC avail.
An examination of psychological theories and research on the devel-
opment of shyness and self esteem. Techniques for reducing shy-
ness and raising self esteem. CSU

PSYC 15. Assertive Behavior (1)
Lec-1 CR/NC avail.
Emphasis on cognitive-behavioral theories and their application to
assertive behavior. Assertiveness techniques in a variety of situa-
tions, including communication with family, friends and work
associates. CSU

PSYC 17. Psychology of Eating, Food, and Weight (1)
Lec-18 (total hrs) CR/NC avail.
Not open to students who have completed PSYC 41A.
An examination of psychological theories and research on eating,
weight and food. Includes examination of eating disorders, dieting,
the diet industry, and weight management. CSU

PSYC 25. Psychology of Sex Differences (3)
Lec-3 CR/NC avail.
Analysis of sex differences from physiological, psychological, and
social perspectives; exploration of areas such as abilities, achieve-
ment, aggression, attitudes, including the study of concepts of femi-
ninity, masculinity, and androgyny. Designed to increase under-
standing of personal and professional relationships. CSU/UC

SOC 25. Sex and Gender in American Society (3)
Lec-3 CR/NC avail.
How social institutions such as education, family, work, law, etc.
 affect women and men differently; how gender roles influence self-
concept as well as educational opportunities. Examines the contem-
porary status of all American women, including African American,
Latina, and Asian American, in terms of differences and similarities.
The strategies, policies, and laws necessary to eliminate sexism from
society and to create alternatives for women and men. CSU/UC

NONCREDIT COURSES:

WOMN 9843. Issues of Concern to Women
Contemporary issues of concern to women. Course content varies to
include family relations, mental and physical health issues,
work-related issues, and self-defense. Focus varies from semester to
semester.

Word Processing

For noncredit courses in word processing see the Office Occupations
course listings of the Business Department in this section of the
Catalog. Also see credit courses in the Business Department listings
in this section of the Catalog.
“Education is a progressive discovery of our ignorance.”

Will Durant
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 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 (29 U.S.C. Section 12100 et seq.) and the Age Discrimination Act (42 U.S.C. Section 6101).1

*These categories are not subject to the State Chancellor’s jurisdiction.

Definitions

Definitions applicable to the nondiscrimination policies are as follows:

- “Appeal” means a request by a complainant made in writing to the San Francisco Community College District governing board pursuant to Title 5, section 59338, and/or to the State Chancellor’s Office pursuant to Title 5, section 59339, to review the administrative determination of the District regarding a complaint of discrimination.

- “Complaint” means a written and signed statement meeting the requirements of Title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at Title 5, section 59300 et seq.

- “Days” means calendar days.

- “Mental disability” includes, but is not limited to, all of the following:
  (i) Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:
    (A) “Limits” shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
    (B) A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
    (C) “Major life activities” shall be broadly construed and shall include physical, mental, and social activities and working.
  (2) Any other mental or psychological disorder or condition not described in paragraph (1) that requires specialized supportive services.
  (3) Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the District.
  (4) Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.
  (5) Being regarded or treated by the District as having, or having had, a mental or 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 unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:
  (1) Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, invitations. Examples of possible verbal sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)
  (2) Continuing to express sexual interest after being informed that the interest is unwelcome.
  (3) Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
  (4) Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee’s career, salary, and/or work environment.
  (5) Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
  (6) Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

- “Unlawful discrimination” means any complaint of unlawful discrimination based on a category protected under Title 5, section 59300, including sexual harassment, harassment based on a protected group status as set forth in this Policy, and retaliation. In addition, the district will accept complaints of discrimination or harassment on the additional basis prohibited by district policy.

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/coordinate for purposes of this policy is the District Affirmative Action Officer, 31 Gough Street, San Francisco, CA 94103, (415) 241-2281. Information concerning the provisions of the applicable laws and complaint procedures is available from the District Affirmative Action Officer.

1 If the federal statutes cited herein would result in broader protection of the civil rights of individuals then that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of Title 5, section 59300, as cited in this Policy.

2 If the Americans with Disabilities Act of 1990 definitions would result in broader protection of the civil rights of individuals with a mental or physical disability, or would include any medical condition not included within these definitions, then that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of the definitions in Government Code section 12926 and should be included in District policy. (Gov. Code, Section 12926(1).)

3 Ibid

Campus Attire

Students are urged to dress appropriately everywhere on the campus at all times. Instructors in special areas (i.e., gymnasiums and laboratories) may require students to wear particular clothing for suitability or to meet health and/or safety regulations.

Computer Usage Policy

City College of San Francisco is pleased to make computer accounts and resources available for student use in the pursuit of their instructional goals in certain courses in Computer Science and Computer Networking and Information Technology, and in courses where instructors require Internet or email access as part of the course. In so far as the computing resources are under the user’s control, the user is fully responsible for their proper and legal use.

Computer accounts and computer access is a privilege and requires the individual user to act responsibly. By using the CCSF accounts, users have agreed to respect the rights of other users and accounts, to use the account only for school-related purposes, and to safeguard the integrity of the system and its related physical resources. Users have further agreed to observe all relevant laws, regulations, policies, and contractual obligations of the College.

Violations of these policies will be dealt with in the same manner as violations of other College policies and may result in disciplinary review. In such a review the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the College, and legal action.
The full text of the Computer Usage Policy can be found in the Appendix of this Catalog as well as on-line and at the web site (www.ccsf.edu/Info/Policy).

Disabled Students Rights

Students with disabilities have the same legal entitlement as any other student. Both Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) prohibit discrimination on the basis of disability of otherwise qualified persons in programs and/or activities at this institution. It is the policy of the SFCCCD to operate its programs and services so that they are readily accessible to students with disabilities. Reasonable accommodations (academic adjustments and auxiliary aids) are arranged when needed for students with disabilities. For further information call the Disabled Students Programs and Services (DSP&S) at 452-5481 or TDD (452-5451).

Adjustment of Graduation Requirements for Students with Disabilities

Substitution Policy
It is the policy of CCSF to provide equal educational opportunities for students with disabilities in accordance with state and federal law and regulations including the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and Title 5 of the California Administrative Code. Pursuant to Title 5, Sections 56000-56076, the District has developed the DSPS to assist students with disabilities in securing appropriate instruction, academic accommodations and auxiliary aids. It is the intent of the District that such individuals be served by regular classes and programs whenever possible. To that end, students with disabilities shall be admitted to courses and programs and matriculate through such courses and programs on an equal basis with all other students. To ensure equality of access for students with disabilities, academic accommodations and auxiliary aids shall be provided to the extent necessary to comply with state and federal law and regulations. For each student, academic accommodations and auxiliary aids shall specifically address those functional limitations of the disability which adversely affect equal educational opportunity. When the severity of the disability of an otherwise qualified student precludes successful completion of a course required for graduation from CCSF, despite an earnest effort on the part of the student to complete the course and despite provision of academic accommodations and/or auxiliary aids, a course substitution shall be considered. The District will maintain specific criteria and procedures to implement the policy.

Waiver Policy
There may be extenuating and unusual circumstances when the nature of the disability is such that a course substitution is not a recommended or realistic option. Under these circumstances, the committee may consider a WAIVER. In order to be considered for a WAIVER, the student would have to comply with all the criteria established for course substitution and, in addition, meet the following requirements:
- All graduation requirements must have been met satisfactorily with the exception of the subject for which a waiver is being petitioned.
- Successful completion of at least 18 semester units in the student’s declared major subject area used for graduation from CCSF.

The student will be informed that the WAIVER status will be on his or her transcript and the WAIVER may not be recognized by a transfer college.

DSPS should be contacted (452-5481) for additional information regarding course substitutions and/or waivers.

Drug Usage

City College is a Drug-Free College.
The campuses of the City College of San Francisco are drug-free. The College does not allow the unlawful possession, use, or distribution of illegal drugs and alcohol by students on its property or as a part of its activities. The College will discipline students according to local, state, and federal law. Discipline includes student expulsion and referral for prosecution.

For information about health and legal dangers of using alcohol and/or drugs you can go to the following places:
- Students at the Ocean Avenue Campus may visit the Student Mental Health Services in Bungalow 201 or call 239-3110 or 239-3148.
- Students are also encouraged to contact the Counseling Department in Conlan Hall, Room 205, or call for an appointment at 239-3296.
- Students at other campuses must make an appointment to see their counselor on the campus at which they are taking classes. If you need assistance in contacting your counselor, please use the general telephone number of that campus.

Petitions for Waiving Regulations
A student may petition the Dean of Student Affairs, Conlan Hall, Room 201, to waive a local college regulation.

Privacy of and Access to Student Records

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.

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.

**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

**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 viewpoints.

3. Regulations Governing Guest Speakers
   a. Request Procedures: The chairperson or president of a registered on-campus organization requesting facilities for an off-campus speaker should sign up with the Associate Dean, Student Activities, for the time and place desired (see Rule 5 and Part D).
   b. Review of Request for a Speaker: If a decision on a request for an off-campus speaker is to be reviewed, the Associate Dean, Student Activities, and/or the on-campus organization making the request (represented by the student chairperson and the faculty sponsor) may refer the matter to Associate Dean of Student Affairs for his/her specific recommendation to the Chancellor.
   c. Sponsorship: 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 a 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 specific recommendation to the Chancellor.

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.
   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
5. Use of Bulletin Boards and Distribution of Materials on Campus
   a. 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.
   b. 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.
   c. 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 adminis-
      tration (see Section 4 above).
   d. 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.
   e. If necessary, and then only if a serious disturbance arises at the free-speech area, campus police or other persons delegat-
      ed by the administration are authorized to ask for the identity of persons claiming the right to use the area.
   f. For rules for the distribution of literature, commercial free speech rights, the manner of collecting funds on the City
      College campus, or for additional information, contact the Office of the Associate Dean, Student Activities.
5. Use of Bulletin Boards and Distribution of Materials on Campus
   a. 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 originat-
      ing from sources outside City College must bear the official approval of the Associate Dean, Student Activities. College bul-
      letin boards and tack boards may not be used for commercial purposes.
   b. Use of bulletin boards and tack boards may not be used for commercial free speech purposes, and/or special activities planned by the College. Permission will be granted on a space available basis. During the activity, a copy of this
      form must be in the possession of the recruiter or solicitor at all times.
   c. Tables may be set up only in the approved area designated on the form. Recruiters and solicitors must bring their own
      signs, tables, chairs, and materials. Free gifts (other than food and drink) may be given away. Literature/newspapers
      and/or other items cannot be sold nor can donations be solicited.
   d. Literature may also be distributed in the designated area on the form; however, recruiters and solicitors may not walk up
      to students and force them to take literature, follow students to classes or elsewhere on campus, nor obstruct the flow of
      traffic and/or students walking to and from buildings.
6. Violation of Regulations
   a. 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.
   b. Observance of Regulations Governing the Student Activities Program
      a. Officially registered students desiring to take part in an activity of the Associated Students of City College of San Francisco
         of any other organization sponsored by City College may do so only in conformance with the rules and regulations of the
         Associated Students, the particular organization, and the College.
Part D. Use of College Facilities
Under the California Education Code sections 82537 to 82548 and the Administrative Regulations of the San Francisco Community
College District, organizations or persons not directly connected with the City College of San Francisco may use campus facilities
only under certain limited conditions, and must make application for such use through the Office of Facilities and Planning of the San
Francisco Community College District. Under the preceding law and regulation, ad hoc student groups are subject to the policy governing
organizations and groups not directly connected with City College.
Regulations/Guidelines Governing Solicitation/Recruitment at CCSF
The following guidelines are established to grant permission to off-
campus organizations and individuals to table, distribute literature
and post flyers.
1. The recruiter or solicitor must report to the Student Activities office to fill out an Area Request Form for tabling
   and/or distribution of literature. This form must be filled out at least 5 working days in advance and not more than 20
   working days in advance of the requested activity. Requests that vary from this scheduling pattern will be approved by
   the Student Activities Associate Dean on a case-by-case basis based on the needs of the organization/individual
   and/or the needs of the College. Permission will be granted on a space available basis. During the activity, a copy of this
   form must be in the possession of the recruiter or solicitor at all times.
2. The designated area for recruiters and solicitors at Ocean Avenue Campus is the RAM PLAZA area between Smith
   Hall and the Student Union and the FLAG POLE area between Science and Cloud Hall. Assignment of the areas is
   at the discretion of the Student Activities Dean; criteria is based on the smooth operation of the College, traffic flow,
   and/or special activities planned by the College. The recruiter or solicitor must remain in the area designated on the
   form.
3. Tables may be set up only in the approved area designated on the form. Recruiters and solicitors must bring their own
   signs, tables, chairs, and materials. Free gifts (other than food and drink) may be given away. Literature/newspapers
   and/or other items cannot be sold nor can donations be solicited.
4. Literature may also be distributed in the designated area on the form; however, recruiters and solicitors may not walk up
   to students and force them to take literature, follow students to classes or elsewhere on campus, nor obstruct the flow of
   traffic and/or students walking to and from buildings.
5. Recruiters and solicitors can bring 8 copies of flyers no larger than 11”x17” for approval for posting by the Student
   Activities Office. The Student Activities Office staff will post the flyers on approved bulletin boards throughout
   Ocean Avenue Campus.
6. Recruiters and solicitors are expected to conduct themselves in a respectful manner toward all students and college per
   sonnel and to follow a code of conduct which prohibits the following:
   - Abuse or any threat of force or violence directed toward
     any member of the College or to an authorized College
visitor while on College property;

- Willful misconduct which results in the injury or death to a student or College personnel or injury to property belonging to a member of the College or to an authorized College visitor while on the property;
- Unauthorized entry to or use of College facilities, supplies or equipment;
- Obstruction or disruption of classes, administration, or authorized College activities;
- Violation of College rules and regulations including those concerning the use of college facilities, or the time, place, and manner of public expression or distribution of materials;
- Disorderly or offensive conduct or expression which interferes with the College’s primary educational responsibility;
- Failure to comply with the directions of College officials, staff or campus public safety officers who are acting in performance of their duties;

There are consequences for these guidelines not being followed including being denied access to CCSF.

Recruiters who want to find out more information about participation at Career and Transfer Days at CCSF can speak to Frank Chong, Dean of Student Affairs, 239-3211.

These regulations/guidelines are specific to Ocean Avenue Campus but apply to all campuses of CCSF. Locations and forms may vary. For campuses other than Ocean, recruiters and solicitors must see the campus dean at the campus where they seek permission.

The College reserves the right to make modifications to the agreement as to when, where and how recruiters and solicitors may table, distribute literature and/or post flyers in order to address the unanticipated conditions of the College. The College also reserves the right to change its policy on recruitment and solicitation.

**Student Rights and Responsibilities**

**Purpose and Scope.** Community and college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Section 66300). The San Francisco Community College District has complied with this requirement by adopting PM 6.11.01 and AR 6.11.01, Rules of Student Conduct. The purpose of this Board Rule is to provide uniform procedures to assure due process when a student is charged with a violation of these standards. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established standards of student conduct.

Students of City College of San Francisco are expected to help maintain an environment in which there is freedom to learn. The College believes that each student has an earnest purpose; that he/she will adhere to acceptable standards of personal conduct; and that students and student organizations will participate in the development of proper standards of conduct and good taste; and that they will abide by all College regulations. Students or student organizations making inappropriate use of the opportunities, rights, and privileges should expect to have them withdrawn or curtailed.

In the development of responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling and admonition. In the exceptional circumstances when these preferred means are not appropriate or fail to produce student acceptance of responsibility commensurate with student freedom, due process shall be observed to protect the student from the unfair and arbitrary imposition of serious penalties.

When an issue of student conduct arises, the college community will take action as the particular occurrence, judged in the light of attendant circumstances, seems to require.

**Rules of Student Conduct**

Student conduct in the San Francisco Community College District must conform to District rules and regulations. The rules and regulations of student conduct prohibit the following:

1. Continued disruptive behavior, continued willful non-compliance, willful and persistent profanity or vulgarity, or the open and/or persistent defiance of the authority of, or persistent abuse of, District personnel or officials acting in the performance of their duties;
2. Assault or battery, abuse, extortion, or any threat of force or violence directed toward any member of the District community (students and employees) or District visitor engaged in authorized activities;
3. Academic or intellectual dishonesty, such as cheating or plagiarism. Cheating is defined as taking an examination or performing an assigned, evaluated task in a dishonest way, such as by having improper access to answers. Plagiarism is defined as the unauthorized use of the language and thought of another author and representing them as your own;
4. Dishonesty, such as theft or the unlawful taking of property from the rightful owner, or knowingly furnishing false information to the District, or forgery, alteration, or misuse of District documents, records, or identification;
5. Willful misconduct which results in injury or death to a student or District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District; or injury to property belonging to a member of the District community or to an authorized District visitor while on District property;
6. Unauthorized entry to or use of District facilities, supplies, equipment, including computing, networking or information resources;
7. Obstruction or disruption of classes, 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 appro-
private sections of the Catalog for a complete version of the Policy);  
13. Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the District’s primary educational responsibility;  
14. Possession while on District property or at any District sponsored function, of any of the following weapons (except for persons given permission by the Chancellor or designee as members of law enforcement operations); any instrument or weapon of the kind commonly known as black-jack, fire bomb, billy club, sandclub, metal knuckles; any dirk, dagger, or knife having a blade longer than two inches; any switchblade longer than two inches, any razor with an unguarded blade; any firearm (loaded or unloaded) such as a pistol, revolver, rifle, automatic or semi-automatic weapon; any metal pipe or bar used or intended to be used as a club; or any other item, such as a chain, used as a threat to do bodily harm;  
15. Failure to comply with directions of District officials, faculty, staff or campus police officers who are acting in performance of their duties;  
16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.  
Disciplinary sanctions for the above offenses shall include, but are not limited to, warning; verbal and/or written reprimand; a failing grade in an assignment, test, or class in proven cases of cheating or plagiarism or other academic dishonesty; disciplinary probation; ineligibility to participate in extra-curricular activities; removal from classes by the instructor for no more than two class meetings; removal from an instructional laboratory, study facility, or other supervised student activity by the designated site supervisor for no more than two sessions or meetings; suspension from classes by the Chancellor (or designee) for up to the remainder of the school term or from all classes and activities of the District for one or more terms; and expulsion.  
Suspension or expulsion of a student shall be accompanied by a hearing to determine if good cause warrants such suspension or expulsion. Good cause shall include, but is not limited to, conduct identified above as prohibited. 

Procedures for implementation of these rules shall be adopted by the Chancellor or designee. 

Types of Discipline  
WARNING: Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action (May be written or oral notice)  
REPRIMAND: Written reprimand for violation of specified regulations or misconduct. A reprimand places on record that a student has violated college regulations. A student receiving a reprimand is notified that continued violations may result in formal disciplinary action.  
RESTITUTION: Reimbursement by the student for damage to or misappropriation of property. Reimbursement may take the form of appropriate service by the student to repair property or otherwise to compensate for damage.  
DISCIPLINARY PROBATION: Specific period of conditional participation in campus and academic affairs, which may involve exclusion from designated privileges or extracurricular activities. If a student violates any condition of probation, he/she shall be subject to further disciplinary action to be taken in accordance with these procedures.  
REMOVAL: Should be exercised when warning or reprimand fails to bring about proper conduct. Removal may be immediate if student presents a present danger. Instructor may remove a student for cause from class for the day of the class and the next meeting for a maximum of two class meetings.  
SUSPENSION: Suspension from classes for up to the remainder of the school term or from all classes and activities of the College for one or more terms. Suspension is the termination of student status for that period of time.  
EXPULSION: Termination of student status, for an indefinite period, requires the approval of the Governing Board. The student may be readmitted to City College only with the specific approval of the Governing Board. Suspension or expulsion of a student shall be accompanied by a hearing to determine if good cause warrants such suspension or expulsion. Good cause shall include, but is not limited to, conduct identified above as prohibited.  

Due Process  
A student has a right to due process. The Office of the Associate Dean of Student Advocacy, Rights and Responsibilities (Conlan Hall, Room 106) has the responsibility to assure the implementation of this due process. 

Student Complaints  
A student complaint is an allegation by a student against a faculty member that the member has harmed a student by violating a policy, rule, or regulation, or otherwise engaged in inappropriate conduct. A complaint does not include a grade or file challenge, or an allegation of discrimination or sexual harassment, or other conduct for which immediate disciplinary action or suspension could result.  
Student complaints are governed by the following procedure:  

Informal Process  
1. A complaint should first be raised directly with the faculty member concerned.  
2. If a direct meeting does not resolve the complaint, or if either party is unable or unwilling to meet, the complaint should be taken to the faculty member’s supervisor.  
3. The supervisor may take the following action including, but not limited to:  
   a. Investigating the complaint.  
   b. Meeting with any party separately or facilitating a joint meeting.  
   c. Recommending appropriate action to any party.  
   d. Recommending an evaluation of the faculty member to the Chancellor.  
   e. Redirecting the matter as appropriate.  
4. If the supervisor fails to resolve the complaint within 20 instructional days then the student may file a formal complaint in accordance with the process set forth below. Semester instructional days include only regular business days during the Fall and Spring semesters, and not summer sessions.  
5. If, after the failure of the supervisor to resolve the complaint at the informal level, the student fails to file a formal complaint within an additional 20 semester instructional days then the matter will be considered dropped unless renewed by the student within the first 20 semester instructional days of the next semester.
Formal Process
1. If any party is dissatisfied with the result of the informal process, that party may appeal the matter to the Dean of Student Advocacy, Rights and Responsibilities whose role is to channel the complaint to the appropriate Vice Chancellor and to the Academic Senate. If any party chooses to pursue the matter to the formal level, all parties shall be given written notice of that fact.
2. Any party who appeals a complaint to the formal level must complete a form which describes:
   a. The specific nature of the complaint and its history;
   b. All efforts which have been made to resolve the complaint;
   c. What the appealing party would consider a fair and appropriate resolution of the complaint.
3. Upon receiving a formal complaint, the appropriate Vice Chancellor and the Academic Senate shall each appoint one member to a committee whose function shall be to hear and decide the matter.
4. In reaching its decision, the committee may take any action which could have been taken pursuant to the informal process, except that the committee may not redirect the matter.
5. The findings and decision of the committee must be made in writing and provided to the student, the faculty member, and the member’s supervisor, and must encompass some or all of the following results:
   a. Resolution of the complaint to the satisfaction of all parties.
   b. Dismissal of the complaint with or without the consent of all parties.
   c. Recommendation of appropriate action to the faculty member’s supervisor.
At the committee’s discretion, its decision and the underlying student complaint may be inserted into the faculty member’s personnel file.
6. Formal complaints should be resolved as quickly as possible. Except under unusual circumstances, the written findings and decision of the committee should be provided within forty [40] semester instructional days of its receipt of the formal complaint.
7. Any student or faculty member involved in a student complaint may, by his/her own initiative, provide representation of their choice.

Notice: Student complaints may have serious consequences for the faculty member concerned. Students should recognize that differences in personality, opinion, and perception do occur, and can often be resolved by discussions between the parties. Whenever possible, students are encouraged to address such differences directly with the faculty member.

Student Grade and File Review

FUNCTION AND PURVIEW
The Student Grade and File Review Board, composed of students, faculty and administrators, reviews individual student grievances respecting course grades and file contents. After reviewing a particular grievance, the Board recommends appropriate action to the Chancellor, the instructor and the student. The Board acts as arbitrator 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 the Associate Dean of Student Advocacy, Rights and Responsibilities, Conlan Hall, Room 106. This petition requires that the student explain the grading issue in writing (typed and double-spaced) and present this written explanation to the instructor, the department chair, 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
addition, in some courses, students are expected to provide tools, books, workbooks, pens, pencils, and paper for most courses. 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 manuals, and 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 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) or [http://www.text-books.ccsf.edu](http://www.text-books.ccsf.edu).

The schedule of classes issued each semester also contains current information about bookstore services.

### San Francisco Community College Police Department

On May 5, 1980, the governing board of the San Francisco Community College District established a “Community College Police Department,” (to be known as the Department of Public Safety). Under the California Education Code, sections 72330 and 72334 and California Penal Code, section 830.32(a), personnel, when appointed and duly sworn, are designated as peace officers.

San Francisco Community College Police Department is a certified P.O.S.T. police agency and all officers are sworn and are identified by their distinctive patches and silver color stars. The Department operates 7 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. Members patrol all City College campuses daily in district emergency patrol vehicles and on foot ensuring public safety for students, faculty and staff. Public Safety Department information is available on the Public Safety web page 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 of the campus and of the public streets adjacent to City College.

City College’s student officers have special police authority granted through the San Francisco Police Department and the Chancellor of City College to perform the following duties: control pedestrian and vehicular traffic and parking; issue municipal parking citations; enforce rules and regulations for student code of conduct as stated in the City College Catalog; request personal identification, as stated in the City College Catalog, from persons on campus; make arrests when necessary for violation of the California Penal Code, Education Code, Health and Safety Code, Welfare and Institution Code, and Business and Profession Code; investigate criminal activity on campus; protect life and property; aid the San Francisco Community College Police Department with all formal investigations and arrest warrants; and make incident reports of criminal
activity and coordinate all information with the San Francisco Community College Police Department (239-3200).

The following services are also provided for the campus community by the City College Student Campus Police: Lost and Found Center, fingerprint service, emergency notification, parking permit control and enforcement; vehicle lock-out aid; and first aid assistance. The Campus Police are located in Cloud Hall, Room 119, telephone 239-3200.

Smoking

Student Identification
Student identification must be carried at all times and displayed upon request by City College staff, faculty, administrators, student campus police officers, and District police officers.

Student Lockers
Lockers in the gymnasiums are assigned to students in physical-education courses. Students must remove the contents of these lockers, together with padlocks, not later than Monday during the final examination period each semester.

Lockers are also assigned to students in various laboratory courses. Students must follow the department regulations in using these lockers.

Student Parking
The campuses of City College are easily accessible by public transportation. Students are encouraged to use MUNI or BART or to use carpools.

Ocean Avenue Campus has a limited number of parking spaces available for student parking. Students are required to pay a fee for a semester parking sticker. Sales of parking stickers are available on a first-come-first-served basis before the start of each semester. Information regarding rules and regulations for student parking, including fees for semester stickers and rates for daily parking are available through the Public Safety Department in Cloud Hall, Room 119, the Student Accounting Office in Conlan Hall, Room 104, and the Class Time Schedule.

Other campuses of City College have no on-site parking or very limited parking for students. For the exact situation on a particular campus, contact Campus Information Center.

Visitors on Campus
Visitors to the campus are welcome. Vehicle parking in all parking lots is by permit only. Vehicles without a permit will be ticketed. Day School visitors may park in student lots after 10:30 a.m. with the purchase of a $1.00 permit from the vending machine. After 5:00 p.m., visitors may park in all lots (except Cloud Circle, Science Circle, Marston Rd. and “E” lot) with a purchase of a $1.00 permit from the vending machine. Information and directions are available from the Information Center located in the lobby of Conlan Hall. Visitors are required to observe College rules and regulations. A copy of the rules and regulations are available in Conlan Hall, Room 104 and Cloud Hall, Room 119 (Campus Police Office). Violation of any of these regulations are grounds for automatic revocation of the right to remain on campus. Prior permission must be obtained from the instructor before visiting classrooms. Since auditing of classes is prohibited, visits must be limited.
Academic Policies and Procedures

“To see things in the seed, that is genius.”

Lao-tzu
ACADEMIC POLICIES AND PROCEDURES

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 1.5); 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:

Symbol = Definition | Grade Points
---|---
A = Excellent | 4
B = Good | 3
C = Satisfactory | 2
D = Passing, less than satisfactory | 1
F = Failing | 0
CR = Credit (At least satisfactory, C or better. Units awarded not counted in grade point average.)
NC = No Credit (Less than satisfactory or failing. Units not counted in grade point average.)

Standard English is expected in all College course work and is a consideration in grading. Its use is not an exercise limited to English classes alone.

Credit (CR)/No Credit (NC) Courses
Certain courses offered at City College of San Francisco are designated as credit/no credit courses. Such courses are shown in the catalog with the statement “CR/NC only” meaning that only grades of CR and NC are given for the course. Other courses are designated as optional credit/no credit courses. Such courses are shown in the catalog with the statement “CR/NC avail.” meaning the course may be taken on a credit/no credit or on a letter grade basis; i.e., the credit/no credit option is available. Note: 1) credit/no credit courses are counted toward graduation and for transfer and 2) in an optional credit/no credit course the student must file a petition with the Office of Admissions and Records to take the course on a credit/no credit basis no later than the deadline date established in the Calendar of Instruction. (See Calendar of Instruction for this date). Petition forms are available from the Office of Admissions and Records. In the absence of a “Petition for Credit/No Credit” students will be evaluated on a letter-grade basis. The “NC” symbol shall be used only in calculating units attempted for probation and dismissal.

Although City College does not limit the number of units a student may take on a Credit/No Credit basis, students planning to transfer should inquire of the transfer institution its policy on credit/no-credit course work. Some institutions may require a letter grade in course work used to satisfy specific requirements for admission and/or major preparation.

Noncredit Grading
Some noncredit classes do issue grades. Letter grades (A, B, C, NC) or CR/NC grades are issued in all noncredit vocational/occupational classes, including VESL, Business, Trade Skills, Automotive, Health (except Tai-Chi), Labor Studies and Consumer Arts and Sciences. (Each department determines whether to give letter or CR/NC grades and all classes/sections use the same grading mode.) All students on financial aid receive grades in all their noncredit classes, even if grades are not usually assigned in those courses. All students enrolled in high school classes in 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
“IP” = In Progress
“MW” = Military Withdrawal
“RD” = Report Delayed
“W” = Withdrawal

“EX” Exclusion. The “EX” symbol shall be used to denote grades of D, F, or NC the student has chosen to exclude from his or her academic history.

“I” Incomplete. A student may be given a final grade of Incomplete only if illness or other unavoidable circumstances prevent taking the final examination or satisfying the other requirements in a course.

A student must make arrangements for an Incomplete with the instructor for the course. The instructor will file a record of Incomplete with the Office of Admissions & Records and give the student a copy. This record shall note the condition(s) for removal of the Incomplete and the grade to be assigned if the work is not completed.

A grade of Incomplete must be removed within one month of the first day of instruction in a student’s next regular semester of attendance, or no later than one year from the last day of instruction in the semester of issuance, whichever date comes first.

A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for completion of the work has passed.
A student should make arrangements for the removal of an Incomplete with the instructor for the course. In the absence of the instructor, the student should contact the department chair.

If a student is, due to extenuating circumstances, unable to complete the work within the time specified by the student, after contacting the instructor, petition the Associate Dean of Student Advocacy, Rights and Responsibilities for an Extension of an Incomplete.

An Incomplete shall not be used in calculating units attempted nor for grade points, but shall be used in calculating units for purposes of evaluating probation and dismissal.

“IP” In Progress. The “IP” symbol shall be used to denote that the class is scheduled to extend beyond the normal end of the semester or summer session. An “IP” symbol indicates that work is in progress and that assignment of a grade will occur upon its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” symbol shall not be used in calculating units attempted, nor for grade points.

Late Withdrawal. Late withdrawals are those requested by students after the last day for an official student- or instructor-initiated withdrawal and up until a period of two years after a final grade has been given. A late withdrawal will be granted only for verifiable extenuating circumstances that prevented the student from academic participation. Extenuating circumstances are defined as: institutional error, health, jury duty, military service, accident, family emergency, incarceration, extended litigation, or work conflicts that occurred only between the last day for a student- or instructor-initiated withdrawal and the final examination. For more information please consult with the Office of the Associate Dean of Student Advocacy, Rights and Responsibilities, Conlan Hall, Room 106.

“MW” Military Withdrawal. “Military Withdrawal” occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. Military withdrawals shall not be counted in progress probation and dismissal calculations.

“RD” Report Delayed. Only the Office of Admissions and Records may assign the “RD” symbol. This symbol is to be used when, for reasons beyond the control of the student, there is delay in reporting the student’s grade. “RD” is to be replaced by a permanent symbol as soon as possible. The “RD” symbol shall not be used in calculating units attempted, nor for grade points.

“W” Withdrawal. If a student withdraws from a class or if an instructor withdraws a student from a class between the last day to drop and the last day for withdrawal, a “W” symbol will appear on the student’s permanent record. (See Calendar of Instruction for specific dates.) If a student stops attending a class after the last day for a student-initiated or instructor-initiated withdrawal, the instructor must report a grade symbol (consistent with the grading policies) other than “W.”

The “W” symbol shall not be used in calculating units attempted nor for grade points, but shall be used in calculating units for purposes of evaluating probation and dismissal.

If a student drops a class prior to the last day to drop, no notation will appear on the student’s permanent record. (See Calendar of Instruction for specific dates.)

Course Prerequisites, Corequisites, and Advisories (Recommendations)

City College has established prerequisites, corequisites, and advisories to maintain academic standards and ensure student success. The CCSF Governing Board recognizes that if these 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, which are generally designated for high school students, require a specific scholastic aptitude prior to enrollment.

3. **Blocks of courses or sections:** a “block” refers to at least two or more courses or sections of courses in which enrollment is limited to a specific group of students. Examples at CCSF include the African American Achievement Program and the Puente Project.

**Challenge of a Prerequisite or a Corequisite**

A student who does not meet a stated prerequisite or corequisite to a course may be dropped on the first day of school. However, the student may file a petition to Challenge a Prerequisite or Corequisite on one or more of the grounds listed below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question.

**Grounds for challenge:**

A. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.

B. The student possesses the skills/knowledge necessary to protect the health or safety of himself and others despite not meeting the stated health and safety prerequisite.

C. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

D. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

E. The prerequisite or corequisite has not been established in accordance with the District’s process for establishing prerequisites or corequisites.

F. The prerequisite or corequisite is in violation of Title 5.

Any student may appeal the decision of the challenge to the Office of the Vice Chancellor of Academic Affairs or the Vice Chancellor of Student Development.

**Procedures for Filing a Petition to Challenge a Prerequisite/Corequisite**

*CAUTION: The student shall bear the initial burden of showing that grounds exist for the challenge. A student who wishes to challenge a pre/corequisite should file a petition as early as possible prior to the first day of class.*

**Instructions:**

1. Obtain a Petition to Challenge a Prerequisite or Corequisite from the Office of Matriculation Services (Conlan Hall, Room 204) or the chair of the department of the course.

2. The student should file the completed petition at the appropriate 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 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 CCSV 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 if 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 grade points received. It may be determined by dividing the number of grade points earned by the number of units attempted. Grades of CR, NC, W, I, IP, EX and MW do not affect a student’s grade point average.

A 4.00 quotient indicates an A average; 3.00, a B average; 2.00, a C average; 1.00, a D average; 0.00, an F average.
Students grade point averages are used in various ways. For example, a requirement for graduation from the College is that a student must have completed a minimum of 60 semester units of lower-division college work in which he has maintained an average final grade of C (2.00 grade point average) or higher in all lower-division courses he has attempted for grade points. The College also uses grade point averages in awarding various scholarships and in determining whether students may be disqualified from further attendance because of scholastic deficiencies. In addition, universities and colleges use grade point averages in admitting transfer students.

All credit courses offered by City College of San Francisco are graded courses as defined by Title V, California Administrative Code.

**Probation and Dismissal**

**Probation:**

There are two types of probation: academic and progress. A student may be on either type of probation or on both. If a student is on either type of probation or on both,

- there will be a permanent notation placed on the student’s academic history;
- a student will not be in good academic standing at the College;
- the student will not be removed from probation until there is improvement in the overall academic record, even if there is improvement in the current semester academic record.

Students on probation may be contacted by the General Counseling Department or the EOP&S so that they may be provided individual counseling and guidance on how to improve their academic standing. The students’ programs may be regulated so as to help them move off probation.

**Academic Probation:** A student who has attempted at least 12 units as shown on the official academic record will be placed on academic probation if the student has earned a grade point average below 2.00 in all units in which grades were given.

**Progress Probation:** A student who has attempted at least 12 units as shown on the official academic record will be placed on progress probation when the percentage of all units in which a student has enrolled and for which the student has been given a “W,” an “INC.,” or a “NCR.” is 50% or more.

**Removal from Probation:** For removal from academic probation, a student must have an overall cumulative grade point average in all City College units of 2.00 or higher. For removal from progress probation, a student must have been given marks of “W,” “INC.,” or “NCR.” in less than 50% of all City College units in which the student has enrolled.

**Dismissal:**

**Academic Dismissal:** A student who has been on probation is subject to academic dismissal if the student has been on either academic probation or on progress probation or on both academic and progress probation for more than four consecutive semesters. If students are academically dismissed, a notation of “Academic Dismissal” will be placed on the permanent academic record. Consecutive semesters means four semesters in a row of the student’s attendance at City College. Summer sessions are not counted as regular semesters when semesters are being counted for academic dismissal.

**Appeal of Academic Dismissal and Request for Reinstatement:** Students may appeal academic dismissal and petition to be reinstated so they may continue their enrollment. Such petitions will be considered in cases of verified unusual circumstances. Students may request information or a Petition to Appeal Academic Dismissal and Request Reinstatement from the Office of the Associate Dean of Student Advocacy. Rights and Responsibilities (Conlan Hall, Room 106). If students are reinstated, their reinstatement will be conditional based upon a review of the academic record at the end of each semester. Readmitted students will be subject to the continued requirements of the academic probation and academic dismissal regulations.

**Financial Aid Probation:** The rules for financial aid probation, academic progress, or disqualification may be different. Please see the appropriate section in the Catalog under Financial Aid.

**Grade Reporting**

Midterm Grades are no longer mailed to students. Midterm and Final Grades are made available to students through STARS (Student Telephone Automated Registration System). The dates and times that they are made available through STARS is located in the Schedule of Classes for that school term. In addition, final grades are mailed to students at the end of each term.

**Repetition of Credit Courses**

Course repetition is student-initiated and is not the same as course repeatability. Courses offered for credit may be repeated only when one (or more) of the following circumstances applies:

- the student has received a substandard grade of D, F, or NC;
- the district finds that the student’s grade is, at least in part, the result of extenuating circumstances, for example, accident or illness, military service, jury duty, and so forth;
- the district has determined that a student should repeat a course because there has been a significant lapse of time since the student previously took the course;
- the district finds that permission to repeat a course is a valid disability accommodation, as verified by the CCSF Disabled Student Program & Services office;
- the district finds that course repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment;
- the district finds that the student is a visual or performing arts major requesting permission to repeat the course under extended repeatability (subject to limits under College policy).

Before repeating any course, it is required that a student seeks the advice of his or her counselor. In some cases, a course cannot be repeated more than once without the advice and approval of the department’s faculty advisor or the department chair. Students should be aware of the following:

1. when a student repeats a course, the original grade is not removed and therefore remains a part of the permanent record.
2. when a student repeats a course because of a substandard grade (D, F, or NC), the original grade will not be used in calculating the student’s CCSF grade point average.
3. when a course is repeated, the latest grade may count even if it is lower than the original (except for “notation only”).
4. when a student repeats a course in which he or she has received a passing grade (for example, because of a significant time lapse) the student may not be allowed to earn a second grade or a second set of units. The notation “Post Grade Only” may be used instead.
5. course repetition may affect a student’s financial aid or other benefit status. Please check with the appropriate office.
6. Some transfer institutions, unlike CCSF, may calculate all grades in the overall grade point average.
7. Once an associate degree has been awarded, courses taken prior to the awarding of the degree cannot be repeated.

Course Repetition Petitions are available in the Office of the Associate Dean of Student Advocacy, Rights and Responsibilities, Conlan Hall, Room 106.

Course Repeatability is different from course repetition because it is a characteristic of the course itself, is requested by the department concerned and is subject to review by the Curriculum Committee. Courses with established content have course repetition but no course repeatability. Three other types of courses have course repeatability. The College Catalog course descriptions will note if a course has course repeatability.

Courses with Variable Content are defined as courses in which the essential course content changes substantially from one time of offering to the next. There are two allowable types of variable content courses: Umbrella courses and Independent Studies courses. Umbrella courses consist of an umbrella and a series of letter courses. For example, ENGL 48 is the umbrella for ENGL 48A, 48B, 48C, etc. A student cannot repeat the same version of the course. Independent Studies courses allow a student to conduct special studies or research on a topic in his or her major and to receive units for such studies or research.

Courses that Build on Experience or Physical Skills are allowed repeatability with a maximum number of repeats set at three regardless of how the particular subject is subdivided. (For example, if a subject is divided into beginning, intermediate and advance courses, the intermediate and advance courses are counted as repeats.) Passing grades (i.e., A, B, C or Cr) are generally given in these courses to indicate progress toward (or degree of attainment of) these goals, and students are allowed to repeat only if they are making satisfactory progress toward attaining the established goals. A student cannot be allowed to repeat the course if the course goals have been attained. If a student does not make satisfactory progress, the student will receive a substandard grade (D, F, or NCr) and will thereby open the possibility of course repetition as defined in a preceding section; however, the total of the repetitions cannot exceed three.

Courses in the Performing and Visual Arts: In order to allow students who are planning to transfer in the Performing and Visual Arts to maintain proficiency until such time as they transfer, City College policy will allow extended repeatability for Performing and Visual Arts courses identified by the departments and approved by the Curriculum Committee. Three conditions must be satisfied:

(a) a Performing and Visual Arts course must be one that develops a professional/vocational skill in the Arts and there must be a reasonable expectation that transfer opportunities exist in that skill.
(b) a Performing and Visual Arts skill may not be subdivided into more than three course levels (beginning, intermediate, and advanced) and may not have more than one course per level. The extended repeatability will consist of a maximum of one repeat at the beginning level and a maximum of three repeats at each of the intermediate and advanced levels.
(c) the concept of satisfactory progress described above must be built into any Performing and Visual Arts course using the extended repeatability. A department may not allow a student to repeat a course unless there is evidence that satisfactory progress is being achieved by the student. In the event that a student exhausts this extended repeatability prior to transferring, the student may with departmental approval, apply to the Vice Chancellor of Academic Affairs for a waiver of the Performing and Visual Arts repeatability limits.

Students may use the Course Repetition Petition (available in the Office of the Associate Dean of Student Advocacy, Rights and Responsibilities, Conlan Hall, Room 106) to ask to be allowed to repeat a course under Course Repeatability.

Academic Renewal/Exclusion

A student may petition to have college grades of D, F, or NC 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, F, or NC to be lined out.
2. Two or more years 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 repeated or excluded.

Students who wish to have grades lined out under this policy must request a petition from the Office of Admissions and Records. Since academic renewal will be granted only once, students considering the petition are advised to file the petition at a time close to their graduation of transfer.

Changing Final Grades

An instructor may not change any final grade, except that of Incomplete, on the basis of additional work completed by a student after the close of a semester.
Academic Transcript of Records

A student may obtain an official or unofficial academic transcript of records by completing and submitting a Transcript Request Form to the Transcript Department, Conlan Hall, Room 107. Students may also request a Transcript of Academic Records by FAX to (415) 239-3836 or by letter to:

City College of San Francisco
Transcript Department, Box E-107
50 Phelan Avenue
San Francisco, CA 94112

When requesting an Academic Transcript of Record the following information must be included:

- Student’s full name while attending 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
- A listing of all courses currently in progress at CCSF
- Number of copies requested
- Student’s signature
- Date

It is strongly recommended that students wishing to transfer to another college/university complete and submit a request well in advance of the date in which the transcript is needed. Processing time during peak periods will take from two (2) to four (4) weeks. Academic transcripts are reviewed and processed as they are submitted.

Processing Fee

The first two requested official and/or unofficial Academic Transcript of Records are free of charge. A processing fee of $5.00 is assessed for each additional transcript after the first two.

Rush Service

Students may contact the Transcript Department and request Rush Service for the issuance of Academic Transcript of Records. Normal processing time for this service is twenty-four (24) hours. The fee for this service is $10.00 per requested copy.

Transfer of Grade Points to City College

City College counts the grade point average of transferable units earned at other universities or colleges toward the combined grade point average of 2.0 required for graduation. The combined grade point average takes into account both the cumulative grade point average at City College of San Francisco and the grade point average of transferable units.

Credit by Examination

According to Section 55753 of Title 5 of the California Code of Regulations, community college governing boards are authorized to grant credit by examination, under certain circumstances:

1. Advancement Placement Test

   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 12 semester hours of credit required for an associate degree.

2. College Level Examination Program (CLEP)

   City College will grant general credit toward graduation for CLEP examinations and toward the appropriate general educational requirements of the California State University for Mathematics, Humanities, Natural Sciences, and Social Sciences and History, as follows:

   EXAMINATIONS (CSU GE Rea. Area No.) UNITS

   Mathematics

   Mathematics (B4) ................................................. 6
   Mathematics (B4) ................................................. 6
   Passing this examination with a score of 500 or above (Paper and Pencil Testing) or score of 50 or above (Computer Based Testing - CBT) is the equivalent of six units but students will not be able to apply more than three units to the mathematics category.

   Humanities

   Arts (C1) .......................................................... 3
   Humanities (C2) ................................................. 3
   Passing this examination with a score of 500 or above (Paper and Pencil Testing) or score of 50 or above (Computer Based Testing - CBT) is equivalent of six units.

   Natural Sciences

   Physical Science (B1) ........................................... 3
   Biological Science (B2) ........................................ 3
   Passing this examination with a score of 500 or above (Paper and Pencil Testing) or score of 50 or above (Computer Based Testing - CBT) is the equivalent of six units.

   Social Sciences and History

   Social Institutions and Behavior (D) ....................... 3
   Political & Economic Institutions & Behavior (D) .... 3
   History and Contemporary History (D) .................. 3
   Passing this examination with a score of 500 or above (Paper and Pencil Testing) or score of 50 or above (Computer Based Testing - CBT) is the equivalent of six units for a total of six units.

Credit under both these programs is usually granted only to students with no college work completed. Students who have completed some college work prior to taking the examinations, or who wish both advanced placement and CLEP credit, should consult the individual departments for special requirements. (Students who plan to transfer to a four-year institution should consult the catalog of the transfer institution regarding the acceptability of CLEP credit.)

3. Petition for Credit by Examination

   Students may petition for credit by examination in certain courses offered at City College in accordance with the procedures set forth below:
1. Determination of eligibility to take the examination:
   a. The student must be currently registered in City College, must be in good standing, and have a cumulative record that indicates a minimum of 12 semester units at City College with a C (2.00 grade point average) or higher. Under special circumstances, a student may be permitted to take examinations prior to fully meeting this requirement, but in no case will the result be entered on the permanent records until the requirement is satisfied.
   b. The course for which credit is requested must be listed in the current City College catalog.
   c. A petition must be filed to take an examination for course credit 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.
   d. A student who has failed a course at City College will not be permitted to take that course by examination.
   e. A student who failed in an examination for credit by examination may be denied permission to take further examinations in that subject or in other subjects.
   f. 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.
   g. The student must meet whatever additional requirements are imposed by the department.

2. Maximum credit allowable:
   a. The maximum number of units creditable by examination at City College toward the Associate degree is 45 semester units.
   b. Under no circumstances will a student be permitted to receive Associate degree credit by examination for more than three quarters of the units completed at City College.

3. Limitations:
   a. Credits acquired by examination are not applicable to meeting such unit load requirements as those for veterans or social security benefits, scholastic honors or the graduation residence requirements.
   b. Only one course in a direct series of courses may be given credit by examination, e.g., Mathematics 92, Mathematics 95, or Mathematics 110A or Mathematics 110B, but not more than one of these. A student with the necessary background may take the examination in Mathematics 110B and receive four semester units for Mathematics 110B; however, this student cannot take examinations in all of the four courses above and receive 16 semester units of credit by examination. (The Allied Health and Nursing Programs are exempted.)

4. Recording Credit:
   If the student passes the examination, the course and the grade of Credit shall be posted on the cumulative record of units completed, and it shall be clearly annotated to reflect that credit was earned by examination.

Credit by Petition for Noncredit Courses
Students who have attended noncredit classes at City College of San Francisco and who wish to matriculate in a credit program at City College of San Francisco to continue their education for an Associate in Arts or Associate in Science degree may petition the appropriate department at City College for credit upon achieving a certificate in a specific noncredit certificate program. Units may be applied toward the Associate degree after students have completed one City College credit course with a value of at least two semester units. Students may obtain a Credit by Petition form from the campus where they obtained the certificate. See the list below for eligible programs:

- Apprentice-related Training Program
- Automotive Mechanics
- Automotive Metal Repair
- Bookkeeping
- Clerical Training Program
- Clerk Typist
- COBOL Programming
- Computer Programmer
- Data Processing Operations Training Program
- Emergency Medical Technology-FS
- Emergency Medical Technology I
- Emergency Medical Technology II (Paramedic Training)
- Family Day Care Training Program
- Foster Parent Training Program
- In-Plant Printing
- Labor and Industrial Relations
- Licensed Vocational Nursing
- Medical Assisting
- Medical/Dental Clerical
- Microcomputer Applications
- Microcomputer Business Applications
- Psychiatric Technology
- Supervision and Management
- Vocational ESL Office Training Program (VOTP)
- Welding
- Word Processing

Dean’s Honor List
In the fall and spring semesters, the College recognizes students who have attained high scholastic achievement. Students registered for and completed a minimum of twelve (12) semester units for the semester (only those courses where A-F grades were assigned are counted) with a grade point average of 3.30 or higher and are in good academic standing are placed on the Dean’s Honor List. Good academic standing is defined as having a cumulative grade point average of 2.00 or higher and not being on academic and/or progress probation.

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.

Students with transferable units from another accredited college or university will have the grade point units earned count toward graduation with honors. Such students, however, will not be granted higher honors than those earned at City College of San Francisco.

Students should arrange to have transcripts from other colleges or
universities sent to the Office of Admissions and Records in order to have transferable units counted toward graduation with honors.

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

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

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

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

**Student’s Responsibility for Satisfying Academic Requirements**

Although counselors and advisers assist students in planning their programs, each student must assume complete responsibility for compliance with the instructions and regulations set forth in this catalog and for selecting the courses that will enable him/her to achieve his/her educational objective, whether it be graduation from the College, satisfaction of requirements for transfer to another college or a university, or preparation for an occupation.

**Prerequisite Courses.** A student may not enroll in a course that is a prerequisite to a course he/she has already completed. Each student is responsible for satisfying prerequisites for the courses included on the study list. For information concerning prerequisites, students should refer to the course information in this catalog in the section entitled “Announcement of Programs and Courses.”

A student may not receive credit for any course which is prerequisite to any course already taken.

**Field Trips.** Field trips are required in a number of the courses offered by the College. Instructors in these courses provide information pertaining to such trips.

**Final Examinations.** Final examinations are required of all students in all courses except physical education activity courses. Final examinations must be given on the dates and at the times shown on the official schedule and in the classrooms or laboratories in which the classes normally meet. This schedule is published in the Class Schedule. Students are required to take final examinations with the section in which they are enrolled. There are two exceptions to this policy: 1) A department, with the Vice Chancellor of Academic Affairs’s approval, can schedule a common date, time, and place for all sections of a course to take a common examination; 2) The Vice Chancellor of Academic Affairs can approve an alternate examination schedule for a course in cases of emergency or necessity.

**English Placement Information**

The results of the City College English Placement Test are used to determine the English courses in which a student may enroll. The student may enroll in the required course or sequence during any semester or summer session.

Students requesting exemption or change in placement on the basis of their SAT test scores or AP test scores should see the English Eligibility Coordinator or the English Department Chair.

Courses below English 1A taken at other institutions are not accepted as prerequisites for English courses. Transfer students who have not successfully completed English 1A at another institution must take the English Placement Test for placement into English courses.

The Chair of the English Department will rule on all matters of equivalency in connection with English courses students have taken at City College or elsewhere.

**English Eligibility Essay Exam**

The English Eligibility Essay Exam is given each semester by the English Department. Students who pass this essay exam earn eligibility for English 94, 96, or 1A. For more information about this exam, students should contact the English Eligibility Coordinator, Batmale Hall, Room 514.

**English as a Second Language**

The degree and kind of English-language proficiency achieved by students for whom English is not the primary language will be determined by additional, specially designed diagnostic examinations. Placement will be most commonly in one or more courses in English as a Second Language (ESL). Appropriate courses taken in summer session are acceptable. Students for whom English is clearly the main or only language will not be permitted to enroll in ESL courses. Students who take the ESL placement test but are judged to be sufficiently competent in English are referred to the English Department.
“An educational system isn’t worth a great deal if it teaches young people how to make a living but doesn’t teach them how to make a life.”

Author unknown
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.

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### Regular Faculty and Administrators

**- A -**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Institution(s)</th>
</tr>
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<tbody>
<tr>
<td>ABARCA, SUSAN</td>
<td>Disabled Students Programs and Services</td>
<td>B.A., Rhode Island College, Providence; M.A., San Jose State University</td>
</tr>
<tr>
<td>ABENSohn, STEVEN L.</td>
<td>Computer and Information Science</td>
<td>B.A., University of Pennsylvania; M.S., University of California, Berkeley</td>
</tr>
<tr>
<td>ABENSOHN, STEVEN L.</td>
<td>Computer and Information Science</td>
<td>B.S., California Polytechnical University, Pomona; M.S.W., San Diego State University</td>
</tr>
<tr>
<td>ABMIA, DEANNA</td>
<td>Articulation</td>
<td>B.S., California State Polytechnical University, Pomona; M.S.W., San Diego State University</td>
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<tr>
<td>ADAMS, MARY</td>
<td>Social Sciences/History</td>
<td>B.A., M.A., Ph.D., University of California, Berkeley</td>
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<td>AGUIAR, GLENN E.</td>
<td>Mathematics</td>
<td>B.A., San Francisco State University; C.Phil., University of California, Berkeley</td>
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<tr>
<td>AHO, PATRICIA</td>
<td>English as a Second Language</td>
<td>B.A., M.A., San Francisco State University</td>
</tr>
<tr>
<td>ALIOTO, DARLENE F.</td>
<td>Department Head, Social Sciences</td>
<td>B.A., University of San Francisco State University</td>
</tr>
<tr>
<td>ANINAO, JUAN JR.</td>
<td>English as a Second Language</td>
<td>B.A., M.A., San Francisco State University; Ph.D., Stanford University</td>
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<tr>
<td>ARMSTRONG, JAMES C.</td>
<td>Chemistry</td>
<td>B.A., Harvard University; M.S., University of California, Berkeley</td>
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<td>ASEBEDO, ANNA</td>
<td>Art</td>
<td>A.A., American River College; B.A., University of California, Davis; M.F.A., University of Colorado, Boulder</td>
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<td>ATKINSON, NATHAN</td>
<td>Graphic Communications</td>
<td>B.A., Cal Poly, Pomona</td>
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<tr>
<td>AUGUSTINE, HENRY L.</td>
<td>Director, African American Scholastic Programs</td>
<td>B.A., University of San Francisco; M.A., San Francisco State University; Ed.D., University of San Francisco</td>
</tr>
<tr>
<td>AYALA, HILDA</td>
<td>English as a Second Language, Office Occupations</td>
<td>B.A., Idaho State University, Pocatello; M.A., San Francisco State University</td>
</tr>
<tr>
<td>AZEVEDO, NEYDE</td>
<td>Music</td>
<td>B.A., Conservatorio Dramatico Musical, Sao Paulo, Brazil; M.A., Indiana University</td>
</tr>
</tbody>
</table>

**- B -**

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<td>BACON, LINDA</td>
<td>Biological Sciences/Nutrition</td>
<td>B.A., Wesleyan University; M.A., Naropa Institute; M.A., San Francisco State University; Ph.D., University of California, Davis</td>
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<td>BADGER, JENNIFER</td>
<td>Art</td>
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<td>BAIrD, ROGER LEE</td>
<td>Art</td>
<td>B.F.A., M.F.A., California College of Arts and Crafts</td>
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<td>BALDASSARE, HEIDI</td>
<td>Disabled Student Programs and Services</td>
<td>B.A., University of California Berkeley; M.A., Columbia Teachers College, New York</td>
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<tr>
<td>BAILESTRERI, ROBERT</td>
<td>Dean, (Registrar) Admissions and Records</td>
<td>B.A., San Francisco State University; M.A., San Jose State University</td>
</tr>
<tr>
<td>BANUET-ALVEnE, YVONNE</td>
<td>Physical Education and Dance</td>
<td>B.A., University of California, Berkeley; M.A., San Francisco State University</td>
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<tr>
<td>BAPTISTE, WILLIAM DAUDET</td>
<td>Computer Science</td>
<td>B.S., University of San Francisco; M.A., California State University, Dominguez Hills</td>
</tr>
<tr>
<td>BARARDO, JOHN</td>
<td>Social Sciences/Economics</td>
<td>B.S., Massachusetts Maritime Academy; B.S., University of San Francisco; M.A., Catholic University of America; Ph.D., Northwestern College</td>
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<td>BARRETTO, JOAO</td>
<td>Library and Learning Resources</td>
<td>B.A., M.A., California State University, Hayward; M.L.I.S., University of California, Berkeley</td>
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<td>BARTON, GAIL G.</td>
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<td>A.A., City College of San Francisco; B.A., M.A., San Francisco State</td>
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</table>
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Former Executive Pastry Chef

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<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Field</th>
<th>Education/Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>NISHIHRA, ROBERT M.</td>
<td>Photography</td>
<td>B.A., University of California, Los Angeles</td>
</tr>
<tr>
<td>NISHIMURA, ARTHUR</td>
<td>Behavioral Science, Sociology</td>
<td>A.B., University of California, Berkeley; M.A., University of Washington</td>
</tr>
<tr>
<td>NOLTE, JOAN</td>
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<td>B.A., San Francisco State University</td>
</tr>
<tr>
<td>NOONAN, MAUREEN</td>
<td>Nursing, Registered (Academic history unavailable at this time)</td>
<td></td>
</tr>
<tr>
<td>NORRIS, JENNIFER</td>
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<tr>
<td>OAKLEY, JOHN D.</td>
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</tr>
<tr>
<td>O’HARE, MELANIE</td>
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<td>B.A., San Jose State University; M.A., San Diego State University</td>
</tr>
<tr>
<td>OBCENAIN, CYNTHIA</td>
<td>International Student Counseling</td>
<td></td>
</tr>
<tr>
<td>ODELL, JOHN</td>
<td>Broadcast Electronic Media Arts</td>
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</tr>
<tr>
<td>OGDEN, AARON</td>
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<tr>
<td>OLIVER, DIANE</td>
<td>Art</td>
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</tr>
<tr>
<td>ORTIZ, CARLOS</td>
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</tr>
<tr>
<td>OSBORNE, ELLIOTT C.</td>
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</tr>
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</tr>
<tr>
<td>OSWALD, LEONARD</td>
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<tr>
<td>OWENS, E. JOYCE</td>
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<td>OXSEN, RICHARD G.</td>
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<td>PASQUINI, PHIL</td>
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<td>PAULY, MALINDA</td>
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<td>PEREZ, LINDA</td>
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<tr>
<td>PERSIKO, CRAIG</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Degree(s)</th>
<th>Institution(s)</th>
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<tbody>
<tr>
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<td>BUTLER, TERRY A.</td>
<td>M.A., San Francisco State University</td>
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<td>BYKLE, TRON J.</td>
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<td>BROWN, GEOFF</td>
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<td>BROADHURST, CHARLES K. JR.</td>
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<td>BROOKS-MANAS, LORI</td>
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<th>Name</th>
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<td>HASIB, SHAH</td>
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<td>HERDON, FALLOON M.</td>
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<td>B.A., Gallaudet University, Washington, D.C.; M.S., Western Maryland College</td>
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<td>JOHNSTON, LORNA D.</td>
<td>A.S., City College of San Francisco; B.S., San Francisco State University; M.S., University of California, Davis</td>
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<td>JONES, JOHN</td>
<td>B.A., San Francisco State University</td>
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<td>JONES, MARTIN</td>
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<td>LEE, WAYNE</td>
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<td>LEGUT, MICHAEL S.</td>
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<td>LIEHE, CLIFFORD J.</td>
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<td>LIEN, STEVEN</td>
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<td>LIGHT, KEN</td>
<td>B.A., Ohio State University; M.A., San Jose State University</td>
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<td>LIM, BENEDICT</td>
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<td>LINDEBOOM, ROBERT T.</td>
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<td>LING, SHARON A.</td>
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<td>LIOU, JOYCE</td>
<td>B.A., M.A., San Francisco State University</td>
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<td>LIPMAN, STEVEN</td>
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<td>LISKER, DAVID</td>
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<td>LIU, DEBRA</td>
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<td>LIU, IDA F.</td>
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<td>LIU, JEAN C.</td>
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<td>LOE, HUMPHREY</td>
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<td>LOFFHOUSE, ERIN</td>
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<td>LOHR, JANET</td>
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<td>LONG, WILLIAM E.</td>
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<td>LOUIE, VAN</td>
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<td>LOW, ANDREW C.D.T.</td>
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<td>LOWE, RONALD</td>
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<td>LOZANO, ALBERT H.</td>
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<td>LUTZ, ROBERT W.</td>
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<td>LYNCH, VINCENT B.</td>
<td>B.A., Seattle University; M.A., San Francisco State University</td>
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<td>MACANDREW, ANN</td>
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<td>MAGALONG, PHILIP V.</td>
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Diogenes
APPENDIX A

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 warrantee 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
6. Using e-mail to harass others.
7. Posting on Internet services information that may be slanderous or defamatory in nature. This includes, but is not limited to, posting of said type material on Usenet News.
8. Displaying sexually explicit, graphically disturbing, or sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals.

Commercial Use
9. Using your account for any activity that is commercial in nature. Commercial activities include, but are not limited to, consulting, typing services, and developing software for sale.

Copyright
10. Violating terms of applicable software licensing agreements or copyright laws.

Changing Files
11. Attempting to monitor or tamper with another user’s electronic communications, or reading, copying, changing, or deleting another user’s files or software without the explicit agreement of the owner. Files owned by individual users are to be considered private property, whether or not they are accessible by other users.
12. Modifying another user’s files, which is illegal under California Computer Crime Laws.

System Misuse
13. Sending mass e-mail to a large number of people on the system. It is acceptable, however, to use organization or department mailing lists, listservs, to send e-mail to groups of people on the system.
14. Knowingly or carelessly performing an act that will interfere with the normal operation of computer systems, including running, installing, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes programs known as computer viruses and worms.
15. Deliberately wasting/overloading system resources, such as:
   - Printing resources – This includes, but is not limited to, printing multiple copies of a document or printing out large documents that may be available on-line, or that might impact significantly on other users printing resources.
   - System file space – Storing or transferring of large files or using a large amount of file space in the temporary file system area which degrades overall system performance or preclude other users right of access to disk storage also constitute misuse of resources. The ITS staff may remove or compress disk files that are consuming large amounts of disk space, with or without prior notification.

Additional System Information
- Batch jobs or background tasks should be consistent with individual academic goals or institutional academic goals. Jobs that do not appear to coincide with the academic goals of the institution may be “killed” without warning.
- Any files stored in the temporary file systems are not backed up and are subject to deletion at any time. Users’ file names and directory names starting with a period or another punctuation or special character will be deleted immediately.

Enforcement
After the appropriate investigation and/or hearing procedures have been followed, the penalties below may be imposed under one or more of the following: City College regulations, California law, the laws of the United States.
- Infractions of the CCSF Computer Policy may result in the temporary or permanent loss or modification of computer account and resource access privileges, and may be subject to further disciplinary action.
- Offenses which may be in violation of local, state or federal laws will result in the immediate loss of all computer account and resource privileges, and will be reported to the appropriate College or institution involved and law enforcement authorities.

An individual’s computer use privileges may be suspended immediately upon the discovery of a possible violation of these policies. Such suspected violations will be confidentially reported to the appropriate supervisors or instructor and/or department chair.

This policy is subject to revision. The Information Technology Policy Committee will approve changes to the guidelines, as needed.
“He who is afraid of asking is ashamed of learning.”

Danish Proverb
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