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(415) 239-3000

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CCSF ONLINE CATALOG ADDRESS
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Dividers: Eriberto Nacion
OUR VISION

CCSF shall provide a sustainable and accessible environment where we support and encourage student possibilities by building on the vibrancy of San Francisco and where we are guided by the principles of inclusiveness, integrity, innovation, creativity, and quality. Empowered through resources, collegiality, and public support, the college will provide diverse communities with excellent educational opportunities and services. We will inspire participatory global citizenship grounded in critical thinking and an engaged, forward thinking student body.

MISSION STATEMENT

Consistent with our Vision, City College of San Francisco provides educational programs and services that promote student achievement and life-long learning to meet the needs of our diverse community.

Our primary mission is to provide programs and services leading to

- Transfer to baccalaureate institutions;
- Associate Degrees in Arts and Sciences;
- Certificates and career skills needed for success in the workplace;
- Basic Skills, including learning English as a Second Language and Transitional Studies.

In the pursuit of individual educational goals, students will improve their critical thinking, information competency, communication skills, ethical reasoning, and cultural, social, environmental, and personal awareness and responsibility.

In addition, the college offers other programs and services consistent with our primary mission, only as resources allow and whenever possible in collaboration with partnering agencies and community-based organizations.

City College of San Francisco belongs to the community and continually strives to provide an accessible, affordable, and high quality education to all its students. The College is committed to providing an array of academic and student development services that support students’ success in attaining their academic, cultural, and civic achievements. To enhance student success and close equity achievement gaps, the college identifies and regularly assesses student learning outcomes to improve institutional effectiveness. As a part of its commitment to serve as a sustainable community resource, our CCSF mission statement drives institutional planning, decision making and resource allocation.
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General Information: 239-3000 | Web Address: www.ccsf.edu

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Dr. Arthur Q. Tyler,
Chancellor
CHANCELLOR’S WELCOME

It is an exciting time to be City College’s Chancellor. There is motion and momentum everywhere I look. Our main campus and Centers throughout the city are bustling with students rushing from class to class. Our committed faculty and staff are fully engaged in the business of education. I am proud to be part of it all.

There are many reasons why City College of San Francisco should be your first choice to fulfill your higher education goals. Whether you plan to earn an associate’s degree or certificate, transfer to a university, upgrade your job skills, or simply take a class for personal enrichment, City College has classes and programs that will fit your needs and help you succeed. We have outstanding faculty and a great environment in which you can make dreams become a reality.

Because a well-rounded education is not earned solely in the classroom, we also offer a broad range of other activities: sports, theater, music, speakers, forums, clubs, and organizations, just to list a few. Our college family is committed to providing each student with a rewarding and fulfilling educational experience.

We are also committed to providing every student with outstanding surroundings in which to learn. Pursuing your goals by starting or returning to college is an exciting experience, but it can also be somewhat daunting. We offer a wide range of student support services to help you succeed, including financial aid, counseling, tutoring, and assistance for students with disabilities. Our faculty and staff pride themselves on the student-friendly atmosphere and help nurture students through our outstanding academic and skill development programs.

Finances are always a very important consideration in choosing a college. It makes good financial sense to complete your freshman and sophomore coursework at CCSF. Not only will you save money, you will be taught by outstanding faculty, receive personalized attention from your instructors, benefit from smaller class-sizes, and earn fully-transferable credits. These educational and fiscal advantages also apply to technical and career courses offered here.

No matter what your educational goals are, I hope you will consider everything that City College of San Francisco has to offer. We look forward to welcoming you and helping you achieve your dreams! Make City College of San Francisco your 1st choice!

Sincerely,

Dr. Arthuer Q. Tyler
Chancellor
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 Lesbian, Gay Bisexual, and Transgender and 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.

CAMPUS SECURITY ACT OF 1990 (CLERY ACT)

Information regarding CCSF’s Public Safety Data “Student/Employee Right to Know and Campus Security Act of 1990” is available online at www.ccsf.edu/Departments/Public_Safety/. Limited printed copies are available at all District campuses.

EDUCATIONAL CODE SECTION 66500 COMPLIANCE

Compliance with Education Code Section 66500, informa-
ACCESS TO PUBLIC RECORDS AND INFORMATION

City College of San Francisco maintains a website (www.ccsf.edu) that provides the public with a tremendous amount of information regarding the structure and operation of the College. If you are interested in the activities of the Board of Trustees (e.g., where and when meetings are held or personal biographies of board members) this information may be accessed through this web site. In addition, board agendas are available to the public through this web site under the Department of Finance and Administration. In order to keep the public informed, all Board of Trustees meetings are televised on Educational Cable Channel 27 which is maintained by the District.

Procedures for accessing public records held by City College of San Francisco may be reviewed on the College's website at www.ccsf.edu. For those interested in accessing public records, please contact Office of the General Counsel, at (415) 452-5321. The designated Custodian of Public Records is Ron Gerhard, Vice Chancellor of Administration and Finance, who may be reached at (415) 241-2229.

Information regarding the District's Strategic Plan, Educational Master Plan, and the Accreditation Self-Study Report (2006) are also available on this web site. These documents are found under the Research, Planning and Grants and provide a detailed overview of institutional activities that have occurred and are planned for the future. The Operational Budget for the College is found under the Office of the Vice Chancellor of Finance and Administration.

District procurement procedures are found on this web site under the Purchasing Department. If you are interested in doing business with the District, please send a letter of introduction along with a line card or catalog to Purchasing, 33 Gough St. San Francisco, CA 94103. If you are a small or local business certified by the City/County of San Francisco's Human Rights Commission or with the State of California please indicate this status in your communication.

INJURY AND ILLNESS PREVENTION PROGRAM FOR WORKPLACE SECURITY

The San Francisco Community College District will make every reasonable effort to provide a safe and healthful working environment for all employees as required by federal, state or local laws, and a safe and healthful environment for students and visitors. For those desiring to know more about the district’s Injury and Illness Prevention Program, please access www.ccsf.edu for more information.
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<tr>
<td>Chancellor</td>
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<td>Dr. André Barnes</td>
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<td>Chief of Police/Public Safety</td>
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<tr>
<td>Dr. Leilani Battiste</td>
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<td>Deputy Legal Counsel &amp; Title 5/EEO/ADA/Title IX Compliance</td>
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<td>Jorge Bell</td>
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<td>John Bilmont</td>
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<td>David Yee</td>
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City College of San Francisco offers classes at Ocean Campus and 8 other center locations and more than 100 other instructional sites throughout San Francisco.

CCSF Campus locations are:
A. Ocean Campus, 50 Phelan Ave.
B. Civic Center, 1170 Market St.
C. Chinatown/North Beach Center, 808 Kearny St. at Washington St.
D. Downtown Center, 88 Fourth St.
F. John Adams Center, 1860 Hayes St.
G. Evans Center, 1400 Evans Ave.
H. Mission Center, 1125 Valencia St.
I. Southeast Center, 1800 Oakdale Ave.
J. Airport Center, SF Airport, Bldg. 928
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 educational opportunities in all of its programs and activities regardless of race, color, national origin, ancestry, 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. This will include anyone perceived as having these characteristics or associated with anyone having these characteristics. The compliance officer 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.

You can access the above statement translated into Spanish, Tagalog, Chinese, Vietnamese and Russian on the college's website at www.ccsf.edu/Catalog/Admin/nondiscrim.html.

IGUALDAD DE OPORTUNIDADES

El San Francisco Community College District apoya y se adhiere a la política de proveer a todo aquel que reúna las condiciones de protegido legal, un ambiente laboral y educacional libre de discriminación, hostigamiento, intimidación, amenaza o coerción. Por lo tanto, el San Francisco Community College District tiene como norma el extender oportunidades de empleo y educación a todos los interesados, sin miramientos de raza, origen, ascendencia etnica, nacionalidad, religión, edad, sexo, estado o convicción civil, orientación o identidad sexual (hombres o mujeres homosexuales, bisexuales, transexuales o individuos de preferencia sexual indefinida), y a aquellos que padezcan de alguna incapacidad o sufran del SIDA/VIH o otras condiciones médicas. Esta protección también incluye a veteranos de la Guerra de Vietnam.

Lo que es más, los reglamentos del SFCCD prohíben la toma de represalias contra empleados o estudiantes que presenten quejas o cargos válidos o contra aquellos que participen y cooperen en investigaciones relacionadas con la violación de este reglamento.

El San Francisco Community College District se adhiere a todas las leyes aplicables, incluyendo los Títulos VI y VII del Acta de Derechos Civiles de 1964, el Acta de Discriminación de Oportunidad de Empleo por Razones de Edad, las Secciones 504 del Acta de Rehabilitación de 1973, el Acta de Americanos con Incapacidades de 1990, el Título IX de las Enmiendas Educacionales de 1972, el Código del Gobierno de California Sección 11135 y siguientes, y los reglamentos y requisitos aplicables a entidades subencionadas por fondos federales y/o estatales.

El District Affirmative Action Officer (Autoridad de Acción Afirmativa), es la autoridad responsable para coordinar y hacer cumplir estos reglamentos. Sus oficinas se hallan en el 31 Gough Street, San Francisco, California 94103, (415) 241-2281. Para mayor información sobre estos reglamentos o sobre el procedimiento para sentar una queja, se debe consultar con la Autoridad de Acción Afirmativa del San Francisco Community College District.

PAHAYAG TUNGKOL SA PANTAY NA OPORTUNIDAD

Ang San Francisco Community College District (San Francisco Distrito ng Kolehiyong Pang-madla) ay naka-pangako na maibigay ng lugar ng trabaho at kapaligiran edukasyonal nang walang diskriminasyon, harassment (paalit-ulit na paggugulo), pananakot, pagba-banta, o pagpi-pilit at maibigay ng katyuang ipagtanggol batay sa batas. Sa gayon, ito ang patakaran ng San Francisco Community College District na maibigay ng trabaho sa lahat ng tao nang magkapareho at pagkakataong edukasyonal sa lahat ng programa at mga gawain nito nang hindi isaalang-alang ang lahi, kulay, angkang pinagmulan, bansang pinangalingan, pagkilala ng grupong panlahi, relihiyon, edad, kasarian, kalagayan ng pag-asawa, kalagayang may kasamang pantahanan, orintantasyon ng tauhin, pagkainutil o lagay na may AIDS/HIV, kondisyong medikal, pagkakakitlanan ng kasarian, o kalagayang 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 babayang magkasinghahan), gay (parehong laaling magkasinghahan), taong may dala-wahang kasarian, taong nagsalin ng kasarian o taong hindi malinaw ang kasarian sa aning programa ng distritong pampaaralan o pagkikilos. Dagalipat na nito, hindi pahintulutan ng Distrito ang paghihiganti laban sa sinumang empleyado o estudyante para sa pag-gawa ng makatwirang reklamo o sakdal sa ilalim ng mga kondisyong ng pampamaraan o para sa kooperatiba sa imbestigasyon.

Pinagsusunod ng San Francisco Community College District ang lahat na naaangkop na batas, kabilang ang Titulong VI at VII ng Civil Rights Act (Batas ng mga Karapatang Sibil) sa taong 1964, ang Age Discrimination (Diskriminasyon dahil sa Edad) sa Employment Act (Batas na Pang-employado), Seksiyong 504 ng Rehabilitation Act (Batas sa Pagpapanibagong-ayos) sa taong 1973 at ang Americans with Disabilities Act (Mga Amerikano sa Batas ng Kawalang-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 na bagay na regulasyon, at kasama lahat na naaangkop na pangangalang kaunghay na pagtanggap ng pondo galaing sa federal at/o state.

Ang impormasyon tungkol sa mga tadhana ng mga naaangkop na batas at pamamaraan ng pag-reklamo ay puwedeng maikha na sa District Affirmative Action Officer.
OVERVIEW OF THE COLLEGE
Associate in Arts or Associate in Science Degree
City College of San Francisco, a two-year college, confers the degrees of Associate in Arts, Associate in Science, Associate in Arts for Transfer or Associate in Science for Transfer 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.
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 less of specialized career preparation.
Diversity Studies. Courses directed specifically to the interest and educational objectives of major segments of the San Francisco community including courses in African American, Asian American, Latin American, Lesbian, Gay, Bisexual and Transgender, and Philippine Studies.
International Education. Courses taught in other countries through Study Abroad and courses taught locally for international students, including an Intensive English Institute.
Distance Education Courses. Courses that are offered via online, hybrid and televised 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, workforce preparation, parent education, health and safety, home economics, citizenship for immigrants, and special courses for disabled persons and older adults.
Community Service Offerings. Workshops and other short-term offerings that serve community interests and for which fees are charged because no tax support is available.

City College at a Glance
- Approximately 80,000 students served annually in a diverse campus community
- Eight centers and over 100 instructional sites throughout the city
- 2,000 faculty
- High transfer rate to 4-year universities
- Over 350 degree and certificate programs
- Extensive student support services
- Job placement assistance
- Free noncredit courses
- Low cost credit courses

College Accreditation
City College of San Francisco is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Ste. 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. The accreditation evaluation report is available for examination on the College's website at www.ccsf.edu/accreditation. 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: Administration of Justice and Fire Science, Aircraft Maintenance Technology, Culinary Arts and Hospitality Studies, Dental Assisting, Environmental Horticulture, Health Education, Health Information Technology, Home Health Aide/Nurse Assistant, Medical Assisting, Nursing (Registered), Nursing (Licensed Vocational) Paramedic, Radiologic Sciences.

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

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

Career Center
As a CCSF student or alumni, you are entitled to all the career services provided by the Career Center. Counselors will assist you in making your career/job choices, setting your educational career goals, selecting your major, becoming job ready and seeking employment. Career services include individual career counseling, online advising, workshops, career success courses (CRER 60, 61, 62, 63, 64, 68, and CRER 1062), job resource information. The schedule of classes and workshops, as well as other events can also be found on our website www.ccsf.edu/CareerCenters. For more questions call 239-3117.

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, sciences, business, social sciences, foreign languages, and other subjects. English instructors and tutors are available to help you in the Writing Success Project. The LAC Computer Lab offers access to the Internet and e-mail, and to educational CD, DVD, and software programs. College Success Courses are offered through the Learning Assistance Department. The Learning Assistance Center at the Mission Center offers many of these services. Online tutoring is available for some subjects.
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 campus & centers to facilitate communication, leadership, and advocacy. Further, the AS Executive Council appoints all student members to serve on participatory governance committees. There are active Associated Student Councils at various CCSF locations including: Chinatown/North Beach, Downtown, Evans, John Adams, Mission, Ocean, and Southeast. Each Associated Student Council 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.

The AS Ocean Campus funds diverse resource centers and programs including: the Bookloan program the Multi Cultural Resource Center; Dr. Betty Shabazz Family Resource Center, Guardian Scholars, HARTS, Queer Resource Center, Women's Resource Center, Student Health, Students Supporting Students (S3), and more than 60 clubs and campus organizations. There is a $5 optional Student Activity Fee, payable at registration, to help support these activities. For information regarding the Associated Students, please contact the Student Activities Office in the Student Union Building, Room 205, Ocean Campus.

Inter-Club Council (ICC)
Recognized and funded by the Associated Student Council - Ocean Campus, 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 participatory governance, and involvement in campus life. Information is available in the Student Union Building, Room 205, Ocean Campus. The Student Union at the Ocean Campus is a place where recognized student clubs and organizations can meet, socialize, and sponsor events. It is also a place where individual students and small groups can study and relax.

There are AS Councils that sponsor student activities at the following locations: Chinatown/North Beach, Downtown, Evans, John Adams, Mission, Ocean, and Southeast.

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

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

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

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

Articulation agreements which list detailed information concerning specific majors and which describe course transferability and applicability between City College of San Francisco and public baccalaureate degree-granting institutions in California are available online, www.assist.org. Other articulation information for City College can be found at www.ccsf.edu/artic.
# Associate Degrees, Awards of Achievement, and Certificate Programs

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<td>January 18, 2015</td>
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<td>Martin Luther King, Jr.’s Birthday - No Monday evening class</td>
<td>August 17, 2015</td>
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<td>August 22</td>
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<td>First day of Saturday classes</td>
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| Last day to drop or reduce full-term course work to obtain a 100% refund for enrollment fee & N/R foreign student tuition fee.  
  Please consult the College website at www.ccsf.edu/schedule for deadline dates for short-term courses | August 28         | February 2         |
| Last day to request GPA verification for CAL Grants         | August 31         |                    |
| First day of Monday-only credit classes                     | January 25        |                    |
| Last day to add credit classes and change sections in person & on the web | September 4       | February 5         |
| Labor Day Weekend                                           | September 5-7     |                    |
| Last day to drop credit classes with no notation on academic record | September 10      | February 11        |
| Last day to drop or reduce course work to qualify for a 50% pro-rated nonresident and foreign student tuition refund fee.  
  Please consult the College website at www.ccsf.edu/schedule for deadline dates for short-term courses | September 10      | February 11        |
<p>| Lincoln’s Birthday                                          | February 12       |                    |
| Presidents’ Birthday weekend. No Saturday/Sunday classes    | February 13 – 14  |                    |
| Washington's Birthday                                       | February 15       |                    |
| Last day to petition for Associate of Arts or Science Transfer degrees | September 15      | February 18        |
| Last day to request a pass/no pass grading option           | September 17      | February 18        |
| Lunar New Year (No Classes)                                | February 29       |                    |
| Last day to request GPA verification for CAL Grants         | September 25      |                    |
| Indigenous People's Day                                     | September 29      | February 29        |
| End of the midterm period                                   | October 16        | March 18           |
| No Sunday classes                                           |                    |                    |
| Spring Vacation                                             | March 28-April 1  |                    |
| Cesar Chavez Day                                           | March 31          |                    |
| Veteran’s Day Observance                                    | November 11       |                    |
| Last day for student/instructor initiated withdrawal from classes | November 12      | April 14           |
| Thanksgiving Holiday                                        | November 26-29    |                    |
| Last day to remove an Incomplete received in the previous semester | December 10      | May 18             |
| First day of final examinations for day classes             | December 11       | May 19             |</p>
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ADMISSION TO THE COLLEGE
ADMISSION TO THE COLLEGE

Step 1: Go to www.ccsf.edu on your web browser.
Step 2: Click on the MyCCSF button.
Step 3: Click on Web4 under “For Students” column.
Step 4: Under Student login, enter your 9-digit User ID: [********] Student I.D. Number. Enter your PIN: [******] normally your Birth Date (example April 1, 1975 is 040175). NOTE: To ensure maximum security it is advised that you change your PIN.
Step 5: Re-enter PIN: [******] on the Login Verification page.
Step 6: On the Main Menu page click on Student Services & Financial Aid.
Step 7: On the Student & Financial Aid page click on Registration.
Step 8: Follow the instructions on the Registration page.
Step 9: You can buy a Parking Permit on the web. Click on Purchase Parking Sticker and follow the instructions.

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

NOTE: WebSTARS will charge a one-time $3.00 fee per semester. This fee will cover WebSTARS registration. There is no charge during Add/Drop.

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

I have questions. Who can help?
Answers for online registration questions are available Monday through Thursday, 8 A.M. to 5 P.M. and on Friday 8 A.M. to 2 P.M. by calling (415) 239-3732.
In addition you may email your question to register@ccsf.edu
NOTE: If you have forgotten your PIN number or your PIN number has been disabled, please email us at corrects@ccsf.edu

Admissions Policy (Credit Classes)
City College has an open admissions policy. Eligibility to attend is satisfied if you have met at least one of the following requirements:

- You are eighteen (18) years old on or before the first day of instruction for the term which you are applying
- You are a high school graduate.
- You are the equivalent of a high school graduate, i.e., you have passed the GED or a state’s high school proficiency examination.

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

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

Admissions as a Special Part Time Student (Concurrently Enrolled in High School)
The Board of Trustees of the San Francisco Community College District authorizes certain High School students under the age of 18 years of age to enroll in one or more courses of instruction at City College of San Francisco.
To be considered for admissions as a Concurrently Enrolled High School Student, Section 76011 of the California Code of Regulations requires the recommendation of the high school principal and the consent of the parent or guardian.
For more information regarding admissions deadline dates and enrollment policies, please call (415) 239-3286 or visit www.ccsf.edu/NEW/en/educational-programs/k-12-programs/concurrent.html.

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 for a City College degree or certificate.
Only courses from regionally accredited institutions will be considered for transfer to City College. For information on how coursework transfers to universities, consult with a counselor.

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

Readmission to City College
Students who have completed a semester, but have interrupted their attendance by an absence of two semesters or more, may not register until they have been readmitted to the College. Such students must be readmitted before the beginning of the semester for which they plan to re-enroll.
If the entire enrollment process (See “Procedures for Enrollment in Credit Classes” outlined in steps two, three, and four have never been completed, they will need to be completed before registering for classes, unless an exemption has been granted. Please see Matriculation Section for exemptions.
Applications for readmission are available on-line at http://www.ccsf.edu or in the Office of Admissions and Records.

Reduced Fees Under AB540
Nonresident students may be eligible to pay the $46 per unit fees just like California residents.

What is AB540? AB540 is a state law that exempts certain students who are not residents of California from paying non-resident tuition at California Community Colleges and California State Universities.
Who is eligible? Students who meet all of the following requirements:

- You attended a California high school for three or more years.
b. You graduated from a California high school or attained the equivalent of a high school diploma from California (e.g., GED or California Proficiency Exam).

c. You registered in Spring 2002 or later.

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

What steps do I take to determine whether I qualify? Complete a California Nonresident Tuition Exemption Request form. City College will determine your eligibility.

If I qualify for nonresident tuition under AB540, how much do I have to pay to attend CCSF? $46 per unit.

When can I apply? You can apply at any time. Complete the California Nonresident Tuition Exemption Re-quest form and submit it to City College of San Francisco, Admissions and Records Credit Division, Conlan Hall 107, 50 Phelan Ave., San Francisco, CA 94112.

Where can I go for more information and a California Nonresident Tuition Exemption Request form? Contact: Admissions and Records-Credit (Conlan Hall 107); Admissions and Records-Noncredit (31 Gough St.); Admissions and Enrollment (all locations); Counseling (all locations); Chinatown/North Beach (940 Filbert); African American Scholastic Programs (Bungalow 500); and Latino Services Network (Cloud 364).

If I am a U.S. citizen, does this apply to me? Yes. AB540 applies to you if you attended a California high school for three or more years AND you graduated from a California high school or attained the equivalent of a high school diploma from California (e.g., GED or California Proficiency Exam).

What if I have more questions? Contact the Residency Department, Office of Admissions and Records, City College of San Francisco, Conlan Hall 107, 50 Phelan Ave., San Francisco, CA 94112, (415) 239-3287, fax (415) 239-3936 or email resident@ccsf.edu.

International Students

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

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

1. Be eighteen (18) years old or submit evidence of a degree of academic achievement the equivalent of an American high school education. The student must submit an official transcript of his/her school record accompanied by a certified translation in English.

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

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

The documents listed above must be fully completed and submitted to the International Students Office, Conlan Hall, Room 107 by November 2nd for the Spring Semester, and by June 1st for the Fall Semester.

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

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

Conditional Admission Through the Intensive English Program

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

Cross-Registration

San Francisco Consortium: 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 San Francisco State University, but pay City College fees. Cross-registration is permitted if the course is not currently offered at the home institution, if the course is lower division, if space is available in the course offered by the host institution, and if the student has satisfied course prerequisites and is enrolled in 12 units at the home institution. This cross-registration policy applies only to the regular sessions of the academic year and specifically excludes summer sessions, extension courses, and similar programs. Forms for this program are available at the Office of Admissions and Records, Conlan Hall E107.

Mills Cross Registration Program: City College students may take up to four courses (one per semester) at Mills College in Oakland. Students must be enrolled in or have completed English 1A and have completed 12 units of UC or CSU transferable courses with at least a 2.0 grade point average. Applications are available from the Counseling Office in MUB 39. UC Berkeley Cross Enrollment Program: Students may take a course at UC Berkeley if they have completed English 1A, have completed one semester at City College as a matriculated student, have at least a 2.0 grade point average, have met any prerequisites for the course, and are enrolled in 6 units at City College during the semester they wish to take the UC Berkeley course. Students pay City College fees for the course. Applications are available from the Counseling Office in MUB 39.

Student Success and Support Program (SSSP)

It is the policy of the college to ensure equal educational opportunity for all students. Student success and support (matriculation) services at CCSF assist students in developing and realizing their educational goals.

Each matriculating student is entitled to:

- Math and English/ESL course placement assessment
- Orientation to College programs and services
- Counseling and advisement
- Opportunity to develop a Student Educational Plan with the assistance of a counselor
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.

Multiple Measures Course Placement Process:
Placement testing is only one factor that determines your Math and English or ESL course placement level at CCSF. Other factors (such as relevant high school and college courses you’ve taken and your GPA) are considered together with your placement test results. A counselor, whom you will see as part of the SSSP process, will evaluate any additional background information you may provide to further determine appropriate course placement.

For further information, see www.ccsf.edu/New_Students/test.htm.

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

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

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

- **Computerized version:** Seating for the computerized version is limited. Reservations are required. To make a reservation, call 239-3124, or go online to http://esars.ccsf.edu
- **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.

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

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

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

**English**
Students may be excused from taking the English Placement Test and may demonstrate their eligibility for English 1A or 1B by attaching
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:

All enrollment fees and applicable nonresident tuition fees are due and payable at the time of registration. (Fees subject to change)

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment fee per semester unit</td>
<td>$46.00</td>
</tr>
<tr>
<td>Non-Resident tuition per semester unit</td>
<td>$211.00 + $7 per unit for capital outlay fee + $46.00 enrollment fee</td>
</tr>
<tr>
<td>Non-Resident tuition per semester unit for International students &amp; students with F-1 visas</td>
<td>$211.00 + $7 per unit for capital outlay fee + $46.00 enrollment fee per unit</td>
</tr>
<tr>
<td>The capital outlay fee is assessed for all international and non resident students Health fee per semester (non-refundable)*</td>
<td>$17.00</td>
</tr>
<tr>
<td>Web Registration fee per semester (non-refundable), $3.00 (Students may also register in person during the &quot;Open Registration&quot; period.)</td>
<td></td>
</tr>
<tr>
<td>Voluntary Student Activity Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Voluntary Student Representative Fee</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

*Assembly Bill 982, eliminating health fee waiver for all students, was signed into law by the Governor of California on September 22, 2005. On January 26, 2006, Board of Trustees voted to implement fully AB982 at City College of San Francisco starting summer of 2006. The health fee for summer 2009 will be $14.00 and starting spring 2009 semester will be $17.00. The California State legislature also periodically allows the districts to increase health fee by one dollar increments. This health fee is not refundable.

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

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

1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization. (Documentation required.)
2. Students who are attending college under an approved apprenticeship training program. (Documentation required.)
Financial Aid Program: Board of Governors Fee Waiver (BOGW)
The Board of Governors Fee Waiver is a program that provides a waiver to the community college enrollment fee. To be eligible, you must be a California resident and meet certain eligibility conditions. 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
Effective with the Spring 2014 registration, City College of San Francisco will be enforcing its Payment Policy which requires students to pay fees at the time of registration by dropping classes during the registration period for Non-Payment of fees. Students may sign up for a low cost payment plan at the time of registration through Nelnet Business Solutions for a small fee. Refer to the semester schedule of classes for payment schedule.

Non-Payment of fees will result in your courses being dropped (during the registration period) and/or a HOLD being placed on your account. This could also result in not receiving college services. Students who register for classes once the semester begins WILL NOT BE DROPPED for non-payment of fees. However, students are liable for all fees for classes not dropped by the mandated refund deadline dates.

Exemptions from immediate payment of fees are available to accommodate the following groups of students: students receiving financial aid based on BOG and FAFSA eligibility, students who sign up for a tuition payment plan, and self-certified exemptions for military service, among others. Please be advised that students are responsible for self-certified exemptions. If your certified exemption is not processed, students are responsible for all fees assessed and must adhere to the drop deadline dates.

Any classes added to your schedule, after you have paid for your initial registration fees are also subject to be dropped for nonpayment of fees. If your classes were dropped for nonpayment and you believe there was an error, please notify the Registration Office immediately at (415) 239-3732 or email register@ccsf.edu.

Please note: City College of San Francisco participates in the Chancellor's Office Tax Offset Program (COTOP). All past due accounts are submitted to COTOP for collection. All Admissions, Registration and Fee correspondence will be sent to your CCSF email account.

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 and online class schedule for refund deadline dates.

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

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

Nonresident Tuition Fee Refund Policy
Paid nonresident tuition will be refunded in accordance with the following refund schedule: 100% Nonresident Tuition Refund for courses officially dropped during the first two calendar weeks of instruction. 50% Nonresident Tuition Refund for courses officially dropped during the third and fourth calendar weeks of instruction. 0% Nonresident Tuition Refund for courses officially dropped after the fourth calendar week of instruction.

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

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

Nonresident Tuition Policies and Procedures are subject to change during the 2013–2014 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 International Student Tuition Fee Credit Balances
City College of San Francisco allows all enrollment fees, nonresident and international 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 year and one day prior to the first day of instruction for the term for which the minor has applied as indicated in the Calendar of Instruction) with objective evidence that the physical presence is with the intent to make California the home for other than a temporary purpose.

It is the student’s responsibility to clearly demonstrate both physical presence in California and intent to establish California residence.

Special residence regulations are in effect for married minors, for minors whose parents are deceased, for certain military members and their dependents, and for various others.

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

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

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

Students who do not meet the residency requirements will continue to be charged the nonresident tuition fee per unit at the current academic year rate.

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

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

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

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

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

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

Student Email
All City College credit students are issued a CCSF Mail address, provided by Google. All official CCSF email will be sent to the CCSF GMail address. By using the CCSF Mail address, CCSF can ensure that students receive registration, financial aid and other important information. Students have the option to forward CCSF GMAIL messages to an email account which they check regularly.

Students can find information about their CCSF GMail address and password by:
1. Logging on to Web-4
2. Clicking on the Personal Information tab.
3. Scrolling down

Additional information may be obtained by phone from GMail Help Desk at 415-239-3987, by email at mailhelp@mail.ccsf.edu, or from the CCSF Mail FAQ website at http://ccsf.edu/gmailfaq The FAQ website has details for logging on and forwarding email to a different address.

Students who object to using Google software should go to the Admissions and Records Office to request City College notifications via hardcopy.

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 locations.

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

Matriculation Services for Students Enrolling in Noncredit Classes
Matriculation is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of students to be successful in their educational endeavors. Noncredit matriculation services, minimally, include:
- Assessment (of English or ESL and math skills, career interests)
- Orientation (to noncredit programs and procedures)
- Counseling (to assist students in identifying educational and career goals and developing an appropriate program of study)

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

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

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

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

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

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

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

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

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

General Programs Of Study
Career and Technical Education Programs
City College of San Francisco provides Career and Technical Education (CTE) to meet the needs of students, employers, and the community. CTE programs are developed in cooperation with industry, organized labor, professional organizations, subject matter experts, and outside credentialing agencies to assure they are relevant and up-to-date. CTE programs consist of specialized occupational training designed to:

- qualify students for entry-level employment
- help students build or upgrade skills in fields in which they have prior experience or training
- prepare students for external certification or credentialing in certain fields

Credit and Noncredit Programs. Many CTE programs earn college credits (or units) that may be applied toward a college degree; others consist primarily of noncredit courses. For more information about credit or noncredit classes in a specific program, please consult the "Programs and Courses" section of this catalog.

Program Completion Awards. CTE programs consist of one extensive course or a series of courses designed to prepare students for entry-level employment in a specific field of study. Upon successful completion of the program, students may earn an associate degree (A.S. or A.A.), a credit certificate (Certificate of Achievement or Certificate of Accomplishment), or a noncredit certificate (Certificate of Completion or Certificate of Competency).

Certificate programs consist primarily of CTE courses, and are generally 12 to 30 units. Associate degree programs require 60 or more units of coursework, including courses required for the major and for General Education.

Skills Building. Students who have prior experience or training in a field may enroll in specific CTE classes within a program in order to upgrade or build their skills, improve their employability, prepare for an external credential, or advance in their current career.

Employment. Although the College cannot promise employment, it uses various means of helping students find positions. Instructors in career and technical fields maintain advisory committees and extensive contacts with employers, and can assist students in making valuable connections with employers. CTE programs, in partnership with employers, often have recruitment programs through which students meet employers on campus. Many programs have off-campus work experience or internship opportunities. Additionally, students can access the Career Development Center's services, and the College's online resources at http://career.ccsf.edu.

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

Work Experience Education. City College provides a variety of structured work-based and school-based learning experiences through cooperative agreements between the student, the employer, and the instructor in several academic and career and technical courses. Students who fulfill the agreement achieve several job objectives and earn transferable college units. For more detailed information about work experience and internship classes in a specific program, please consult the “Programs and Courses” section of this catalog.

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

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

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

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

Concurrent Enrollment Program. This program allows high school students to enroll in college level courses and receive college credits. Students must have a minimum of 2.0 GPA with 120 high school credits. Courses offered cannot be a part of the high school student’s basic education plan of courses required for high school graduation. The courses must be above and beyond graduation requirements. There is no cost for college tuition.

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

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

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

**Diversity Studies**

Through the eight diversity studies departments in the School of Behavioral Sciences, Social Sciences, and Multicultural Studies, the College seeks to promote greater understanding of the cultures, history, languages, contributions, and Intersecting Identities of African Americans, Asian Americans, Latin Americans, and Filipino Americans, Working Class, LGBT, and Women. The Program is also designed to serve the broad educational needs and interests of the student body and to provide the curricula necessary to satisfy the degree requirements of the various departments of instruction in diversity and social justice programs.

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

**Curriculum.** The courses offered by the African American Studies Department (AFAM); the Asian American Studies Department (ASAM); Interdisciplinary Studies (IDST); Labor and Community Studies (LBCS), the Latin American and Latino/a Studies Department (LALS); Lesbian, Gay, Bisexual, Transgender and Queer Studies (LGBTQ); the Philippine Studies Department (PHST) and Women's Studies (WOMN) are listed under the above titles in the “Honors Courses.”

**Family Studies**

Noncredit course topics include infant development, preschool years, school age child, adolescents and their families, child-parent relationship, parents in the business community, state preschool, preschool parent participation, child development centers, and foster parent training. Classes are free and offered in convenient locations in the city. For enrollment information, call 452-5905 or 239-3172 or visit the Orfalea Family Center Bldg. 200 or, the Multi-Use Bldg., MUB 249 on the Ocean Campus. For enrollment information in CCSF Child Development Centers, call 361-1895. Training for foster parents and kinship care providers and those interested in their issues/concerns is available through a special grant from the California Community College State Chancellor's office. For further information call 239-3172 or visit our website at: [www.ccsf.edu/Departments/Child_Development](http://www.ccsf.edu/Departments/Child_Development).

**Honors Program**

The Honors Program offers students an enhanced educational experience along with potential transfer and scholarship benefits. Honors courses provide students with an enriched curriculum either in:

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

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

Many universities and colleges recognize the academic achievement represented by Honors courses with preferential transfer tracks, supplemental points in transfer evaluation, scholarships for honors students, etc. Successful completion of honors course work can be a big asset especially in transferring to programs in 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 a certificate, you need to meet ONE of the following criteria:

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

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

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

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

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

For questions concerning the Honors Program, please call the Honors Office Cloud Hall 214 at (415) 239-3376 or e-mail skuds@ccsf.edu. Additional information is also featured on our web page: http://www.ccsf.edu/Departments/Honors.

**Intensive English Program for International Students**

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

E-mail: international@ccsf.edu

**Interdisciplinary Studies**

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

**Labor and Community Studies Program**

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

**Lesbian, Gay, Bisexual, and Transgender Studies**

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

**Noncredit Programs, Services, and Resources**

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

**GED Testing Center.** The tests of General Education Development (GED) were developed to assist individuals, who have not completed their high school education, with obtaining a certificate equivalent to a traditional high school diploma. The GED battery consists of four subject areas: Math, Science, Social Studies, and Language Arts. Upon successful completion of the GED tests, the California State Department of Education awards an equivalency certificate to the GED candidate. 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.

City College offers the GED tests in English and Spanish. Special editions are available for the legally blind. Modifications and special accommodations for students with disabilities can be made by prior arrangement and approval of the State GED Administrator only after providing supporting documents.

Students and members of the public who wish prepare for the exams should enroll in Transitional Studies GED preparation courses offered at several CCSF locations. The City College of San Francisco GED Testing Center is located at the Mission Center, 1125 Valencia St. Rm 110 San Francisco, CA 94110, (415) 561-1824 GED Testing Computer Lab: Room 105.

**Older Adults Classes.** Taught at thirty different locations in San Francisco, no-fee classes are available in a variety of subject areas including art, music, literature, health, writing, theater, computers and more. A brochure with the schedule of classes and locations is printed each semester and is available by calling the CCSF Older Adults Department at (415) 452-5839.

**Transitional Studies.** The Transitional Studies Department offers noncredit classes that are free of charge, offered at various locations during the day, evenings and Saturdays. Courses include a wide variety of High School subjects, GED Preparation and Adult Basic Education in reading, writing, mathematics and study skills. In the Transitional Studies Department, students may earn the CCSF HS Diploma, transfer high school credits to other schools, study to pass the GED, and improve academic skills. Student goals may be to prepare for academic college credit courses, vocational training programs, the workplace, and life enrichment. Courses may be small or large group instruction, individualized, and may include computer assisted instruction and field trips. Programs include opportunities for individual tutoring, GED courses taught in Spanish, and courses to which students may enroll at any time during the semester. Telephone: (415) 920-6131.

**Online Learning**

Online courses provide students with the opportunity to learn in an environment that is physically remote from their instructors and classmates making it easier to balance higher education goals with other responsibilities. Students may choose to combine online learning with on-campus classes or take an entire course load online. City College offers over 150 online credit courses, many meeting AA-T and AS-T degrees, AA/AS degrees, certificate, major and transfer requirements. Online courses are as demanding as lecture courses. Students must be self-motivated, possess effective study skills, and be able to work independently.
A computer with Internet capability is the primary tool used for online courses. Insight (Moodle) is the Learning Management System (LMS) CCSF uses for all online courses. Online courses require textbooks, assignments, exams, interaction between students and the instructor, and other tools that support student learning. Some online courses require students to come to a CCSF campus for orientations and mandatory meetings. Students are strongly encouraged to have basic experience with the Internet and regular access to a computer. Some courses may require software downloads as well as minimum hardware and software requirements.

Registration for online courses is the same as for face-to-face classes. Information on course offerings is listed in the printed and online version of the Class Schedule as well as at http://www.ccsf.edu/online. Visit the website for a list of online courses, for guidelines for successful online learning, and to take a short self-evaluation to decide if online classes are right for you.

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

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

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

Other Areas Of Interest
Concert and Lecture Series
A wide variety of concerts and lectures are presented by professionals each semester. These programs are free, and the entire campus community and the community at large are invited. Students, faculty, administrators and staff may submit proposals for programs to the Concert Lecture Series Committee for its consideration. For more information call 239-3211.

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

Fitness Center
Fitness Center provides a full-body workout utilizing the state-of-the-art Fitlinxx computerized system that is attached to Life Fitness strength machines and cardio machines, including programmable treadmills, elliptical trainers, and bikes. The Fitness Center staff are CCSF instructors in the Physical Education and Dance Department, with a range of experience including strength, sports, dance, pilates, yoga, aerobic fitness, and rehabilitation techniques, and all have received additional training on the Fitlinxx system. Students must enroll in PE 200B/C in order to use the Fitness Center.

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

Intercollegiate Speech and Debate Team
The CCSF Speech and Debate Program is a nationally ranked team that participates in intercollegiate tournaments locally, statewide, and nationally. The Speech and Debate Team is a member of the Northern California Forensic Association, the California Community College Forensic Association and the Phi Rho Pi Forensic Honor Society. Students have the opportunity to compete in all 11 individual events as well as various styles of debate. Events include informative, persuasive, impromptu, prose, poetry, duo, parliamentary debate and Lincoln/ Douglas debate. For more information call Dr. Kristina Whalen at 452-4842 or email at kwhalen@ccsf.edu. See courses listed under “Speech Communication.” The Speech and Debate Program is located in Cloud Hall, Room 208B.

Lost and Found Articles
Persons who find lost articles are requested to bring them to the college Police Department: for Ocean Campus, Cloud Hall, Rm 119, for center locations, items can be turned in to the site officer. Persons wishing to claim requested articles should contact college Police Department or on-site officer. Due to the limited storage space, unclaimed items are purged periodically.
Performing Arts

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

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

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

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

Ocean Campus Boundaries

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

Public Transportation

The City College Ocean Campus is two blocks from BART’s Balboa Park Station and the end of the J-Church line. It is also served by the following MUNI lines direct to the campus:

K-Ingleside, 36-Teresita, 43-Masonic, 49-Van Ness and 9X, 9AX, 9BX Bayshore Express. The following buses stop within walking distance of the campus: 23-Monterey, 26-Valencia, 29-Sunset, and 54-Felton. For additional route information contact BART and MUNI directly.

Student Housing

The College does not provide residences for students. Individuals may post advertisements on campus in accordance with the District Posting and Distribution Guidelines. 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 locations as well as after performances in Davies Hall. City College also sends students to usher at many performing arts houses in exchange for free admittance to the shows. More information can be obtained from Creative Arts Building, Room 213.
**STUDENT FINANCIAL RESOURCES**

Financial Aid, CalWORKs, and EOPS

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

**Financial Aid Services**

**College Policy on Financial Aid**

All financial aid at CCSF is administered in accordance with policies and procedures which have been established nationally. The basis of such programs is the understanding that students and their parents have the primary responsibility to meet educational costs and that financial aid is available 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.

**Financial Aid Federal Programs**

City College of San Francisco (CCSF) participates in a variety of federal and state financial aid programs. These programs are designed to assist students with tuition, fees, books, supplies, transportation and room and board.

Most financial aid programs require a student to be enrolled at least half-time in a degree, certificate, or transfer program. Federal aid eligibility is also limited to students who are U.S. citizens, permanent residents, or other eligible non-citizens. Additional eligibility requirements apply to each program and may be obtained from the Financial Aid Office. Students with bachelor's degrees are not eligible for grants. Federal aid consists of programs which are funded and regulated by the federal and state governments.

To apply, students must complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. CCSF Federal School Code is 012874. The priority deadline to apply is March 2 to be eligible for all available aid. However, you may still apply after March 2, although funding may be limited. Visit the Financial Aid Office for further information located in Cloud Hall, Room 324 or visit Financial Aid the web page. The federal government offers a variety of grants for students.

**Federal Pell Grant** - This grant is available to all eligible applicants. Limited eligibility may also be available to less than half-time students.

**Federal Supplemental Educational Opportunity Grant** - A limited number of grants are available through this program. Priority is given to students who apply by the priority deadline and have exceptional need.

**Federal Work Study** - This program allows students to seek employment for on and off-campus jobs. Students generally work up to 20 hours per week. The program encourages community service work and work related to the student's course of study. 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.

**Financial Aid State Programs**

The state of California offers a variety of grants for students. The California Dream Act of 2011 is the result of two assembly bills (AB130 and AB131). Together these bills allow undocumented and documented students who meet certain provisions of AB540 law to apply for and receive private scholarships funneled through public universities, state-administered financial aid, university grants and community college fee waivers. To apply, students must complete a free California Dream Act application with the California Student Aid Commission each year by March 2nd for priority filing.

**Cal Grants** - The California Student Aid Commission awards Cal grants. Students must be legal residents of California and have financial need. To be considered, students must complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov, and submit a GPA Verification form by March 2 or September 2.

- **Cal Grant B** - This grant helps disadvantaged students attending a community college with living expenses, books, supplies, transportation and other non-direct educational expenses.
- **Cal Grant C** - These awards help vocational program students with tuition and supplies.

**Board of Governors Fee Waiver** - The Board of Governors Waiver (BOGW) helps to pay the per unit enrollment fee for all eligible applicants. If you request a fee waiver, you will be asked to sign a Fee Waiver Application under the penalty of perjury that all statements and information are correct. You must be a California resident in order to apply for these waivers.

- **BOGW A** - If you or your family receives Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), or General Assistance/General Relief, you may qualify for BOGW A. You may be eligible for a fee waiver if you have certification from the appropriate agency that you are a dependent of a deceased or disabled veteran or a recipient or a dependent of a recipient of the Congressional Medal of Honor or a dependent of an individual killed in September 11th terrorist attacks or a dependent of a decreased law enforcement officer or fire protection personnel.
- **BOGW B** - The student (or their parents, if dependent) must meet the maximum income guidelines.
- **BOGW C** - You have qualified for federal or state financial aid, such as a Federal Pell Grant or Cal Grant based on the FAFSA application results.

**Satisfactory Academic Progress**

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

- Maintain a cumulative GPA of 2.0.
- Must complete 67% of all units attempted
- Complete a financial aid eligible educational program within 150% maximum time frame (MTF)

**Return to Title IV Funds**

In accordance with the Federal Regulations HEA, Section 484, 34 CFR 668.22, CCSF will apply a refund policy to all eligible students under the Return to Title IV funds requirements. Students who receive federal financial aid and withdraw from all classes prior to completing at least 60% of the semester will have their financial aid eligibility recalculated and may have to repay any "unearned" portion of financial aid received.

**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 deducted from the student financial aid award. Charges which are not met with financial aid are the responsibility of the student.

**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 or on a Federal Perkins Loan or owes a refund on a grant (Pell, FSEOG), the District shall withhold the following services: provision of grades, provision of transcripts, and provision of diploma. The term "default" is defined by the U.S. Department of Education as the failure of a borrower to make an installment payment when due or to meet other terms of the promissory note. The services withheld may be provided in certain circumstances which will be addressed on an individual basis by the administration.

**CalWORKs**

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

Learning Resources

City College Learning Resources provide equitable access and instructional support to facilitate academic achievement and personal growth. The faculty and staff are available to answer all inquiries into resources, and to provide assistance and instruction in their use.

The College Library

Libraries are located on the Ocean Campus and the Chinatown-North Beach, Downtown, John Adams, Mission and Southeast Centers. The CCSF Library has print and media resources in excess of a quarter million items; it licenses Ebook, Reference and Periodical databases which can be accessed on or off campus through the Internet. The Library supports the college curriculum in order to foster student success and envisions itself as the primary location, physically and remotely, for supporting students, staff and faculty in their information needs. Library users may refer to its website for current and complete information on locations, services, collections, instruction, exhibitions and programs. See: www.ccsf.edu/en/library.html.

Library Locations:

The Claude and Louise Rosenberg Library & Learning Resource Center is located on the Ocean Campus. In addition to holding the largest general collection, the Rosenberg also houses the Diego Rivera Collection and College Archives. The Language Center and Media Center share space in Rosenberg 403. Audio-active stations, video and language learning software offer students of American Sign Language and foreign languages a variety of activities to enhance their language study. Foreign Language instructors may arrange class visits to a traditional audio language classroom, located in, Rosenberg 205E. The Media Center houses non-print materials for class assignments or for personal use and enjoyment. The Media Center is closely affiliated with the Audio Visual Department, located on the 3rd floor of the Rosenberg building, which provides services for classroom instruction. The Alice Statler Library, on the lower level of the Statler Wing of Smith Hall, provides resources tailored for instructional programs in Culinary Arts and Hospitality Studies.

The College Center libraries are growing to support the development of program pathways for certificate and degree earners at locations throughout the city. The Chinatown-North Beach Center library is located on the 2nd and 3rd floors at 808 Kearny Street, near Portsmouth Square. The library houses a significant collection of Chinese Language materials and emphasizes ESL, child development and basic education. The Downtown Center Library, located on the 2nd floor at Fourth and Mission Streets, houses collections supporting programs in ESL, business and careers, and computer technology. The Downtown Center library also supports media collections and a foreign language lab. The John Adams Library is located at 1860 Hayes Street, Room 204. The collection has a strong emphasis on Allied Health fields, ESL, business and careers, computing, child development and basic education. The Josephine Cole Library at the Southeast Center is located on the 5th floor at 1800 Oakdale Avenue. The collection emphasizes African American studies, Transitional Studies, ESL, technology and trade skills. The library holds a media collection and equipment for student use. The Mission Center Library is located on the fourth floor of 1125 Valencia Street. Its collections and exhibitions reflect the history and cultural significance of its location in the Mission District. The Mission Center Library houses media and audio visual resources as well as a language lab. In 2015-16 Library and other learning resources are being developed at both the Civic and Evans Centers.

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

The Writing Success Project links with English and ESL composition sections to provide weekly group study sessions. Additional services, including workshops, student grants, help with scholarship and transfer applications, and counseling, are available to TRIO-eligible students. Services are intended for US citizens and residents who meet federal criteria based on family income, parent education, and/or disability.

The LAC at Mission Center offers tutoring and computer lab support for students taking credit courses at that campus in Room 401.
## Tutorial and Academic Support Programs

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

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

The Learning Assistance Center Computer Lab located in Rosenberg Library, R207 offers open access to a 100 computers with Internet, email, MS Office and a wide variety of educational software programs for all CCSF students. Laser black and white printing, scanners and 14 laptop stations equipped with power strips and local wireless access point are available. Laboratory assistants help students in selecting and using the laboratory’s hardware and software.

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

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

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

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

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

The Communication Lab (operated by the Speech Communication Program) located in Cloud Hall, room 208B, provides one-to-one tutoring for students enrolled in a Speech class. Staffed by Speech Instructors, the Lab offers students help in all stages of the speech-making process as well as assistance in understanding interpersonal communication concepts and group dynamics theories. In particular, the Lab provides support in anxiety reduction, topic selection, thesis writing, main point construction, outline development, beginning and ending speeches, delivery and visual aids. Computers are available for research, the creation of PowerPoint presentations and outline writing. Drop-in or call 239-3390 for Lab hours.

The Math Lab (operated by the Mathematics Department), housed in Bungalow 602 on the Ocean Campus, offers an array of services for students. Drop-in tutoring for basic mathematics (MATH E1 and MATH E3), pre-algebra (MATH 35), elementary algebra (MATH 40), and applied geometry (MATH 50) is provided in Bungalow 602. Students can also use the computers in Bungalow 602 to view videos and use software in these subject areas. The basic mathematics classes (MATH E1 and MATH E3) use the individualized and small group lecture formats meet in Bungalow 603.

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

The Transitional Studies Department Adult Learning and Tutorial Center The mission of the Adult Learning and Tutorial Center (ALTC) is to provide an environment where adults who are learning basic skills can thrive and build strong academic and vocational foundations. Group and individualized classes with tutor support are offered in beginning literacy, math, and writing as well as in preparation for the GED exams.

Program and Services—The ALTC is an open entry program offering clusters of morning, afternoon, and evening classes to meet adults’ scheduling needs. The intake/orientation process includes preliminary assessment of reading levels and administration of official GED practice tests as appropriate. More in depth diagnostic tests are offered by a faculty reading specialist. A disabilities counselor assists with adaptations and GED accommodations.

While the majority of students have English as their first language, English speaking adults from many countries also study at the ALTC. Volunteer tutors come from Project Read, The Volunteer Center, San Francisco State University, Project 20, Pretrial Diversion, City College of San Francisco credit classes, and from among the ALTC’s alumni and retirees. The Center has a student mentor, student workers, and active student council, a computer lab, an annual book of student writings, and an annual GED graduation/all-level student awards ceremony. Telephone (415) 920-6042 for more information.
# Student Services

## Counseling Services

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Counseling Department (NSCD)</td>
<td>Conlan 205</td>
<td>239-3296</td>
<td>Are you a new student to City College with less than 24 units? Do you need help with academic and career planning?</td>
</tr>
<tr>
<td>Academic Counseling Services (CSCD)</td>
<td>Arts 201/Cloud 207/Multi-Use Bldg-Mezzanine</td>
<td>452-5235</td>
<td>Do you need an Educational Plan, degree or transfer information?</td>
</tr>
<tr>
<td>Extended Opportunity Programs and Services (EOPS)</td>
<td>EOPS Bldg.</td>
<td>239-3561</td>
<td>Are you educationally disadvantaged, low income, eligible for BOG fee waiver and taking 12 units?</td>
</tr>
<tr>
<td>International Student Counseling Program (ISCP)</td>
<td>Multi-Use Building 101</td>
<td>239-3942</td>
<td>Are you a new or continuing International student here on an F-1 Visa? Do you need specialized assistance and orientation?</td>
</tr>
<tr>
<td>Latino Services Network (LSN)</td>
<td>Cloud 364</td>
<td>452-5335</td>
<td>Are you interested in bilingual and bicultural (Spanish-English) programs and support services?</td>
</tr>
<tr>
<td>African American Scholastic Programs (AASP)</td>
<td>Rosenberg Library 209</td>
<td>452-5315</td>
<td>Are you interested in programs for African Americans and the Diaspora, Black College tours and transfer assistance?</td>
</tr>
<tr>
<td>Asian Pacific American Students Success Program (APASS)</td>
<td>Batmale 208</td>
<td>452-5620</td>
<td>Are you interested in bilingual and bicultural counseling (Cantonese, Mandarin, Tagalog, and Vietnamese), programs, and support services?</td>
</tr>
<tr>
<td>Career Counseling</td>
<td>Multi-Use Bldg 39 (on the Mezzanine)</td>
<td>239-3117</td>
<td>Are you undecided about your educational or career interests and goals or looking for job placement information?</td>
</tr>
<tr>
<td>Transfer Center</td>
<td>Science 132</td>
<td>239-3748</td>
<td>Need information to apply or transfer to a university? Interested in college tours or guaranteed admission agreements?</td>
</tr>
<tr>
<td>Psychological Services/Student Health Center</td>
<td>Student Health Services HC 100</td>
<td>239-3110</td>
<td>Been feeling kind of down lately? Having concerns of a personal nature? Stop by the Health Center for assistance.</td>
</tr>
<tr>
<td>Veteran's Educational Transition Services (VETS)</td>
<td>Cloud 333</td>
<td>239-3486</td>
<td>Do you qualify for Veteran's benefits? Come to the Veteran's Office for assistance.</td>
</tr>
<tr>
<td>Disabled Student Programs and Services (DSPS)</td>
<td>Rosenberg 323</td>
<td>452-5481</td>
<td>Do you need an accommodation due to a medical, physical, or psychological condition or learning disability?</td>
</tr>
<tr>
<td>Lesbian/Gay/Bisexual/Transgender Counseling (LGBT)</td>
<td>Cloud 207</td>
<td>452-5249</td>
<td>Want information about student activities, scholarships, support services, counseling, courses and programs for LGBT students?</td>
</tr>
<tr>
<td>Athletic Counseling Services</td>
<td>Well 139</td>
<td>239-3260</td>
<td>Are you a member of a City College intercollegiate athletic team? Do you need academic, career, or personal counseling?</td>
</tr>
<tr>
<td>Homeless At-Risk Transitional Students (HARTS)</td>
<td>Cloud 205</td>
<td>452-5355</td>
<td>Are you homeless and in need of special services such as transportation, food, books, and housing?</td>
</tr>
<tr>
<td>Financial Aid Counseling</td>
<td>Cloud 324/centers</td>
<td>239-3576</td>
<td>Are you concerned about financing your education? Are you interested in financial aid? Are you eligible for CalWorks? Do you want to apply for a scholarship?</td>
</tr>
<tr>
<td>Civic Center Counseling</td>
<td>750 Eddy Street, Room 105</td>
<td>561-1878</td>
<td>Do you hope to study English as a Second Language? Are you interested in citizenship, how to use computers, or communications?</td>
</tr>
<tr>
<td>Chinatown/North Beach Counseling</td>
<td>808 Kearny Street, Room 119</td>
<td>395-8611</td>
<td>Are you interested in Asian American Studies, business, child development, Health Education, sign language, or ESL?</td>
</tr>
<tr>
<td>Downtown Center Counseling</td>
<td>800 Mission Street, 1st Floor</td>
<td>267-6503</td>
<td>Are you interested in Computer Studies, ESL, Food Technology or Business? Are you an entrepreneur seeking the support of our Small Business Development Center?</td>
</tr>
<tr>
<td>Location</td>
<td>Contact Information</td>
<td>Description</td>
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<tr>
<td><strong>Gateway to College Science</strong></td>
<td>452-5773</td>
<td>Are you between the age of 16-20 and have dropped out of high school in SF or may not graduate? Do you want to earn credit towards your high school diploma and a college degree or certificate at the same time?</td>
<td></td>
</tr>
<tr>
<td><strong>Evans Center Counseling</strong></td>
<td>1400 Evans Avenue, Room 104</td>
<td>550-4409 or 550-4506</td>
<td>Looking for assistance in entering vocational programs? Interested in apprenticeship programs and cooperative work experience?</td>
</tr>
<tr>
<td><strong>Gough Street Center</strong></td>
<td>31 Gough Street, Room 29</td>
<td>241-2300</td>
<td>Looking for the Adult Learning and Tutorial Center? Literacy Education? Transitional Studies or GED Preparation?</td>
</tr>
<tr>
<td><strong>John Adams Counseling</strong></td>
<td>1860 Hayes Street, Room 142</td>
<td>561-1925</td>
<td>Are you interested in the health professions, child development, computer training, Consumer Education, ESL or GED preparation?</td>
</tr>
<tr>
<td><strong>Mission Center Counseling</strong></td>
<td>1125 Valencia Street, First Floor</td>
<td>550-1130</td>
<td>Are you interested in Digital Printing, Office Technology, GED (in Spanish), or a Working Adults Degree Program? Are you interested in ESL studies?</td>
</tr>
<tr>
<td><strong>Southeast Center Counseling</strong></td>
<td>1800 Oakdale Street, Room 201</td>
<td>550-4320</td>
<td>Are you interested in GED preparation or ESL courses, certificate programs or our Working Adults Degree Program?</td>
</tr>
</tbody>
</table>

Not sure who to contact? Need general college information? Want information on the many student workshops offered each semester? E-mail your quick questions to the Online Advisor at advisor@ccsf.edu.
Student Counseling Services
City College is fortunate to have several different types of professional counseling services. They include the following:

The Multicultural Retention Services Department (MRSD) was established in January 2010 and consists of four (4) academic retention programs, providing support services to underrepresented students. The four programs are the African American Scholastic Programs (AASP), the Asian American Student Success (APASS) program, the Latino Service Network (LSN) and TULAY (Tagalog for “BRIDGE”)/Filipino American Student Success program, which are detailed below. For more information, you may contact the department chairperson at 415-452-5625.

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

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

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

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

The African American High School/College Program: In partnership with San Francisco Unified School District, the African American Scholastic Programs provide high school students with the opportunity to:
- Earn high school credits to complete high school graduation requirements.
- Earn college units towards an Associate in Arts Degree while still attending high school.
- Earn units which may begin to satisfy admissions requirements to a Baccalaureate Degree granting institution.

Each semester a variety of courses are offered in English, Math, History, Psychology, and Interdisciplinary Studies.

High school juniors and seniors are enrolled each semester with a recommendation from their high school principal or counselor. A program application is required and can be obtained from a participating SFUSD high school or from Rosenberg 209 at CCSF. Please see your high school counselor for more information.

The Summer Bridge Program is designed to assist high school students in the transition from high school to college. This program allows students to matriculate in the summer and enroll in college credit courses. The Summer Bridge Program is a six week summer program and students are eligible to enroll in a maximum of seven (7) units. Courses are pre-selected for program participants based on an English and Math placement exam prior to the beginning of the Summer semester.

Other support services that are provided are an orientation to college, a financial aid workshop, a campus tour, group and individual counseling sessions and the development of an educational plan.

After the successful completion of the Summer Bridge Program, participants are considered continuing students who will receive an early registration date for the following Fall semester.

There is no fee to graduating high school seniors; however, students must purchase required class text books and materials.

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

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

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

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

APASS: Asian Pacific American Student Success Program
APASS offers services to Asian and Pacific Islander (A/PI) and all students in pursuit of academic success through early intervention and effective support services.

Our counseling services include:
- Academic, career, and personal counseling
- Bilingual bicultural counselors (Cantonese, Mandarin, Tagalog, and Vietnamese)
- Student educational plans
- Assistance with financial aid appeals
- Early alert referrals by instructors of APASS classes
- Referrals to campus and community services

APASS Center offers:
- Support services to students who are either on academic or progress probation
- APASS classes: English 91, 92/93 (95), 96, 1A; IDST 45, 50; Math E3, 40, and 60
- Study groups and tutoring
- Computer lab
- APASS and Mosaic (basic skills) Scholarships
- Bilingual/bicultural staff and student workers
- Outreach to A/PI high school and college students

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

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

Our services include:

**Bilingual (Spanish and English) Counseling**
- Academic, personal, and career
- Goal setting, educational plan development
- Graduation, certificate, and transfer information
- Bilingual (Spanish and English) college orientations
- AB 540 Counseling Services
- Workshops
- Outreach to SFUSD High Schools

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

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

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

**TULAY (BRIDGE) Filipino-American Student Success Program**
The TULAY Program is a learning community with a Filipino-American experience & student success theme. TULAY provides counseling & mentoring services, and offers linked courses in English, Math, College Success & Philippine Studies. The Tulay Ate/Kuya Peer Mentor Project pairs you with a student peer that can help you navigate through classes and life at CCSF. The Faculty/Staff/Community Mentors volunteers provide academic support and career advising. Some services also available in Filipino (Tagalog). Our services include:
- Computer/Study Lab
- Academic & Personal Counseling
- Ate/Kuya (Big Brother/Big Sister) Peer Mentoring
- Faculty/Staff/Community Mentors
- Support in Math & English
- Community Service Opportunities
- Bilingual Services
- Private Study Room
- Philippine Studies, FFA, PEACE, UPASA, and Fill-Am Community Scholarships
- TULAY early registration classes: English 91, English 92, Math E3, Math 40, Math 60
- Learning community in Philippine Studies and PEP (Filipino/a Educational Partnerships) courses
- Recommended courses: IDST 50, PHST 30, IDST 45, IDST 42, PHST 20, Hits 37, Pil 10A, Pil 1, Psych 22, IDST 37, IDST 36

The TULAY Program is located in Cloud Hall, Room 363. For additional information call (415) 452-5922.

**Academic Counseling Services**
CCSF’s Academic Counseling (CSCD) addresses the needs of students at City College of San Francisco. Students can work with counselors to discuss their academic goals, and develop or revise educational plans. They can also discuss the requirements needed for a certificate, a degree, or transfer to a 4-year institution. Counselors make referrals to helpful support services on and off campus and provide specialized workshops including probation, transfer planning, and Internet resources. Academic Counseling offers both express counseling for short questions, and counseling by appointment for educational plans and more complicated academic planning issues. Students may call 452-5235 to make a counseling appointment. Counselors are available Monday-Friday. Counselors are available on the Ocean Campus in A201, C207 and Multi-Use Building Mezzanine.

City College of San Francisco’s New Student Counseling Department (NSCD) completed in the following ways: 1) Orienting the student to their educational choices, 2) assisting students in the decision making process needed to begin their academic life on campus, 3) discuss requirements for CCSF certificates, graduation, transfer to public and private institutions, 4) support them in their academic life and career achievement goals, 5) offer information regarding access to campus resources and student support services, 6) through counseling, educational planning, workshops and classes, teach students about skills and strategies that support their academic success, 7) support students problem resolution through appropriate counseling and referrals to personal counseling services as needed to enhance their success in college. Our services include orientation to the college workshops, retention intervention classes for general and Basic Skills students, educational planning, student growth/development classes and short personal counseling sessions leading to appropriate referrals. Our goal is supporting student success.

Students are expected to go through the matriculation process as mandated by Title V of California Ed Code or waive their participation when they begin their studies here at CCSF. This process is comprised of the following steps:

1. Applying to the college
2. Taking a placement test or waiving testing appropriately
3. Attending an orientation workshop or doing online orientation
4. Seeing a counselor to assist with course selection
5. Registering for classes

City College of San Francisco offers counseling services at the following locations: Ocean Campus, Civic Center, Chinatown, Downtown Center, Evans Center, John Adams Center, Mission Center, and Southeast Center.

The Ocean Campus office is open Monday - Friday. To reach the Campus please call (415)239-3296 for current hours. Call the main switchboard at (415)239-3000 for other locations’ counseling department numbers and contact each location directly for their office hours. Please see the City College of San Francisco map for campus locations.

You may view our New Student Counseling Department website at the following address: www.ccsf.edu/nscd

**International Student Counseling Program**
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 F-1 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 Program is located in MUB 101. For more information call 239-3942.

**Additional Counseling Services**
The Athletic Counseling Services (239-3260) provides academic, career, educational planning, and personal counseling to male and
Learning Resources and Student Services

female students who are members of City College's intercollegiate athletic teams.

Counseling for Gay, Lesbian, Bisexual and Transgender Students
Academic, career, and personal counseling is available with gay and lesbian identified counselors in the Academic Counseling Department (C207), as well as in the Disabled Student Programs and Services Department (DSPS), the Career Development and Placement Center (CDPC). For more information, please call Counseling in C207 at 452-5249, or the Queer Resource Center, B201, at 452-5919.

Career Counseling Services
The Career Center (part of the General Counseling Department) provides career planning and job information services to students and alumni who want to best utilize their college/educational experience and prepare for their future careers/jobs. For a full description of the Career Center and its services online, visit the website: www.ccsf.edu/CareerCenters.

Help for Non-Majors (Undecided) or Career Changers: Students who have not yet chosen careers or majors, or who wish to change their careers or majors may obtain assistance with these decisions from the career counselors. Through individual or group counseling, career assessment and exploration, labor market information, career workshops and career success courses (CRER 60, Career Success and Life Planning); 61, Orientation to Career Success; 62, Successful Job Search Techniques; 63, Career Counseling for Work Experience; 64, Financial Planning for Academic/Career Success; and 68, Career Coaching; and 1062, Job Skills, students will develop personal awareness and information essentials in making sound careers and major choices.

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

The DSPS Accessible Computer Labs are designed for students with disabilities, but are open to all City College students, regardless of ability. The DSPS Accessible Computer Labs offer free non-credit instruction in adaptive computer software and/or hardware and tutorial software for the development of academic, vocational and daily living skills. City College has two DSPS Accessible Computer Lab locations: one on the Ocean Campus in Batmale Hall, Room 231, and the other at the John Adams Center, Room 104.

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

DSPS has offices on the Ocean campus, John Adams, Mission and Chinatown centers. DSPS services are also available at other centers by appointment. For further information, for office hours or to request an appointment, call or visit one of the offices. The Ocean Campus DSPS office is located in the Rosenberg Library, Room 323, (415) 452-5481. The DSPS office at the John Adams Center is in Room 106, (415) 561-1001(voice). To reach the Mission Center DSPS office in Room 161, call (415) 920-6038. To reach the Chinatown Center DSPS in Rm 104, call (415) 395-8611. Hearing impaired students may contact DSPS by email at deafserv@ccsf.edu. A Sorenson public Video Phone is available for students who are deaf and use American Sign Language. It is located inside the Rosenberg Library on the 3rd Floor near the restrooms.

To view the Campus Access Guide and updated accessibility information, the DSPS Student Handbook, policies and procedures or Ocean and John Adams office hours, please visit the DSPS website at www.ccsf.edu/dspss. Should you have questions or encounter difficulty regarding access, please contact the DSPS at (415) 452-5481.

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

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

Medical/Nursing Health Services
The following services are only for currently enrolled students taking credit classes.

Services include nursing assessment and treatment of common acute illnesses and infections, TB tests, vision tests, blood pressure screening, selected lower cost immunizations (MMR, Td, Tdap, Twinrix, HepA + HepB), reproductive health care, health promotion programs and referrals to specialists by appointment, campus emergency care and first aid. Nurse practitioners are also available for consultation with faculty regarding their students. A part-time physician is available on limited basis and serves as a consultant for the nurse practitioners. Family Planning Clinic and Sexually Transmitted Infections (STI) services for both men and women are available to those who qualify for the State Family P.A.C.T. Program. This service includes PAP testing, STI screening, breast exam, and birth control methods.
For appointments and hours of operation call 239-3110. Most services are without additional charge. However, some services such as lab tests are charged a discounted fee.

When further off-campus evaluation or treatment is needed, students will be referred to their private health care provider or a 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](http://www.ccsf.edu/Services/Student_Health).

Psychological Services

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

The goal of Psychological Services is to support in student retention and contribute to the psychological well-being of the campus community. As such, our services include short-term psychotherapy for individuals and couples, crisis intervention, assessment, information, referrals, and consultation with faculty regarding student concerns. Each semester staff conducts groups on topics such as procrastination, relationship problems, managing anxiety and panic attacks, stress reduction, and meditation. Appointments can be scheduled at the Student Health Services (HC 100), or by calling (415) 239-3110.

HIV/STI Prevention Studies

HIV/STI Prevention Studies is a program in the Health Education Department. We serve the CCSF campus to deliver prevention activities, services, and advocacy through the Gender Diversity Project and Project SAFE (ICC clubs).

The program offers a certificate "Infectious Disease Prevention in Priority Populations" that reflects the emerging area of front line community health training in infectious disease prevention and management; primarily HIV, STIs, Hepatitis and TB.

The Link Center is a student resource center providing free condoms and safer sex supplies as well as information and referrals for HIV and STI testing. The Link Center also provides computers, mentoring/tutoring and meeting space for students.

The Link Center and HIV/STI Prevention Studies is located in MUB 301 with hours on Monday-Thursday 10am-5pm. Telephone (415) 452-5070 or (415) 452-5202.

Teacher Prep Center

The Teacher Prep Center at City College of San Francisco is located in the Multi-Use Bldg. on Phelan Ave. Room 249 on the Ocean Campus. A program of the Child Development and Family Studies Department, the Center provides resources, workshops, counseling, advising, career planning and job information, coursework, outreach and support to future teachers. Current programs include the Metro CDEV Program and information on the certificates, permits and credentials required in the field. Co-located with the Early Childhood Professional Development Project. Programs assist all future and current ECE staff in San Francisco and provide assistance to students and community members interested in entering the field of ECE, T-K, elementary, secondary, or CTE teaching. Call 452-5605, PDP or 239-3890, Teacher Prep, for additional information or visit the website at [www.ccsf.edu/Departments/Child_Development](http://www.ccsf.edu/Departments/Child_Development).

Transfer Center

The Transfer Center is located in Science Hall, Room 132. Telephone: 415-239-3748. Website: [www.ccsf.edu/transfer](http://www.ccsf.edu/transfer).

The Transfer Center is the core of the most current information to assist students to transfer to a baccalaureate institution. We work closely with CCSF's Articulation Officer to ensure transfer information is accurate and up-to-date. The Transfer Center provides students with transfer options and strategies. We endeavor to impart on students a distinction between meeting minimum transfer requirements vs. being a competitive transfer applicant. Special programs the Transfer Center oversee include the UC Transfer Admission Guarantee Program (TAG), UCLA's Transfer Alliance Program (TAP), and the "Degree with a Guarantee" - Associate Degree for Transfer (ADT) to CSU's. Check our website for a robust calendar of special events and visits from university representatives who come to meet directly with students for pre-admissions advising. Come to the annual Transfer Day/College Fair in October at Smith Hall Cafeteria on the Ocean Campus. Representatives from over 45 colleges and universities attend to meet CCSF students and discuss transfer opportunities and requirements. In addition, the Transfer Center offers and array of workshops for students on specialized transfer topics, for example, TAG, ADT, UC Personal Statement, and College Admission Applications.

Additional Student Programs And Services

Alumni Relations Program

You are an alumnus of CCSF if you graduated, transferred, received a degree or certificate, or just attended a few classes. The Alumni Relations Program engages in a variety of activities to meet your needs. Specifically, the Alumni Relations Program maintains an ongoing relationship with alumni by: informing alumni of important services the College offers to them, such as free access to the Career Development and Placement Center; alerting alumni to College and department activities and other professional development opportunities; tracking alumni success stories; and offering opportunities for alumni to contribute their time, talent, and resources to help other students succeed and realize their educational goals.

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

Child Care Services

The Child Development & Family Studies Department administers child development centers in San Francisco for children of CCSF students and other low income families. These centers function as labschools for child development students. The centers feature subsidized child care and development services and are full time at most locations. Children between the ages of 3-5 years are eligible for services and are admitted on a low income priority basis. Care for toddlers is only available at the Orfalea Family Center at the Ocean Campus. Parents can learn about how to enroll their children by calling (415) 561-1895. The Department also features Parent/Child Observation courses at 8 sites throughout the city for parents who wish to participate in adult education opportunities with their children. For further information on specific Child Observation classes operated by the Department, please call the non-credit office at the Orfalea Family Center, Room 203, (415) 452-5905 or the main office at Ocean Campus, Multi-Use Bldg., Room 249 (415) 239-3172 or visit our website at: [www.ccsf.edu/Departments/Child_Development](http://www.ccsf.edu/Departments/Child_Development).

Lactation Center

The Child Development & Family Studies Dept. operates "Effie’s Room" in the Orfalea Family Center (OFC 200) on the Ocean Campus. The room provides access to new breastfeeding moms who need to use a private lactation area. Baby-changing facilities, a refrigerator and privacy are available during the day. The area is open on a first-come, first serve basis during the school year and is generally open between 9-4 daily. Funded by the Orfalea Foundation, the lactation center provides support to new breast-feeding moms who are working or attending school. Employees and students are invited to use the facility. Questions on usage can be directed to 452-5905 or 239-3172.
HARTS Program
The Homeless/At Risk Transitional Students Program (HARTS) serves particularly needy students. A recent referral letter from a local agency along with our application is all that is needed to apply. We assist with enrollment, financial aid, transportation, clothing, and cafeteria food. Advocacy for academic or administrative problems is provided, and personal issues are given an empathetic hearing. Advising in all these matters is essential to maintain students in programs and keep up their grades. Referrals are provided for shelters, low income housing, meals, and other food resources away from the College. Mentoring from other students in similar situations provides the benefit of experience to those unable to cope affectively with their daily needs. Student Union MLK Center, Ocean Campus. thehartsprogram@gmail.com. Ph. 415 452-5355.

Math Bridge Program
The purpose of this two-semester program is to assist students in the successful completion of transfer-level statistics and to increase the number of transfers to baccalaureate colleges and universities. The program targets African American, Latino, Filipino, and Native American students, however, all students are welcome to apply. Math Bridge begins each fall semester and finishes at the end of the following spring semester. Interested students must attend an orientation and submit an application during the prior spring semester in order to enter the program the following fall semester. The schedule for orientations is posted at math.ccsf.edu/bridge.

Math Bridge is not a remedial program. The program provides City College students an opportunity to take Preparation for Statistics (MATH 45) and Probability and Statistics (MATH 80) in a cohort community, with attention to affective issues that often impact students’ success in math courses.

Contact mathbridge@ccsf.edu for more information regarding admission to the program.

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

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, and general campus information. The Peer Advisors are located in the Information Center on the second floor of Conlan Hall. For more information call (415) 239-3296.

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

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

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

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

Puente Program
The Puente Project is an academic and community leadership program designed to increase the number of community college students transferring to four-year colleges and universities. Puente meets this goal through a writing, counseling, and mentoring program taught and conducted by a specially trained English instructor and a counselor. The program is open to all interested students. For more information contact Griselle Schmidt-Fonseca (415) 239-3035.

Dr. Betty Shabazz Family Resource Center (FRC)
The Family Resource Center (FRC) at CCSF is a multicultural center with members from all backgrounds, ethnicities, sexual orientations and cultures. Although all students are welcome, the mission is to provide a safe and supportive place for student parents to receive the support and resources they need to reach their educational goals. The center provides information about on and off-campus resources, a child-friendly computer lab, a supervised child activity room for drop-in and the Parent Exchange Program (PEP). The PEP program provides students with children up to 9 hours a week of free child care while they attend classes. For further information, come to the Student Union, Room 201, or call (415) 239-3109.

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

Students Supporting Students (S Cube or S³)
Students Supporting Students is the only student-initiated peer mentoring program on the Ocean Campus. S³ Peer mentors help students navigate their way through CCSF by providing vital information on topics such as financial aid, academic support, campus clubs/
Available Benefits:

Admissions and Records, Conlan Hall, Room E107. Available online at www.ccsf.edu. Students must also apply for admission to City College of San Francisco online for benefits directly to the VA at www.gibill.va.gov. Contact the Office of Veterans Educational Benefits, call (415) 239-3660.

Veterans Services

Single Stop – Ocean Campus and Mission Center

Single Stop is a non-profit organization set out to reduce poverty in the U.S. It helps students in City College of San Francisco receive basic necessities such as (Food Stamps, Health care coverage, Cash assistance). It is another resource on campus to help deal with tight budgets and tough financial situations. Through the Single Stop office, students can receive comprehensive screening and application assistance to connect them to critical benefits they may be eligible for, but not necessarily accessing, including: health care, food assistance programs(Food Stamps), PG&E discounts, and more. It can also help students with several other services such as low income Childcare and legal referrals.

Benefits Screening:

Single Stop provides comprehensive screening for eligibility, application, and submission for multiple federal and local benefits programs.

- Food Stamps (also known as CalFresh)
- Health Coverage (MediCal, Healthy Families, Healthy San Francisco)
- Cash Assistance (Calworks, GA, SSI, Unemployment)
- Child Care Assistance (CEI List)
- WIC (federally-funded health and nutrition program for women, infant and children)
- PG&E Assistance (CARE program)
- AT&T Lifeline, Muni Lifeline, Water/ SFPUC, CA vision, (DISCOUNTS/DESCUENTOS)

Veterans Services

The VETS OFFICE is located in Cloud Hall, room 333. The Veterans Resource Center is located next door in Cloud Hall, room 332. Please go to the college website at www.ccsf.edu for more information about Veterans Services.

Veterans, veterans’ dependents and eligible persons may apply online for benefits directly to the VA at www.gibill.va.gov for application and complete details.

Students must also apply for admission to City College of San Francisco online at www.ccsf.edu, for assistance contact the Office of Admissions and Records, Conlan Hall, Room E107.

Available Benefits:

1. GI Bill – Active Duty Educational Assistance Program (Chapter 30)
2. Vocational Rehabilitation, Veterans with Service Connected Disabilities (Chapter 31)
3. Post 9/11, (Chapter 33) Detailed chapter 33 information is online at www.gibill.va.gov. Students who believe they may be eligible for chapter 33 should review chapter 33 online and call the Education Call Center (1-888-442-4551) with any questions.
4. Survivors and Dependents of Veterans’ (who are either 100% disabled or died due to service-related conditions) Educational Assistance Program (Chapter 35)
5. Selected Reserve Educational Assistance Program (Chapter 1606)
6. Reserve Educational Assistance Program (REAP) Chapter 1607

Please inquire at the VA Web site (www.gibill.va.gov) or at the Veterans Educational Transition Services Office (VETS) for further details regarding benefits.

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

Credit for Military Training. City College will grant six semester units of credit and waive the Physical Skills graduation requirement (Area G2) for 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 may be awarded up to a maximum of ten additional units. These are based on the recommendations made by the American Council of Education. Students may use such credit in partial unit satisfaction of the requirements for the degree of Associate in Arts or Associate in Science. Since many universities and colleges do not accept credit that other schools have granted for military service, students who desire to transfer such credit should consult the policy of the school to which they intend to transfer.

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

Women’s Resource Center

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

SERVICES

- Education Counseling to support personal and academic growth.
- Access to textbooks, learning materials, and college applications.
- Support to improve students’ understanding of college requirements.

Learning Resources and Student Services

Supporting Students’ goal is to increase the transfer rates of these communities to 4-year universities and empower them during their time at CCSF. For further information, visit the Student Union, Room 203, or call (415) 239-3660. For more information about the Women’s Resource Center, please contact the Women’s Resource Center at Cloud Hall, room 333.

Financial Aid

The Women’s Resource Center is a resource on campus to help deal with tight budgets and tough financial situations.
ASSOCIATE DEGREE GRADUATION REQUIREMENTS
ASSOCIATE DEGREE 
GRADUATION REQUIREMENTS

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

Goals of the General Education Program
Through its general education program, the College intends to graduate students who have developed:

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

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

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

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

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

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

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

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

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

1. The catalog which was in effect at the time the student began his/her course work at City College of San Francisco, or

2. Any catalog that is or has been in effect during the time that the student has maintained continuous enrollment before graduation with the associate degree.

Graduation Requirements
A student may be graduated from City College of San Francisco 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. Two paths are available:

Option 1. CCSF Associate Degree
CCSF offers the Associate in Arts (AA) and Associate in Science (AS) degree. Students must complete the CCSF General Education requirements, the major requirement, 60 degree-applicable units, and other graduation requirements.

Option 2. CCSF Associate Degree for Transfer
CCSF offers Associate in Arts for Transfer (AA-T) and the Associate in Science for Transfer (AS-T) degrees. Students must complete the requirements listed below, including completion of either the CSU General Education or IGETC requirements, the major requirement, and 60 degree-applicable and CSU transferable units.

The following chart summarizes the two options. Details on the specific requirements of these two options follow the chart.
## Associate Degree Graduation Requirements Overview

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<th>Option 1: CC SF Associate Degree</th>
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<td>Associate in Arts (AA) or Associate in Science (AS)</td>
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<td><strong>Petitioning for the Associate Degree</strong></td>
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CCSF Associate Degree
1. General Education Requirements

General educational courses are required in the following areas:

A. communication and analytical thinking,
B. written composition and information competency,
C. natural sciences,
D. social and behavioral sciences,
E. humanities,
F. United States history and government,
G. health knowledge and physical skills, and
H. ethnic studies, women's studies, and lesbian, gay, bisexual and transgender studies.

Most general education areas require a minimum of 3 semester units of coursework. However, a 4 quarter-unit course (transferred in from another college) may be used to satisfy a 3-semester-unit general education area. Students transferring in quarter-unit courses must complete, at minimum, the total numerical equivalent of 18 semester units (e.g., 27 quarter units) of general education coursework.

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

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

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

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

Area A: Communication and Analytical Thinking Requirement
Upon completion of this coursework, a student will be able to:

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

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

- American Sign Language 1A, 1B
- Biotechnology 108A
- Broadcast Electronic Media Arts 101
- Business English 74, 76
- Business Mathematics 66, 68
- Career Development 60, 61*, 62*
- Chemistry 17
- Child Development 108A, 108B
- Chinese 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 12A, 12B, 12C, 14A, 14B, 14C, 16, 17, 31A, 31B
- Computer Networking and Information Technology 131, 132
- Design 110
- Economics 5
- Engineering 38
- Engineering Technology 50, 108A, 108B
- English as a Second Language 79
- French 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 10A, 10B, 10C, 10D, 10E, 11A, 11B, 22
- German 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 11A, 11B
- Interdisciplinary Studies 50
- Italian 1, 1A, 1B, 2, 2A, 2B, 3A, 3B, 4A, 4B, 10A, 10B, 10C, 10D, 15A, 15B
- Japanese 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 16
- Journalism 19, 26
- Latin American and Latino/a Studies 5
- Learning Assistance 50
- Library Information Technology 51
- Mathematics 40, 50, 55, 60, 70, 80, 90, 92, 95, 97, 100A
- Microcomputer Applications for Business 160
- Music 3A, 29
- Philosophy 2, 4, 12A, 40
- Pilipino 1, 2, 10A, 10B, 10C
- Psychology 5
- Russian 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 10A, 10B, 10C, 10D, 15A, 15B, 21, 21A, 21B, 22, 22A, 22B
- Spanish 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 5, 5S, 7, 10A, 10B, 10C, 10D, 31, 31A, 31B, 32
- Speech 1A, 3, 4, 6, 11, 12, 20
- Supervision and Business Management 234
- Visual Media Design 112

*Only partially satisfies number of units required for this area

Area B: Written Composition Requirement
Upon completion of this coursework, a student will be able to:

1. read critically to annotate, analyze, synthesize, and evaluate primarily non-fiction, college-level texts.
2. compose organized and coherent source-based essays that demonstrate critical thinking and rhetorical strategies.
3. demonstrate control over all major conventions of standard English grammar and punctuation.
4. select and integrate reliable, credible, and scholarly sources to support essays, using a standardized citation format.

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

1. Completing English 1A with a grade of C or higher
2. Scoring:
   - 3, 4 or 5 on the Advanced Placement Examination in Language & Composition; or
   - 3, 4 or 5 on the Advanced Placement Examination in Literature and Language.

While English 1A satisfies this requirement, students intending to transfer to a four-year institution may need to complete an additional critical thinking course.
**Area C: Natural Sciences Requirement**

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

1. apply scientific inquiry and investigation of evidence to critically evaluate scientific arguments
2. communicate scientific ideas and theories effectively
3. apply scientific principles, theories, or models to explain the behavior of natural phenomena
4. apply scientific knowledge and reasoning to human interaction with the natural world and issues impacting society

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

- Anatomy 14, 25
- Anthropology 1
- Astronomy 1, 4, 16*, 17, 18, 19
- Biology 9, 11, 12, 15, 16, 30, 31, 32, 33, 40, 61, 100B
- Biotechnology 115, 120
- Chemistry 32, 40, 101A, 103A, 110
- Ecology 10, 20
- Energy 3
- Genetics 10, 15
- Geography 1, 31, 49
- Geology 10, 11, 18, 20A, 20B, 25, 30
- Interdisciplinary Studies 9
- Microbiology 10, 12, 20, 25
- Oceanography 1
- Ornamental Horticulture 76, 77
- Paleontology 1
- Physical Science 11
- Physics 2A, 4A, 10, 40, 41
- Physiology 1, 12, 67
- Sustainability 31
- Zoology 10

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

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

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

1. exhibit an understanding of the method of inquiry used by the social and behavioral sciences.
2. critically evaluate the ways people act and have acted in response to their societies.
3. demonstrate an understanding that actions, thinking, and feeling are culturally conditioned.
4. compare how societies and social subgroups operate.

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

- Academic Achievement Personal Success 100
- Administration of Justice 57, 59, 67
- African American Studies 30, 40, 55, 60
- American Civilization 11A, 11B
- American Studies 5
- Anthropology 2, 3, 3AC, 4, 8, 11, 12, 15, 20, 25
- Asian American Studies 8, 22, 27, 35, 40, 42, 61*, 62*, 63
- Asian Studies 1
- Broadcast Electronic Media Arts 104
- Child Development 53, 67, 68
- Economics 1, 6, 10, 25, 30
- Fashion 28
- Geography 4, 7
- Health Education 6, 10, 30, 36, 48, 52, 54, 97, 221, 231
- Interdisciplinary Studies 7, 17, 28G, 29, 30, 31, 37, 45, 80A*, 80C*, 80D*, 80E*, 80G*, 81B*
- Labor and Community Studies 15, 70A, 70B, 71B*, 74, 78B*, 85*, 88, 91D*, 96C, 100
- Latin American and Latino/a Studies 1, 9, 10, 11, 13, 14, 15
- Lesbian/Gay/Bisexual/Transgender Studies 5, 9, 10, 21, 24, 30, 50, 60
- Philippine Studies 20, 30
- Physical Education 13
- Political Science 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 18, 20, 22, 25, 35, 43, 45, 46, 47, 48, 53A
- Psychology 1, 4, 10, 11, 14*, 15*, 17*, 21, 23, 25, 26, 32, 40
- Sociology 1, 2, 3, 25, 35
- Speech 5
- Women's Studies 25

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

**Area E: Humanities Requirement**

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

1. exhibit an understanding of the ways in which people in diverse cultures and eras have produced culturally significant works.
2. communicate effectively the meanings and intentions of creative expression.
3. use analytical techniques to assess the value of human creations in meaningful ways.
4. demonstrate an understanding of the human condition through language, reasoning, or artistic creation.

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

- African American Studies 55
- American Civilization 11A, 11B
- Architecture 31A, 31B, 32
- Art 101 through 109, 116, 118, 123, 125A, 126, 130A, 140A, 146A, 160A, 170A, 180A
- Asian American Studies 6, 10, 20, 30
- Asian Studies 11, 12
- Broadcast Electronic Media Arts 103, 106
- Chinese 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 12A, 12B, 12C, 14A, 14B, 14C, 16, 17, 31A, 31B, 33, 39
- Cinema 18, 20A, 20B, 21, 22, 23A
- Classics 35
- Dance 30, 32
- Design 101, 105, 110
- English 20, 30B, 36, 43, 44A, 44B, 50, 55, 57, 58, 60
- Fashion 23
- French 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 10A, 10B, 10C, 10D, 10E, 11A, 11B, 22, 41, 42
- German 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 11A, 11B
- Humanities 7, 8, 11, 12, 20, 25, 35, 41A, 41B, 48
- Interdisciplinary Studies 3, 4, 14, 27A, 27B, 29, 30, 36, 38, 42, 44, 46, 47
Area G: Health Knowledge (G1) and Physical Skills (G2) Requirement

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

1. examine, summarize, and value health information essential for mental and physical well-being.
2. examine, summarize, and value the physical skills essential for mental and physical well-being.

To satisfy the graduation requirement (1–3 units) in Physical Skills and Health Knowledge, a student must complete one course from area G1 and one course from area G2. If in fulfilling this requirement a student selects courses which total more than three units, the additional units may be counted towards the 60-unit graduation requirement.

Area G1
- Anatomy 14
- Child Development 107
- Culinary Arts and Hospitality Studies 244
- Health Education 10, 25, 33, 54, 97, 171, 176, 221
- Interdisciplinary Studies 17

Area G2
- Dance 34A, 100A–200
- Emergency Medical Technician 12, 14, 21
- Fire Science 17
- Health Education 17, 18, 50, 67, 91M
- Labor and Community Studies 101
- Physical Education 2, 60–300
- Physical Education Athletics 60–100
- Psychology 9, 17
- Women's Studies 55

The general education graduation requirement for Area G, Health Knowledge and Physical Skills, may be waived for those students in career technical or occupational education 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 career technical 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 petitioning for the Associate Degree with a career technical major.

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

The Area G2 Physical Skills graduation requirement may be waived for those students who have completed one year or more of active duty in any of the Armed Forces of the United States and who present official documentation of this service to the CCSF Office of Veterans Educational Benefits.

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

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

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

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

Area H1 (Ethnic Studies)
- Administration of Justice 67

Area H2 (Women's Studies)
- Psychology 9, 17
- Women's Studies 55

Area H3 (Lesbian, Gay, Bisexual, and Transgender Studies)
- Lesbian/Gay/Bisexual/Transgender Studies 11, 12, 15, 18, 20, 25, 55, 77
- Latin American and Latino/a Studies 1, 14
- Labor and Community Studies 93A, 104A
- Areas A through G, the course(s) may be used to satisfy this requirement in Area H3, and one other area.
Associate Degree Graduation Requirements

African American Studies 30, 40, 55, 60
Anthropology 3AC, 11, 12, 15
Art 104, 105, 106, 107, 146A
Asian American Studies 6, 8, 10, 20, 22, 27, 30, 35, 40, 42, 62*, 63
Asian Studies 1, 11, 12
Broadcast Electronic Media Arts 104
Child Development 93
Chinese 39
Dance 32, 132A*
Economics 30
English 36, 57, 58
Health Education 50
History 9, 15A, 15B, 18A, 18B, 20, 21, 34, 35A, 35B, 36, 37, 38, 39, 41A,
41B, 44, 48
Humanities 35, 48
Interdisciplinary Studies 14, 27A, 27B, 28G, 29, 30, 36, 37, 40, 42, 44,
45, 46, 80A*, 81B*  
Japanese 39
Labor and Community Studies 15, 100
Latin American and Latino/a Studies 1, 9, 10, 11, 13, 14, 15
Lesbian/Gay/Bisexual/Transgender Studies 9
Music 21, 23, 24, 25, 26
Philippine Studies 20, 30
Pilipino 39A, 39B
Political Science 7, 8, 12, 13, 18, 35, 47, 48
Psychology 23
Speech 5
*Only partially satisfies the number of units required for this area

Area H2 (Women’s Studies)
African American Studies 60
Anthropology 25
Art 108
Asian American Studies 35
Broadcast Electronic Media Arts 105
Economics 25
English 57, 58
Health Education 25
History 12A, 12B
Humanities 25
Interdisciplinary Studies 31, 80C*, 80G*
Labor and Community Studies 78B*
Latin American and Latino/a Studies 10
Lesbian/Gay/Bisexual/Transgender Studies 21, 30
Psychology 25
Sociology 25
Speech 8
Supervision and Business Management 236
Women’s Studies 10, 20, 25, 54, 55
*Only partially satisfies the number of units required for this area

Area H3 (Lesbian/Gay/Bisexual/Transgender Studies)
Anthropology 20
Broadcast Electronic Media Arts 106
Child Development 76
English 55
Health Education 25, 27, 67, 95*
History 45, 47D*
Interdisciplinary Studies 80D*
Labor and Community Studies 91D*

Latin American and Latino/a Studies 9
Lesbian/Gay/Bisexual/Transgender Studies 5, 9, 10, 11, 12, 15, 18, 20,
21, 24, 25, 30, 40, 50, 55, 60, 77
Music 27C
*Only partially satisfies the number of units required for this area

CCSF Associate Degree

2. Mathematics Requirement

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

1. Achieving a score on the algebra placement examination that places the student into a course at a level higher than MATH 60. (See the Test Retake Policy in the Admissions section of the catalog for information about retaking the placement test.)

2. Completing with a grade of C or higher MATH 60 (formerly 860), or MATH 50 (formerly 850), or MATH 55 (formerly 855), or ET 108B/CDEV 108B, or ET 50, or PSYC 5, or ECON 5, LALS 5, or PHIL 12A. Mathematics department courses at a level higher than MATH 60 also satisfy this requirement.

3. Completing at an accredited college with a grade of C or higher any mathematics course equivalent to MATH 60, or equivalent to a higher level CCSF mathematics course.

4. Scoring:
   • 550 or higher on the SAT Subject Test in Mathematics (Level 1 or Level 2), or
   • 600 or higher on the Mathematics Section of the SAT Reasoning Test, or
   • 600 or higher on the Quantitative Section of the Graduate Record Examination (GRE), or
   • 28 or higher on the American College Test (ACT), or
   • 3, 4, or 5 on the Advanced Placement Examination in Calculus AB or Calculus BC or Computer Science AB or Statistics, or
   • Mathematics Status: “Ready for CSU college-level mathematics course,” on the Early Assessment Program (EAP) of the California Standards Test.

CCSF Associate Degree

3. Major Requirement

A student must complete a major in one of the following two ways.

Courses taken to complete this requirement must be completed with a final grade of C or higher, or P if taken Pass/No Pass:

a. completion of 18 or more semester units in an Area of Emphasis of the Liberal Arts and Sciences degree program described in the Programs and Courses section of this catalog. The four areas of emphasis are:

   Arts and Humanities
   Communication
   Science and Mathematics
   Social and Behavioral Sciences

or

b. completion of the 18 or more semester units in a curriculum specified by the department, which includes the following majors:

   Accounting
   Administration of Justice
   Administrative Support
   Aircraft Powerplant Maintenance Technology
Airframe-Maintenance Technology
Architecture
Automotive Mechanics
Avionics-Maintenance Technology
Biological Sciences
Biotechnology
California Real Estate
Child Development
Chinese
Cinema Production
Commercial Cut Flower Greenhouse Production
Computer Networking and Information Technology
Computer Science
Construction Management
Culinary Arts Management
Dance-Performance Art
Dental Assisting
Diagnostic Medical Imaging
Earth Sciences
Electronic Engineering Technology
Engineering - General
Environmental Studies and Science
Fashion Design
Fashion Merchandising
Finance
Fire Science Technology
Floristry
Food Service Management
French
General Business
Geology
Graphic Design
Health Education
Health Information Technology
Hotel Management
Interior Design
Italian
Japanese
Journalism
Labor and Community Studies
Landscape Gardening and Landscape Contracting
Latin American and Latino/a Studies
Lesbian/Gay/Bisexual/Transgender Studies
Library Information Technology
Marketing
Mechanical Engineering Technology
Medical Administrative Assisting
Medical Office Assisting
Motorcycle Technician
Nursery and Garden Center Operation
Nursing
Oceanography
Paralegal/Legal Studies
Paramedic
Photography
Physics
Radiation Therapy Technology
Spanish
Travel and Tourism
Women's Studies;

CCSF Associate Degree

4. Unit Requirement

To satisfy the unit requirement for graduation, the student must complete a minimum of 60 semester units of college-level (degree applicable) work that include the courses and units
a. required for the student’s major, and
b. specified in the general education requirements described above.
Advisory Note: Students planning to transfer to UC must have 60 UC-transferable units to meet UC Admission requirements.

5. Grade-Point Requirement

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

6. Residence Requirement

The student may satisfy the residence requirement for graduation by completing at City College of San Francisco a minimum of 12 of the 60 degree applicable semester units required for graduation.

CCSF Associate Degree for Transfer

1. General Education Requirements

Students satisfy the general education requirements for the Associate Degree for Transfer by completing and obtaining certification of one of the following two options:
- California State University (CSU) General Education pattern, Areas A-E
- IGETC pattern, Areas 1-6
  CSU Transfer: Complete Areas 1-5
  US Transfer: Complete Areas 1a, 1b and 2-6

These requirements are outlined in the Transfer Information section of the catalog. Students transferring to CSU are strongly encouraged to complete the CSU American Institutions and U.S. History requirement.

2. Mathematics Requirement

Students satisfy the Mathematics requirement for the Associate Degree for Transfer by completing one of two options, concurrent with their completion of the General Education requirements noted above:
- Completion of Area B4 of the CSU General Education pattern
- Completion of Area 2 of the IGETC pattern

3. Major Requirement

Students satisfy the major requirement for the Associate Degree for Transfer by completing 18 or more units in a curriculum specified by
the department. Courses taken to complete this requirement must be completed with a final grade of C or higher. Specific requirements are listed in the Programs and Courses section of the catalog. Currently, City College of San Francisco offers the Associate Degree for Transfer in:

- Administration of Justice
- Anthropology
- Business Administration
- Communications Studies
- Computer Science
- Early Childhood Education
- Economics
- English
- Geology
- History
- Mathematics
- Physics
- Political Science
- Psychology
- Sociology
- Spanish
- Studio Arts

Students should also look at the online catalog for the most recent updates.

### CCSF Associate Degree for Transfer

#### 4. Unit Requirement
To satisfy the unit requirement for graduation, the student must complete a minimum of 60 semester units that are both CCSF degree applicable and CSU transferable. This includes the courses and units

a. required for the student’s major, and

b. specified in the general education requirements described above.

#### 5. Grade-Point Requirement
To satisfy the grade-point requirement for graduation, a student must maintain a cumulative grade point average of at least 2.0 in all CSU transferable courses at City College of San Francisco and any other institution. While it is not necessary to receive a grade of "C" or better in each course, the overall grade point average in degree applicable courses must be at least 2.0. However, each course taken to satisfy the major requirement must be completed with a final grade of C or higher.

### CCSF Associate Degree for Transfer

#### 6. Residence Requirement
The student may satisfy the residence requirement for graduation by completing at City College of San Francisco a minimum of 12 of the 60 units required for graduation.

### Petitioning for the Associate Degree
Students seeking the Associate in Arts, the Associate in Science, Associate in Arts for Transfer, or Associate in Science for Transfer 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.

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

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

1. Minimum requirements have been met for each major;
2. The majors are available in the same catalog year;
3. The majors are not in the same discipline, in the case where both the Associate Degree (AA/AS) and Associate Degree for Transfer (AA-T/AS-T) are offered; and
4. General education and all other graduation requirements in that same catalog year have been met.

Courses used to fulfill the requirements of one major may be used to meet the requirements of an additional major. Courses used to meet major requirements may be applied to general education requirements as well. The general education courses used to satisfy graduation requirements for one major may also be applied to additional majors. For multiple majors, a single diploma with all majors listed will generally be issued. If one major leads to an Associate in Arts and another to the Associate in Science, two diplomas will be issued.

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

1. All requirements for the major in a different discipline or all the requirements for the Associate Degree for Transfer (AA-T/AS-T) even if the student previously earned an associate degree (AA/AS) in the same discipline;
2. General education requirements for the catalog in effect when the student re-enrolls (subsequent to graduation with the associate degree) and for which the student maintains catalog rights; and
3. All other City College graduation requirements. Previous coursework may be used to meet the new major and general education requirements.

Catalog rights end upon completion of the Associate of Arts or Associate of Science degree. If the student did not meet the requirements of the additional degree prior to graduation, catalog rights for the additional degree will begin after the previous degree was awarded. Students who possess an associate degree or higher from another regionally accredited college or university may earn an associate degree from City College upon completion of the following:

1. All requirements for the major in a different discipline or all the requirements for the Associate Degree for Transfer (AA-T/AS-T) even if the student previously earned an associate degree (AA/AS) in the same discipline;
2. General education requirements for the catalog in effect when the student enrolls and for which the student maintains catalog rights; and
3. All other City College graduation requirements. Previous coursework may be used to meet the new major and general education requirement.

Certificate Programs

Types of Certificate Programs
City College of San Francisco offers both credit and noncredit certificate programs of study.

Certificate Curricula — Credit
City College offers two types of credit certificates, Certificate of Achievement and Certificate of Accomplishment, which prepare students for entry-level employment or further study, add special knowledge and skills to existing occupational competence, or mark an accomplishment in a particular area.

A Certificate of Achievement is a sequence of courses usually consisting of 18 or more units of degree-applicable coursework that has been approved by the State Chancellor’s Office. Students who successfully petition for a Certificate of Achievement will have the name of the certificate appear on their transcript.

A Certificate of Accomplishment is a sequence of courses consisting of fewer than 18 units of degree-applicable coursework. Students who successfully petition for a Certificate of Accomplishment will not have the name of the certificate appear on their transcript.

Credit that students earn in a certificate curriculum may also be used toward satisfaction of the requirements for graduation from the College with an associate degree.

Certificate Curricula — Noncredit
City College offers two types of noncredit certificates, Certificate of Completion and Certificate of Competency, which prepare students for entry-level employment or further study. A Certificate of Completion is a sequence of courses designed to prepare students to progress in a career path or to undertake degree-applicable or non-degree applicable credit courses. A Certificate of Competency is a sequence of courses preparing students to demonstrate achievement in a set of competencies that prepares the student to progress in a career path or to undertake degree-applicable or non-degree applicable credit courses.

Some noncredit certificate programs meet required guidelines for student financial assistance.

Petitioning for Certificate Programs
Students who have fulfilled the certificate program course requirements as stated in the CCSF college catalog may petition to receive their certificate. Petitions are available at the Admissions and Records Office, Conlan Hall, Room 107. Petitions should be submitted by the deadline posted in the Calendar of Instruction. Information: (415) 239-3046

The guidelines for petitioning for certificate programs are as follows:

- Discuss the curriculum requirements with your program advisor or department chair to assure that all program requirements are met.
- Submit your petition before the deadline indicated in the current College Catalog or Schedule of Classes.
- If you are applying for multiple certificates, please complete separate petitions for each.
- If any of the requirements for the Certificate you are applying for (as published in the CCSF Catalog) are being substituted by courses taken at another college or university or substituted with CCSF coursework, or are being waived by the department, be sure the department chair or faculty advisor completes and signs the appropriate areas of the petition form.

If your petition is denied because you have not met all the requirements, consult the College Catalog for the catalog rights year you are claiming. If you need further clarification, contact the department chair or a faculty advisor. DO NOT call the Office of Awards and Certificate Evaluations or the Admissions and Records Office to request a waiver of requirements. The requirements for Certificates 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.
TRANSFER INFORMATION
TRANSFER INFORMATION

General Information
This section of the College catalog contains general information for students planning to transfer to any of the University of California (UC) campuses or to any of the campuses of the California State University (CSU).

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

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

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

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

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

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

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

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

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

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

Associate Degrees for Transfer
City College of San Francisco also offers associate degrees for transfer primarily to the CSU. These include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. Students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the similar 120 semester-unit or 180 quarter-unit baccalaureate degree within 60 semester or 90 quarter units.

For more information on the Associate Degrees for Transfer, see the Associate Degree Graduation Requirements section of this catalog. To find out which CSU campuses accept each degree, please go to http://www.adeegrewithguarantee.com/Degrees.aspx. Current and prospective CSUF students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

California State University (All Campuses)
Admission Application Dates
To ensure consideration for admission to the campus of first choice, students are reminded to file a CSU application during the appropriate filing period shown below.

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

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

Apply online, www.csumentor.edu.

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

• Completing a minimum of 60 transferable semester units (CCSF courses numbered 1 through 799 except for some non-degree applicable Biotechnology, Child Development, English, English as a Second Language, Engineering Technology, and Health Education and Mathematics courses).
• Maintaining a grade point average of 2.00 or higher in all transferable units attempted.
• Satisfying a minimum of 30 units of General Education with grades of C or better including: A1 Oral Communication, A2 Written Communication, A3 Critical Thinking, B4 Quantitative Reasoning.

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

1. They accept as elective credit toward graduation the units earned in all City College courses numbered 1 through 799, except for BTEC 108A, CDEV 108A, ESL 20, 23, 26, 75, 85, 110, 112, 120, 120R, 120W, 122, 130, 132, 142; ENGL 9, 90, 91, 92, 93, 95X, 96, ET 108A, and MATH 35, 40, 50, 55, 60.

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.)

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

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

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

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

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

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

General Education Requirements for the California State University (All Campuses)
CSU GE-Breadth handouts and related information are available from a counselor; the Transfer Center; WebAssist, www.assist.org; or the CCSF articulation webpage, www.ccsf.edu/artic.

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

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

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

AREA A: Communication in the English language and critical thinking
(9 certifiable semester units or 12-15 quarter units with at least one course from each of A1, A2, and A3)

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

A2 Written Communication:
English 1A

A3 Critical Thinking:
English 1B, 1C
Philosophy 2, 4, 40
Speech 2, 3

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

B1 Physical Science:
Astronomy 1, 14, 17, 18, 19
Chemistry 32, 40, 101A, 101B, 103A, 110, 205, 208A, 208B, 212A, 212B
Energy 3
Geography 1
Geology 10, 11, 18, 30
Oceanography 1
Paleontology 1
Physical Science 11
Physics 2A, 2B, 4A, 4B, 4C, 4D, 10, 40, 41

B2 Life Science:
Anatomy 14, 25
Anthropology 1
Astronomy 4
Biology 9, 11, 12, 30, 32, 33, 40, 61, 100A, 100B
Ecology 10, 20, 26X
Environmental Monitoring and Assessment Programs 26X, 28X
Environmental Monitoring, Sampling and Assessment 28
Genetics 10, 15
Interdisciplinary Studies 9
Microbiology 10, 12, 28X
Nutrition 12
Physiology 1, 12
Psychology 1B
Zoology 10

B3 Laboratory Activity (to be taken with course from B1 or B2)
Anatomy 14, 25
Astronomy 16
Biology 9, 11, 12, 32L, 41L, 100A, 100B
Ecology 20
Energy 3
Environmental Monitoring and Assessment Programs 28X
Environmental Monitoring, Sampling and Assessment 28
Genetics 11
Geography 1L
Geology 10L, 11L, 30L
Microbiology 12, 28X
Oceanography 1L
Paleontology 1
Physical Science 11L
Physics 2AL, 2BL, 4AL, 4BL, 4CL, 4DL, 10L
Physiology 1, 12
Zoology 10
B4 Mathematics/Quantitative Reasoning:
Economics 5
Engineering Technology 50
Mathematics 70, 75, 80, 90, 92, 95, 97, 100A, 100B, 110A, 110B, 110C, 115, 120, 125, 130
Philosophy 12A
Psychology 5

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

C1 Arts:
African American Studies 55
Architecture 31A, 31B, 32, 102, 134
Asian Studies 11
Asian Studies 11
Cinema 18, 21, 23A, 23B
Dance 30, 32, 100A, 107B, 107C
Design 105
Fashion 55
Interdisciplinary Studies 10D
Labor and Community Studies 104A, 104B, 104C
Lesbian/Gay/Bisexual/Transgender Studies 20
Photography 50A, 50B
Speech 38
Theatre Arts 30, 31, 32, 71, 150A
Visual Media and Design 110

C2 Humanities:
African American Studies 30, 40, 60
American Civilization 11A, 11B
American Studies 5
Asian American Studies 6, 10, 30, 35
Asian Studies 12, 30
Broadcast Electronic Media Arts 106
Chinese 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 12A, 12B, 12C, 14A, 14B, 14C, 16, 17, 31A, 31B, 33, 39
Chinese 20A, 20B, 21, 22
Classics 35
French 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 5, 10A, 10B, 10C, 10D, 10E, 11A, 11B, 41, 42
German 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 11A, 11B
Humanities 7, 8, 11, 12, 20, 25, 35, 41A, 41B, 48
Interdisciplinary Studies 3, 4, 14, 27A, 27B, 29, 30, 31, 36, 37, 38, 42, 44, 45, 46, 47
Italian 1, 1A, 1B, 2, 2A, 2B, 3A, 3B, 4A, 4B, 10A, 10B, 10C, 10D, 11A, 11B, 15A, 15B, 41
Japanese 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 39
Latin American and Latino/a Studies 1
Lesbian/Gay/Bisexual/Transgender Studies 11, 12, 15, 18, 75
Philippine Studies 30
Philosophy 2, 4, 25A, 25C
Pilipino 1, 2, 10A, 10B, 10C, 39A, 39B
Russian 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 10A, 10B, 10C, 10D, 15A, 15B, 21, 21A, 21B, 22, 22A, 22B, 39A, 39B, 41
Spanish 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 5, 5S, 6, 6A, 6B, 7, 10A, 10B, 10C, 10D, 31, 31A, 31B, 32, 32A, 32B, 41
Speech 8
Women’s Studies 10

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

D0 Sociology and Criminology
Administration of Justice 59, 67
Asian Studies 20
Broadcast Electronic Media Arts 103
Lesbian/Gay/Bisexual/Transgender Studies 10
Physical Education 13
Psychology 4, 32
Sociology 1, 2, 3, 21, 25, 35

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

D2 Economics
Economics 1, 3, 6, 10, 25, 30
Labor and Community Studies 74

D3 Ethnic Studies
African American Studies 30, 42, 60
Anthropology 3AC, 12, 20, 25
Asian American Studies 8, 20, 22, 27, 30, 35, 40, 42
Broadcast Electronic Media Arts 104
Economics 30
History 9, 15A, 15B, 21, 38, 41A, 41B, 44
Interdisciplinary Studies 10D, 37, 40, 45
Labor and Community Studies 100
Latin American and Latino/a Studies 1, 9, 10
Lesbian/Gay/Bisexual/Transgender Studies 9, 50
Political Science 7, 12
Psychology 23

D4 Gender Studies
African American Studies 60
Anthropology 20, 25
Asian American Studies 35
Economics 25
History 12A, 12B, 45
Interdisciplinary Studies 31
Labor and Community Studies 78B
Latin American and Latino/a Studies 9
Lesbian/Gay/Bisexual/Transgender Studies 5, 9, 10, 21, 30, 50, 60
Psychology 25
Sociology 25
Women’s Studies, 25, 54

D5 Geography
Geography 4, 7

D6 History
Asian American Studies 20
Economics 10
Labor and Community Studies 70, 70A, 70B, 88
Latin American and Latino/a Studies 1
D7 Interdisciplinary Social or Behavioral Science
American Studies 5
Asian American Studies 27
Asian Studies 1
Biology 31
Broadcast Electronic Media Arts 101, 103, 105
Child Development 53, 67, 97
Geography 31
Health Education 6, 10, 46, 52, 97, 110, 221, 231
Interdisciplinary Studies 10D, 17, 28G, 30, 37
International Business 162
Labor and Community Studies 15, 96C
Latin American and Latino/a Studies 15
Lesbian/Gay/Bisexual/Transgender Studies 30
Philippine Studies 20
Speech 5
Sustainability 31

D8 Political Science, Government and Legal Institutions
Administration of Justice 57
Interdisciplinary Studies 7
Labor and Community Studies 71B
Latin American and Latino/a Studies 11, 13
Political Science 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 18, 20, 22, 25, 30, 35, 43, 45, 46, 47, 48, 53A

D9 Psychology
African American Studies 30
Child Development 53, 67
Psychology 1, 2, 4, 10, 11, 21, 23, 25, 26, 32, 40

AREA E: Lifelong understanding and self-development
(3 certifiable semester units or 4-5 quarter units)
Career Development 60
Dance* 33, 34A, 37, 100B, 102A-C, 109A-171, 172A
Disabled Students Programs and Services 20
Emergency Medical Technician 14
Health Education 10, 25, 27, 33, 36, 48, 52, 53, 54, 64, 67, 72, 97, 120
Interdisciplinary Studies 17, 50
Learning Assistance 50
Lesbian/Gay/Bisexual/Transgender Studies 21, 24, 40, 70
Physical Education *2, 14, *200A-202, *204A-278
Physical Education Athletics* 60-99 series
Psychology 9, 14, 15, 17, 21, 26, 40
Sociology 35

*All DANC/PE/PE A activity credit combined limited to 1 unit

University Of California (All Campuses)
Admission Application Dates
To ensure consideration for admission to the campus of first choice, students are reminded to file a UC application during the appropriate Filing Period:

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

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

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

Apply online, www.universityofcalifornia.edu/apply.

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

1. Complete 60 semester units (90 quarter units) of transferable college credit with a grade point average of at least 2.4, and
2. 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.

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

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

1. The University of California (all campuses) accepts as elective credit toward graduation the units earned in the courses listed below, subject to the limitations and exclusions noted.
2. The following is a complete list of City College courses for which the University of California accepts credit, subject to the limitations listed. If a City College course does not appear on this list, the course is not accepted for credit by the University of California.

City College courses which are accepted for credit by all campuses of the University of California (valid 2014 – 15):

Academic Achievement Personal Success 103
Administration of Justice 52, 57, 59, 67
African American Studies 30, 40, 42, 55, 60
American Civilization 11A, 11B
American Sign Language 1A, 1B
American Studies 5
Anthropology 1, 2, *3, *3AC, 4, 8, 11, 12, 15, 20, 25,
*3 and 3AC combined: maximum credit, one course
+31A, 31B and 134 combined: maximum credit, two courses
*Variable Topics course — to be reviewed for credit by UC campus upon transfer
Asian American Studies 6, 8, 10, 20, 22, 27, 30, 35, 40, 42, *65
*Independent Study course — to be reviewed for credit by UC campus upon transfer
Asian Studies 1, 11, 12, 30
Astronomy *1, 4, 16, *17, *18, *19, 20
*1, 17, 18, 19 combined: maximum credit allowed, 2 courses
BIOLOGICAL SCIENCES:
Anatomy *14, *25
*No credit for 14 if taken after 25 or PHYS 1 or 12; 14 or 25 combined with PHYS 1 or 12: Maximum credit, 2 courses.
Anthropology 1
Biology 9, *11, 12, 15, 16, 30, *31, **32, 32L, 33, 40, 41L, 55, 61, 70A, 70B, 100A,100B
*No credit for 11 if taken after Biology 100A,100B
#Same as GEOG 31, SUST 31
**Same as IDST 9
Ecology 10, 20, *26X
*Same as EMAP 26X
Genetics *10, 11, *15
*10 and 15 combined: maximum credit allowed, one course
Microbiology 10, 12
Nutrition *12, *52
*12 and 52 combined: maximum credit allowed, one course
Physiology **1, **12, 67
**1 and 12 combined: maximum credit, one course; 1 or 12 combined with Anatomy 14 or 25: maximum credit 2 courses
Zoology ++10
++No credit for 10 if taken after BIO 11, 100A,100B, or PHYS 1 or 12
Broadcast Electronic Media Arts 103, 104
BUSINESS:
Accounting 1, 2
Business Law 1, 2
General Business 119, 120
Microcomputer Applications for Business +60
+CNIT 100, CS 100M, 101 and MABS 60 combined: maximum credit, one course
Paralegal Studies 10
Supervision and Business Management 235
Career Development 60
Chemistry #40, *85, *101A, 101B, *103A, 107, #110, 110L, 205,
**208A, **208B, **212A, **212B
*101A, 103A combined: maximum credit allowed, one course.
*40, 110 combined: maximum credit allowed, one course.
No credit for 40, 110 if taken after 101A or 103A
*Variable Topic Course - to be reviewed for credit by UC Campus upon transfer.
**208A-208B and 212A-212B combined: maximum credit allowed, one series; no credit for 212AB if taken after 208AB
17, *31A, *31B, 33, 39
*1AB is equivalent to 1: maximum credit, 6 units;
+2AB is equivalent to 2: maximum credit, 6 units;
#3AB is equivalent to 3: 3, 3AB, and 31AB combined: maximum credit, 6 units;
^4AB is equivalent to 4: maximum credit, 6 units;
Child Development 53, 67, 75, 150
*24, 124A, and 124B combined: maximum credit allowed, one course
**20A, 20B, and LGBT 11 and 12 combined: maximum credit allowed, two courses
Classics 35
Computer Assisted Drafting 181
Computer Networking and Information Technology +100, +100M
+CNIT 100, +CNIT 100M, CS 101, and MABS 60 combined: maximum credit, one course
+CNIT 100, CNIT 100M, CS 101, and MABS 60 combined: maximum credit, one course
#160A and 160B must both be taken in order to receive transfer credit
*Independent Study course — to be reviewed for credit by UC campus upon transfer
Culinary Arts and Hospitality Studies 247
*170, *171, 172A, *175
*Any or all of these courses, HILTH 50 and MUS 47, (*)PE and (* PE A courses combined: maximum credit, 4 units
Design *101, 105, *110, **150
*Same as PHOTO 100, VMD 101
* Same as VMD 112
**Same as VMD 118
Disabled Students Program and Services *20
*Any or all of these courses, HILTH 50, MUS 47, (*)PE and PE A courses combined: maximum credit, 4 units
Drama (see Theatre Arts)
Economics 1, 3, *5, 6, +10, 25, 30
*5 combined with LALS 5, MATH 80 and PSYC 5: maximum credit allowed, one course
+No credit for 10 if taken after HIST 17A or 17B, or 41A or 41B
Emergency Medical Technician 14
Energy 3, 3L
Engineering 1A, 10A, 10B, 20, 20L, 24, 36, 37, 38, 45
English 1A, 1B, 1C, 20, 30A, 30B, 35A, 35B, 35C, 35D, 36, 43, 44A,
*Variable Topics course — to be reviewed for credit by UC campus upon transfer
*Any or all of these courses combined: maximum credit allowed, 8 units
Environmental Monitoring & Assessment Program *26X
*Same as ECOL 26X
Environmental Monitoring, Sampling and Assessment 28
Ethnic Studies (see African American, Asian American, Chinese, Latin American and Philippine Studies)

Fashion 22, 28

French *1, *1A, *1B, +2, +2A, +2B, #3, #3A, #3B, 4, 11A, 11B, **20, 22, 41, 42
*1AB is equivalent to 1: maximum credit, 6 units;
+2AB is equivalent to 2: maximum credit, 6 units
#3AB is equivalent to 3: maximum credit, 6 units
**Independent Study course — to be reviewed for credit by UC campus upon transfer

Game Design and Development 130

Genetics (See Biological Sciences)

Geographic Information Systems *110
*Same as GEOG 110

Geography 1, 1L, 4, 7, #31, +41A, *110
*Same as GIS 110
#Same as BIO 31, SUST 31
+Same as GEOL +41A

Geology 10, 10L, 11, 11L, 18, 30, 30L, +41A
+Same as GEOG +41A

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

*Any or all of these courses, and PE 14 combined maximum credit allowed, one course
+50, MUS 47, (*)DANC, (*)PE and (*)PE A courses combined: maximum credit allowed, 4 units

+Independent Study/Variable Topics courses — to be reviewed for credit by UC campus upon transfer

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

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

Interdisciplinary Studies 3, 4, 7,*9, 10D, 14, 17, 27A, 27B, +27C, +28(A–F), 28G, 29, 30, 31, 36, 37, 38, 40, 42, 44, 45, 46, 47, ^50, 170
*Same as Biology 32
+Independent Studies/Variable Topics course—reviewed by UC campus upon transfer
^Same as LERN 50

Interior Design 100

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

Japanese *1, *1A, *1B, +2, +2A, +2B, #3, #3A, #3B, **4, **4A, **4B, 16, 17, 18, 19, 20, 39
*1AB is equivalent to 1: maximum credit, 6 units;
+2AB is equivalent to 2: maximum credit, 6 units
#3AB is equivalent to 3: maximum credit, 6 units
**4AB is equivalent to 4, maximum credit, 6 units

Journalism 19

Labor and Community Studies ^15, 70A, 70B, 88, **98A, #98B, +98C, 100
^Same as LALS 15
**Same as MUS 48A
#Same as MUS 48B
+Same as MUS 48C

Latin American/Latino/a Studies 1, *9, 10, 11, *13, 14, ^15, *70
*Independent Study course -- to be reviewed for credit by UC campus upon transfer
*Same as LGBT 9
^Same as LBCS 15
+5, ECON 5, MATH 80 and PSYC 5 combined: maximum credit, one course

Learning Assistance *50
*Same as IDST 50

*11 and 12, CINE 20A, 20B combined: maximum credit allowed, two courses
#Same as LALS 9

Library Information Skills 10

Mathematics 70, ^75, +80, **90, **97, **100A, **100B, **100A, **110B, **110C, 115, #120, #125, #130
^No credit for 75 if taken after 100A or 110A
+80 combined with ECON 5, LALS 5 and PSYC 5: maximum credit, one course
** 90 and 97 combined : maximum credit one course
* 110ABC combined with 100A-B: maximum credit allowed, one series

Microbiology (See Biological Sciences)

Multimedia Studies 125

Music 1A, 1B, 2A, 2B, 2C, 2D, 3A, 3B, *4, 5A, 5B, 6A, 6B, 6C, 6D, 7C1, 7C2, 7C3, 7C4, 7P1, 7P2, 7P3, 7P4, 7T1, 7T2, 7T3, 7T4, 7V1, 7V2, 7V3, 7V4, 7W1, 7W2, 7W3, 7W4, 8A, 8B, 9A, 9B, 9C, 10A, 10B, 10C, 10D, 11, 12, 13A, 13B, 14, 15, 16, 17, 18, 19, 20, 21, 22A, 22B, 22C, 23, 24, 25, 26, 27A, 27B, 27R, 27T1, 28, 29, 30, 41, 42, 44, 45, 46, ^47, **48A, +48B, +48C, 50, 200ABC
* No credit for 4 if taken after 1A or 3A
47, HLTH 50, (*)DANC, (*)PE and (*)PE A courses combined: maximum credit, 4 units
**MUS 48A same as LBCS 98A
++MUS 48B same as LBCS 98B
#MUS 48C same as LBCS 98C

Nutrition (See Biological Sciences)

Oceanography 1, 1L

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

Paleontology 1

Paralegal Studies (See Business)

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, 60A, 60B, 81A, *100
*Same as DSGN 101, VMD 101

Transfer Information

* Any or all of these courses, MUS 47, HLTH 50, (*)DANC, (*)PE and (*)PE A courses combined: maximum credit, 4 units
+ Any or all of these courses combined: maximum credit, 8 units, #, 14, and (*) HLTH courses combined: maximum credit, one course

* Any or all of these courses, MUS 47, HLTH 50, (*)DANC, (*)PE and (*)PE A courses combined: maximum credit, 4 units

Physical Science *11, *11L
* No credit if taken after a college course in Astronomy, Chemistry, Geology or Physics

*2A-2B combined with 4ABCD: max. credit, one series; Deduct credit for duplication of topics
#10, 40 and 41 combined: maximum credit allowed, one course; no credit for 10, 40 or 41 if taken after 2A or 4A

Physiology (See Biological Sciences)
Pilipino 1, 2, *39A, *39B (See also Philippine Studies)

Political Science 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, #13, 18, 22, 35, +, 41, +42A, +42B, +42C, +42D, 43, 45, #, 46, 47, 48
* No credit for 46 if taken after 1
+ Variable Topics course — to be reviewed for credit by UC campus upon transfer
# Same as LALS 13

Psychology 1, 1B, 2, *5, 10, 11, 21, 23, 25, 32, 40, +41, +42, +43
*5 combined with ECON 5, LALS 5 and MATH 80: maximum credit allowed, one course
+ variable Topics course — to be reviewed for credit by UC campus upon transfer
# Same as LALS 13

*1AB is equivalent to 1; 21AB is equivalent to 21
1A, 1AB, 21 and 21AB combined: maximum credit, 6 units; +2AB is equivalent to 2; 22AB is equivalent to 22;
2, 2AB, 22 and 22AB combined: maximum credit, 6 units; #3AB is equivalent to 3: maximum credit, 6 units;

Sociology 1, 2, 3, 21, 25, 35

*1AB is equivalent to 1: maximum credit, 6 units;
+2AB is equivalent to 2: maximum credit, 6 units;
#3AB is equivalent to 3: maximum credit, 6 units;
3, 3AB, 31 and 31AB combined: maximum credit, 6 units;
++ 6A and 6B combined equivalent to 6: maximum credit 6 units

Speech 1A, 2, 3, 4, 5, 7, 8, 20

Sustainability *31
* Same as Bio 31, GEOG 31


Visual Media Design *101, 110, **112, +118, 120, 170, 182
* Same as DSGN 101, PHOT 100
** Same as DSGN 110
+ Same as DSGN 150

* Variable Topics course — to be reviewed for credit by UC campus transfer
Zoology (see Biological Sciences)
The University accepts transfer credit as indicated above, but does not accept more than 70 semester units of such credit toward graduation. Courses in excess of 70 semester units will receive subject credit and may be used to satisfy University subject requirements. The University does not accept credit that students have been granted for military service, nor does the University necessarily accept credit that City College of San Francisco has granted for work completed at other institutions.

Intersegmental General Education Transfer Curriculum (IGETC) For 2014–15

IGETC handouts and related information are available from a counselor; the Transfer Center; ASSIST, www.assist.org; or the CCSF articulation webpage, www.ccsf.edu/artic.

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

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

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

The course requirements for ALL areas must be completed before IGETC can be fully certified, though IGETC may now be partially certified if all but two courses on the IGETC pattern have been completed. Additionally, students who complete the entire IGETC pattern may petition for the Certificate of Achievement in IGETC. ALL courses for IGETC certification must be completed with grades of “C” or better. A grade of Credit or Pass may be used if the community college’s policy states it is equivalent to a grade of C or better. For IGETC certification procedures, see a counselor.

Courses marked with an “*” have limits placed on transfer credits by UC or CSU. Courses listed in more than one area cannot be certified in more than one area, except for courses in AREA 6: Language Other Than English.

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 1B, 1C, Speech 2
Group c-Oral communication (CSU ONLY): Speech 1A, 3, 4, 20

AREA 2: Mathematical Concepts and Quantitative Reasoning

One course from the following:
Economics *5
Latin American Latino/a Studies *5
Psychology *5

**AREA 3: Arts and Humanities**

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

**Arts:**
- African American Studies 55
- Art 101 thru 109, 116, 118, 122A, 123U, 123V, 123W, 123X, 123Y, 123Z
- Asian Studies 11
- Cinema 18, 23A, 23B
- Dance 30, 32
- Latin American and Latino/a Studies 14
- Lesbian/Gay/Bisexual/Transgender Studies *20, *25, 55, 77
- Photography 50A, 50B
- Theater Arts 30, 31, 32
- Visual Media Design 110

**Humanities:**
- African American Studies 30, 40, 60
- American Civilization 11A, 11B
- American Studies 5
- Asian American Studies 6, 10, 35
- Asian Studies 12, 30
- Cinema *20A, *20B, 21, 22
- Classics 35
- German *3, *3A, *3B, 4, 4A, 4B
- Interdisciplinary Studies 3, 4, 14, 27A, 27B, 29, 30, 31, 36, 37, 38, 42, 44, 46, 47
- Italian 3A, 3B, 4A, 4B, 41
- Latin American and Latino/a Studies 1
- Lesbian/Gay/Bisexual/Transgender Studies *11, *12, 15, 18, 75
- Philippine Studies 30
- Philosophy 2, 4, 25A, 25C
- Pilipino 39A, 39B
- Speech 8
- Women's Studies 10

**AREA 4: Social and Behavioral Sciences**

At least three (3) courses from at least two (2) disciplines or an interdisciplinary sequence. 9 semester units (12 –15 qtr. units)

**4A-Anthropology:** ANTH 2, *3, *3AC, 4, 8, 11, 12, 15, 20, 25

**4B-Economics:** ECON 1, 3, 3, *10, 25, 30

**4C-Ethnic Studies:** AFAM 42, ASAM 8, 20, 22, 27, 30, 35, 40, 42; BCST 104; HIST 9; IDST 40, 45; LALS 1, 9, 10; LBGS 100; LGBT 9, 50;  

**4D-Gender Studies:** ASAM 35; HIST 45; IDST 31, LALS *9, LGBT 5, *9, 30, 50, 60; WOMN 25

**4E-Geography:** GEOG 4, 7


**4G-Interdisciplinary:** AMS 5; ASIA 1; BIO 31; CDEV 53, 67; GEOG 31; HLTH 6, *10, *231, IDST 10D, 17, 28G, 30, 37; LALS 15; LBGS 15; PHST 20; SPCH 5; SUST 31

**4H-Political Science:** ADMJ 57, IDST 7, LALS 11, 13; POLS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 18, 22, 35, 43, 45, *46, 47, 48

**4I-Psychology:** PSYC 1, 2, 10, 11, 21, 23, 25, 40

**4J-Sociology:** ADMJ 59, 67, BCST 103; PE 13, PSYC 32, SOC 1, 2, 3, 21, 25, 35

**AREA 5: Physical and Biological Sciences**

Two (2) courses, one Physical Science course and one Biological Science course: must include at least one Laboratory Activity, 7-9 semester units. (9-12 quarter units)

**Physical Sciences**
- Astronomy 1, 17, 18, 19, 20
- Chemistry 40, 101A, 101B, 103A, 110, 205, 208A, 208B, 212A, 212B
- Energy 3
- Geography 1
- Geology 10, 11, 18, 30
- Oceanography 1
- Paleontology 1
- Physical Science 11
- Physics 2A, 2B, 4A, 4B, 4C, 4D, 10, 40, 41

**Biological Sciences**
- Anatomy 14, 25
- Anthropology 1
- Astronomy 4
- Biology 9, 11, 12, 32, 33, 40, 61, 100A, 100B
- Ecology 10, 20, 26X
- Environmental Monitoring and Assessment Programs 26X
- Genetics 10
- Interdisciplinary Studies 9
- Microbiology 10, 12
- Physiology 1, 12
- Psychology 1B
- Zoology 10

**Laboratory Activity**
- Anatomy 14, 25
- Astronomy 16
- Biology 9, 11, 12, 32L, 41L, 100A, 100B
- Chemistry 40, 101A, 101B, 103A, 110L, 205, 208A, 208B, 212A, 212B
- Ecology 20
- Energy 3
- Genetics 11
- Geography 1L
- Geology 10L, 30L
- Microbiology 12
- Oceanography 1L
- Paleontology 1
- Physical Science 11L
- Physics 2AL, 2BL, 4AL, 4BL, 4CL, 4DL, 10L
- Physiology 1, 12
- Zoology 10
AREA 6: Language Other Than English
(UC requirement ONLY)

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

1. Two years of high school study in the same language with a grade “C” or better (grammar, vocabulary, reading and composition).


3. Satisfactory score in the SAT II: Subject Test in languages other than English.

   If the test was taken before May 1995, the first score is the minimum; if the test was taken after May 1995, use the second score.

   Chinese With Listening: 500/520
   French/French With Listening: 500/540
   German/German with Listening: 500/510
   Hebrew (Modern): 500/470
   Italian: 500/520
   Japanese With Listening: 500/510
   Korean/Korean With Listening: not offered before 1995/500
   Latin: 500/530
   Spanish/Spanish With Listening: 500/520

4. Score of 3 or better on the AP Exams in languages other than English.

   Score of 5 or higher on the International Baccalaureate Higher Level Exams in languages other than English.

5. Satisfactory completion of a proficiency test administered by a community college, university or other college in a language other than English.

6. Satisfactory completion with “C” grades or better, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English. Appropriate documentation of attendance at the secondary school must be presented to CCSF Admissions Office.

7. Score of 5, 6, or 7 on the international A level exam or grade of A, B, or C on the O level exam in a language other than English.

8. Competency verified by a faculty member associated with a California community college, if an appropriate achievement test is not available.

CSU Only: U.S. History, Constitution and American Ideals
(Not part of IGETC; may be completed prior to transfer.)

Six (6) units, one course from Group 1 (US-2&s) and one course from Group 2 (US-1):

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

Note: Group 1 is Area 7A and Group 2 is Area 7B in the CCSF Banner computerized records.

Course Identification Numbering System (C-ID)
The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by individual California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college’s course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Counselors can help students interpret or explain this information.

Below are CCSF courses that have been approved for C-ID numbers at the time of this catalog’s publication. Updated information is available at http://www.c-id.net/course_compare.html.

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<tr>
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<tbody>
<tr>
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### Transfer Information

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<td>SPAN 6A + 6B</td>
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<td>TH A 150A</td>
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<td>THTR 152</td>
<td>TH A 150B</td>
</tr>
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<td>THTR 175</td>
<td>TH A 71 + 72</td>
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<td>THTR 192</td>
<td>TH A 61</td>
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</table>
Degree and Certificate Curricula

City College of San Francisco offers degree, credit certificate, and noncredit certificate courses of study.

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 for Transfer (AA-T), Associate in Science for Transfer (AS-T), Associate in Arts (AA), or Associate in Science (AS). General requirements for these degrees are outlined in the Associate Degree Graduation Requirements section of this catalog; information on requirements for the degree majors is detailed in this Programs and Courses section. When choosing courses to satisfy “Additional requirements” listed for a curriculum, students should consult their program adviser or counselor.

Certificate Curricula — Credit

City College offers two types of credit certificates, Certificate of Achievement and Certificate of accomplishment, which prepare students for entry-level employment or further study, add special knowledge and skills to existing occupational competence, or mark an accomplishment in a particular area.

A Certificate of Achievement is a sequence of courses usually consisting of 18 or more units of degree-applicable coursework that has been approved by the State Chancellor’s Office. Students who successfully petition for a Certificate of Achievement will have the name of the certificate appear on their transcript.

A Certificate of Accomplishment is a sequence of courses consisting of fewer than 18 units of degree-applicable coursework. Students who successfully petition for a Certificate of Accomplishment will not have the name of the certificate appear on their transcript.

Credit that students earn in a certificate curriculum may also be used toward satisfaction of the requirements for graduation from the College with an Associate Degree.

Certificate Curricula — Noncredit

City College offers two types of noncredit certificates, Certificate of Completion and Certificate of Competency, which prepare students for entry-level employment or further study. A Certificate of Completion is a sequence of courses designed to prepare students to progress in a career path or to undertake degree-applicable or non-degree applicable credit courses. A Certificate of Competency is a sequence of courses preparing students to demonstrate achievement in a set of competencies that prepares the student to progress in a career path or to undertake degree-applicable or non-degree applicable credit courses. Some noncredit certificate programs meet required guidelines for student financial assistance.

Course Information

Course Identifiers

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

Units

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

Method of Delivery

For credit courses, the number of weekly hours of lecture (lec), conference (conf), and/or laboratory (lab) are given. For example, “Lec-3” means that the class meets three hours each week (a college hour is 50 minutes long); “lab-3” means that three hours of laboratory work are required each week of the semester. Independent study (ind st) or work experience (work) courses list the average number of hours of work/study per week. 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 the shortened 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. In addition, some courses are designed to be offered on a basis other than full-semester. Total meeting hours for those courses will be listed, indicated by “total”.

Grading

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

Prerequisites, Corequisites, and Advisories

Some courses may require students to have taken a course prior to enrollment (prerequisite), or may require courses to be taken simultaneously (corequisite). Others may have recommended, but not required, preparation (advisory). See page 452 for information about challenging prerequisites.

Repeatability

Some credit courses may be repeated even if a student has taken the course previously. Repeatability limits are typically expressed as a maximum number of units that a student can accumulate in the same course (original enrollment plus any repetitions). In some cases, the repetition limit is expressed as a total number of enrollments (original enrollment plus any repetitions). When a department offers a series of courses on the same topic, and a repetition limit applies across the series of courses, the limit is expressed in terms of a combination of units across the set of courses (e.g., Repeat: ASAM 61-62-63 combined, maximum 15 units).

Field Trips

Some courses may require field trips; others have optional field trips. The instructor will specify details about any field trips in the course syllabus.

Transferability

A basic description of the course content generally concludes the course announcement. At the end of this description, the abbreviation CSU indicates that the course transfers for elective credit to any
California State University, and the abbreviation UC indicates that the course is acceptable for elective credit at all campuses of the University of California. Courses designated as “(UC upon review)” are independent studies or variable topics courses which may earn UC elective credit, but which must be evaluated by the UC campus at the time the student is admitted for transfer before credit can be granted.

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

C-ID Number.
The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by individual California community colleges. A C-ID number next to a course signal that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if the course description displays a C-ID number, for example COMM 110, students can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college’s course will be accepted at a particular four-year college or university for transfer credit. Updated information on C-ID course approvals is available at http://www.c-id.net/course_compare.html.

Schedule of Classes
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; and the Registration Center, Room 104, Smith Hall. To see Time Schedule online, visit: http://www.ccsf.edu/Schedule

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

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

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

Admission. Enrollment is open to all interested students.

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

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

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

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

Administration of Justice Major (AS-T)
Associate in Science in Administration of Justice for Transfer. This course of study prepares students for transfer, particularly to CSU, to complete work for a bachelor’s degree in criminal justice. Students will be able to describe the individual functions and components of the modern criminal justice system; use introductory concepts of legal research as it relates to discussing the content of statutory and case law; and explain the underlying cause of antisocial and criminal behavior. This program is appropriate for students considering law school or careers in law enforcement.

Learning Outcomes
Upon completion of the major, students will be able to:

- Meet requirements for transfer, especially to the CSU system, in Administration of Justice and related majors.
- Apply the theory, techniques and knowledge of law enforcement to all aspects of the criminal justice system such as crime causation, criminal statutes, and elements of particular crimes.
- Evaluate various local, state, and federal law enforcement career options.
• Evaluate the legal aspects of criminal investigations, constitutional law, and case law.
• Apply laws and procedures for the collection and use of evidence.
• Identify ethical standards placed on law enforcement professionals and the ethical philosophy of the American justice system.

Degree Requirements. Students who wish to earn the Associate in Science in Administration of Justice for Transfer (AS-T) must complete 60 CSU transferable units with at least a 2.0 grade point average. This must include the units required for full completion of the IGETC or CSU GE curriculum and the 18-19 units for the major as specified below. Each course in the major must be completed with a grade of "C" or better. Courses used to meet the major requirement may also be used to meet IGETC or CSU GE requirements.

Courses Required for the Major in Administration of Justice

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<td>ADMJ 52 Concepts of Criminal Law</td>
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<td>ADMJ 53 Legal Aspects of Evidence</td>
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<td>ADMJ 54 Principles &amp; Procedures of the Justice System</td>
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<tr>
<td>ADMJ 62 Criminal Investigation</td>
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<td>ADMJ 66 Forensic Evidence</td>
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<tr>
<td>PSYC 1 General Psychology</td>
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<tr>
<td>ECON 5 Introductory Statistics</td>
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<td>or MATH 80 Probability and Statistics</td>
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<td>or PSYC 5 Statistics for Behavioral Sciences</td>
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<td>Total Units</td>
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</table>

Administration of Justice Major (AS)

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 21 units receive the Associate in Science Degree in Administration of Justice.

Courses taken to fulfill requirements for the Associate in Science in Administration of Justice will not be consecutively applied toward course work requirements for a Certificate of Achievement in Forensic Identification, Probation and Parole, Juvenile Procedures, Criminal Investigation, Criminal and Constitutional Law, High School Pathway to the Administration of Justice Profession, Trauma Prevention and Recovery, and the Certificate of Accomplishment in Diversity and Social Justice.

Learning Outcomes

Upon completion of this degree, students will be able to:

• Analyze crime and contemporary law enforcement Issues.
• Analyze relationships and interactions between citizens and the criminal justice system.
• Examine the pre-trial, trial, and post-trial elements of the criminal justice system to ensure constitutional and statutory requirements are maintained consistent with public safety standards.
• Develop and demonstrate the ability to apply the theory, techniques and knowledge gained in the total course work of the law enforcement curriculum.
• Demonstrate the ability to apply the legal, investigative, and written skills acquired in the administration of justice program.

Courses Required for the Major in Administration of Justice

Students must select a minimum of 21 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMJ 51 Juvenile Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 52 Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 53 Legal Aspects of Evidence</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 54 Principles &amp; Procedures of the Justice System</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 57 Intro to the Administr of Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 59 Organized Crime</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 62 Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 63 Criminal Identification</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 64 Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 65 Narcotic Investigations</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 66 Forensic Evidence</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 67 Terrorism and Counterterrorism</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 68 Criminal Justice Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 70A Patrol Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 80 Parole and Probation Sys</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 82 Criminal Justice Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 85 P.C. 832 Arrest and Control Certification</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ........................................... 21

Recommended Additional Coursework: ASIA 20; F SC 17, F SC 62; LALS 10, 11; LBBC 94D; PE 29; PHIL 12A, 40; POLS 1, 12, 43; PSYC 1, 4, 23; SOC 1, 2, 30; SPCH 12; CDEV 100; IDST 47; HLTH 38, HLTH 48; WOMN 54, and 3 units from electives CDEV 72, 78, 101; HLTH 9A, 63, 73, 76, 83, 90C, 97, 103, 116; IDST 12; LBBC 81, CRR 63, 68; PSYC 15, 61, 62, 63; TH 141A, WOMN 20, WOMN 55 (part of the Trauma Prevention and Recovery Certificate); IDST 80A, C, D, E, F, G, and 81A, B (part of the Certificate of Accomplishment in Diversity and Social Justice)

Certificate Curricula

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

Administration of Justice Certificate

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

A student may obtain the Certificate of Accomplishment by completing 15 units from each of the courses offered in the certificate program with a grade of "C" or higher while at City College. Pass/No Pass grades will not be accepted toward completion of a certificate program.
Learning Outcomes
Upon completion of this certificate, students will be able to:
- Analyze crime and contemporary law enforcement issues.
- Analyze relationships and interactions between citizens and the criminal justice system.
- Examine the pre-trial, trial, and post-trial elements of the criminal justice system to ensure constitutional and statutory requirements are maintained consistent with public safety standards.
- Develop and demonstrate the ability to apply theory, techniques and knowledge gained in the total course work of the law enforcement curriculum.

Courses Required for the Certificate of Accomplishment in Administration of Justice
Students must select a minimum of 15 units from the following electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMJ 51 Juvenile Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 52 Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 53 Legal Aspects of Evidence</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 54 Princ and Proc of the Justice Sys.</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 57 Intro to the Admin of Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 59 Organized Crime</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 62 Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 63 Criminal Identification</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 64 Community Relations &amp; Policing</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 65 Narcotic Investigations</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 66 Forensic Evidence</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 67 Terrorism and Counterterrorism</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 70A Patrol Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 80 Parole and Probation</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Required: 15

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

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

Learning Outcomes
Upon completion of this certificate, students will be able to:
- Interpret the scope and source of criminal law, its origin and development, and various constitutional safeguards and allocations of legislative authority between Federal and State governments as applied to the field of forensics.
- Discuss the interrelationships and role expectations among administration of justice agencies and the public involving crime and other contemporary law enforcement issues as applied to the field of forensics.
- Demonstrate problem-solving skills and the ability to work both independently and in groups that will correlate to the challenges within the discipline of Forensic Science as applied in the Criminal Justice System.
- Apply a knowledge base for investigative specialization in a wide range of disciplines and careers in forensics and law enforcement.

Courses Required for the Certificate of Accomplishment in Forensic Identification

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>ADMJ 52 Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 62 Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 63 Criminal Identification</td>
<td>3</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>ADMJ 66 Forensic Evidence</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 53 Legal Aspects of Evidence</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 15

Fire Science Technology

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

Admission. Enrollment is open to all interested students.

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

Fire Science Technology Major (AS)
Students completing the Fire Science Technology Major will be eligible for career positions such as Firefighter, Fire Prevention Specialist, Wildland Firefighter, Fire Investigator, Fire Engineer, Fire Hydraulics, 1st Responder, Emergency Medical Technician, and Life Safety Directors in High Rise Buildings.

Learning Outcomes
Upon completion of this major, students will be able to:
- Identify and comprehend minimum qualifications and entry-level skills for fire fighter hiring.
- Demonstrate the ability to analyze, appraise and evaluate fire and emergency incidents and identify components of emergency management and firefighter safety.
- Identify and comprehend laws, regulations, codes and standards that influence fire department operations.
- Compare and contrast the proper and safe usage of fire apparatus, tools and equipment, fire suppression equipment, and medical equipment.
- Analyze building construction, fire behavior, and extinguishing systems used in fire suppression.

Students must complete six of the eight core courses at CCSF.

Courses Required for the Major in Fire Science Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>F SC 50 Intro to Fire Science</td>
<td>3</td>
</tr>
<tr>
<td>or F SC 110 Basic Fire Academy*</td>
<td>3</td>
</tr>
<tr>
<td>F SC 52A Fire Protection Equip &amp; Sys</td>
<td>3</td>
</tr>
<tr>
<td>F SC 53 Bldg Constr for Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>F SC 55 Wildland Fire Control</td>
<td>3</td>
</tr>
<tr>
<td>F SC 57 Principles of Fire/Emergency Services; Safety and Survival</td>
<td>3</td>
</tr>
<tr>
<td>F SC 61A Fund of Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>F SC 64 Fire Behavior &amp; Combustion</td>
<td>3</td>
</tr>
<tr>
<td>F SC 17 Public Safety - Emergency</td>
<td>3</td>
</tr>
<tr>
<td>Medical Response</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective course: Choose 3 units from the following*:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>F SC 51A Fire Tactics and Strategy</td>
<td>3</td>
</tr>
<tr>
<td>F SC 60 Fire Apparatus &amp; Equipment</td>
<td>3</td>
</tr>
<tr>
<td>F SC 62 Rescue Practices</td>
<td>3</td>
</tr>
<tr>
<td>F SC 70 Fire Investigation</td>
<td>3</td>
</tr>
<tr>
<td>F SC 105A-F Fire Protection Work Exp</td>
<td>1-3</td>
</tr>
<tr>
<td>F SC 111 Firefighter One Academy*</td>
<td>11</td>
</tr>
<tr>
<td>F SC 150 Fire Service Career Preparation</td>
<td>2</td>
</tr>
<tr>
<td>LBCS 94D Labor Relations in Workforce Education</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Units ........................................ 27-31

* Students who take F SC 110 do not need to take an elective course.
Students who take EMT 100 do not need to take F SC 17/HLTH 17.

Certificate Curricula

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

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

Firefighter 1 Academy Certificate

Includes the principles, procedures, and techniques of firefighting and rescue. Technical and manipulative skills and concepts of fire control, fire behavior, tactics and strategy, and emergency management will be reviewed and put into practice during this course. The student will be trained according to the National Fire Protection Association, Standard 1001. Students completing this certificate program will be qualified to test for employment with agencies and departments hiring entry level firefighters.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Identify, describe, and demonstrate the role of the Emergency First Responder in the Emergency Medical System, including the proper medical protocol treatment for traumatic, medical, and environmental emergencies.
- Identify fire department functions and operations, and the relationship of ordinances laws and regulations pertaining to the fire service.
- Identify the characteristics of fire, fire behavior, fire cause and origin, and the relationship to fire strategy and tactical operations in the Incident Command System.
- Identify and demonstrate the use of tools, equipment and appliances used in the fire service.
- Identify building construction types, building features, key building components, and types of interior finishes and materials used in the construction of buildings.
- Define and explain Hazardous Materials Operations Awareness concepts.
- Define and explain Confined Space Operations concepts.
- Demonstrate a base understanding of terminology and concepts of wildland fire, the use of the Incident Command System in wildland fires, and wildland fire safety.
- Distinguish the components of physical fitness and apply fundamental principles of each component as it relates to either firefighting or public safety performance conditioning.

Students must complete each course with a grade of “C” or higher. Where applicable, grades of Pass may be used. Students must complete 6 units of F SC 111 Firefighter One Academy prerequisites at City College of San Francisco.

Courses Required for the Certificate of Achievement in Firefighter One Academy

First Semester

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>F SC 50 Intro to Fire Science</td>
<td>3</td>
</tr>
<tr>
<td>F SC 17 Public Safety-Emergency</td>
<td>3</td>
</tr>
<tr>
<td>Medical Response</td>
<td>3</td>
</tr>
<tr>
<td>PE 29 Firefighter and Public Safety Conditioning</td>
<td>2</td>
</tr>
<tr>
<td>F SC 115 Incident Command System 200</td>
<td>1</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>F SC 111 Firefighter One Academy*</td>
<td>13.5</td>
</tr>
<tr>
<td>F SC 105A/B Fire Protection Work Experience</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Units ........................................ 23.5

In addition to satisfying course prerequisites, students must have documented clearance from a licensed physician to participate in intensive physical activity required of the F SC 111 Firefighter One Academy Program.
EMT 100 or EMT 101 and EMT 101A and EMT 101B or EMT Paramedic or National Registry Emergency Medical Technician (NREMT) or equivalent is acceptable for F SC 17 Public Safety First Responder.

*ADVISORY Preparation for F SC 111: F SC 52A or F SC 53 or F SC 55 or F SC 57 or F SC 61A or F SC 64.

**Fire Officer Certificate**

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

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

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

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Describe the importance of leadership and management while supervising and managing an assigned company and station personnel to effectively meet the goals and objectives of the fire department.
- Identify the actions a fire officer can take to increase firefighter and civilian safety in the delivery of emergency services.
- Understand the relationship of how sound organizational management and preparation equates to effective emergency operations.

**Courses Required for the Certificate of Achievement in Fire Officer**

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>F SC 74A Training Instructor IA</td>
<td>2</td>
</tr>
<tr>
<td>F SC 74B Training Instructor IB</td>
<td>2</td>
</tr>
<tr>
<td>F SC 88C Fire Command IC</td>
<td>1</td>
</tr>
<tr>
<td>F SC 115 Incident Command System 200</td>
<td></td>
</tr>
<tr>
<td>F SC 120 Incident Command System 300</td>
<td>1.5</td>
</tr>
<tr>
<td>Total Units</td>
<td>8.5</td>
</tr>
</tbody>
</table>

**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.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Identify minimum qualifications and entry-level skills for firefighter hiring.
- Demonstrate the ability to analyze, appraise and evaluate fire and emergency incidents and identify components of emergency management and fire fighter safety.
- Identify and comprehend laws, regulations, codes and standards that influence fire department operations.
- Compare and contrast the proper and safe usage of fire apparatus, tools and equipment, fire suppression equipment, and medical equipment.
- Analyze building construction, fire behavior, and extinguishing systems used in fire suppression.

**Courses Required for the Certificate of Accomplishment in Fire Protection**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>F SC 50 Intro to Fire Science</td>
<td>3</td>
</tr>
<tr>
<td>F SC 52A Fire Protect Equip &amp; Sys</td>
<td>3</td>
</tr>
<tr>
<td>FSC 64 Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>F SC 53 Bldg Constr for Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>F SC 61A Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>15</td>
</tr>
</tbody>
</table>

**Announcement of Courses**

**Administration of Justice**

**Credit, Degree Applicable Courses:**

**ADMJ 51. Juvenile Procedures (3)**

Lec-3

Examines juvenile procedures within the Administration of Justice system analyzing societal responses to juvenile crime through historical records, crime trend data, rehabilitation models, the effectiveness of detention, and all facets of juvenile law enforcement. Emphasizes procedural change in Administration of Justice policy from punishment and detention to prevention and rehabilitation. C-ID AJ 220; CSU

**ADMJ 52. Concepts of Criminal Law (3)**

Lec-3

Principles of California Criminal Law, including laws of arrest, search and seizure, application sections of the Constitution of the United States and relevant cases as they apply to and effect contemporary law. An understanding of the Penal Code and other criminal statutes is required for a comprehensive understanding of the course. C-ID AJ 120; UC/CSU

**ADMJ 53. Legal Aspects of Evidence (3)**

Lec-3

A study of the forms which evidence can take in court, and the evolution of procedural safeguards that govern the admissibility of evidence, thereby ensuring due process of law and fair justice for all litigants. C-ID AJ 124; CSU

**ADMJ 54. Principles & Procedures of the Justice System (3)**

Lec-3

Comprehensive overview of the legal procedures and constitutional requirements followed by law enforcement, the courts and corrections in criminal cases. Every step of the criminal justice process from pre-arrest to appeal will be thoroughly reviewed and studied. C-ID AJ 122; CSU

**ADMJ 57. Introduction to the Administration of Justice (3)**

Lec-3

A critical thinking exploration of historical and contemporary issues in criminal justice. This includes the study and analysis of the core principles underlying the criminal justice system, components of the American criminal justice system (police, courts, and corrections),
and techniques of countering terrorism and preparing for and dealing
Lec-3, field trips P/NP available
lyze, and correctly interpret physical evidence. C-ID AJ 150; CSU
crime scene techniques used to recognize, document, preserve, ana
personnel; and the scientific methods, analytical instruments, and
history and sub-disciplines of forensic science; duties of investigative
This course introduces students to forensic evidence. Topics include
Advise: ADMJ 68 and ENGL 93 or placement in ENGL 96
P/NP available
This course will introduce students to relevant paradigms and issues
related to producing accurate and objective investigative police reports. Students will learn the criminal justice report writing process that
includes accurate note taking during the interview and interrogation
process and the completion of legally sufficient criminal justice
system reports inclusive of police reports, presentencing reports, and/or
probation or parole reports. This course requires intensive writing
assignments and deadlines. CSU
ADMJ 70A. Patrol Procedures (3)
Lec-3, field trips P/NP available
This course provides vocational application of the principles taught
within the Administration of Justice curriculum. This course is
designed to help prepare students for satisfactory completion of the
placement requirements for service within the San Francisco City
College Campus Police Department and/or other law enforcement
agencies. CSU
Not required of Administration of Justice majors employed in
law enforcement work.
ADMJ 71. Police Fieldwork (1-3)
Work-5, 10, 15, field trips
Prereq.: ADMJ 52, 57 and 70A
Repeat: max. 9 units
Field application of principles taught in previous course in
Administration of Justice. Individual experience and training in the
Campus Police Department. This course is also used with other
law enforcement agency training such as the San Francisco Police
Department. This course was formerly listed as ADMJ 70 B, C, D. CSU
ADMJ 80. Introduction to Probation and Parole (3)
Lec-3
The role probation and parole departments within the Administration
of Justice system is analyzed, from historical origins to current meth-
odology. Effectiveness of rehabilitation is explored. The administrative
organization and management in probation and parole systems is
examined, including recruitment, training, supervision, and case load
assignment to officers. CSU
ADMJ 82. Criminal Justice Work Experience (1-3)
Work-5, 10, 15
Prereq.: ADMJ 52, 57; ENGL 93 or placement in ENGL 96
Advise: ADMJ 51, 52, 64 Repeat: max. 6 units
Practice working in a local criminal justice agency under the super-
vision 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 82A. Criminal Justice Work Experience (3)
Conf-1, work-12
Practice working in a local criminal justice agency under the super-
vision of employees currently working in the field. Development of
ADMJ 85. P.C. 832 Arrest and Control Certification (3)
Lec-3, lab-10 (total hrs)
Repeat: Every 3 years
This course is mandated by State Commission on P.O.S.T. for all persons exercising Limited Peace Officer Powers as well as Institutional, Park Ranger and other Peace Officer positions. CSU

ADMJ 86. Basic Traffic Accident Investigation (2)
Lec-40 (total hrs) P/NP available
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) P/NP available
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) P/NP available
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) P/NP available
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) P/NP available
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) P/NP available
Prereq.: Must be a current Law Enforcement Officer
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) P/NP available
Prereq.: Must be a current Law Enforcement Officer
This course will instruct police personnel in the proper procedures for obtaining search and arrest warrants. CSU

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

ADMJ 94. Community Oriented Policing and Problem Solving (1.5)
Lec-30 (total hrs) P/NP available
Prereq.: Must be a current Law Enforcement Officer
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) P/NP available
Prereq.: Must be a current Law Enforcement Officer
This course will provide the student with an understanding of the key elements of successful field training programs, how such programs can be properly administered, and the contribution necessary for them to make the program work. CSU

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

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

ADMJ 98. Search Warrants and Arrest (1)
Lec-16 (total hrs) P/NP available
Prereq.: Must be a current Law Enforcement Officer
This course is designed to enhance the students' 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 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 conditions. CSU

ADMJ 102. Bicycle Patrol (1.5)
Lec-24 (total hrs) P/NP available
Prereq.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
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, lab-6 (total hrs) P/NP available
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, lab-26 (total hrs) P/NP available
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) P/NP available
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, lab-7 (total hrs) P/NP available
Prereq.: MUST BE 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, lab-1 (total hrs) P/NP available
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, lab-8 (total hrs) P/NP 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) P/NP only
Prereq.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Develop knowledge and understanding of guidelines and procedures pursuant to Booking and detention of prisoners at police district temporary holding facilities. CSU

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

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

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

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

ADMJ 116. Officer Safety/Field Tactics (2)
Lec-32 (total hrs) P/NP only
Prereq.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
The focus of this course is to enhance current law enforcement officer shooting skills in life-threatening situations as well as their skills in handgun manipulations. The course consists of handgun training scenarios, searching techniques and participation in two field training exercises involving critical incidents. Live fire at the range and simulations during scenarios are employed to duplicate real life situations. CSU

ADMJ 117. Officer Safety/Field Tactics (2)
Lec-32 (total hrs) P/NP only
Prereq.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
The focus of this course is to enhance current law enforcement officer shooting skills in life-threatening situations as well as their skills in handgun manipulations. The course consists of handgun training scenarios, searching techniques and participation in two field training exercises involving critical incidents. Live fire at the range and simulations during scenarios are employed to duplicate real life situations. CSU

ADMJ 118. Officer Safety/Field Tactics (2)
Lec-32 (total hrs) P/NP only
Prereq.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
The focus of this course is to enhance current law enforcement officer shooting skills in life-threatening situations as well as their skills in handgun manipulations. The course consists of handgun training scenarios, searching techniques and participation in two field training exercises involving critical incidents. Live fire at the range and simulations during scenarios are employed to duplicate real life situations. CSU

ADMJ 145. Introduction to Homeland Security (3)
Lec-3
The course introduces the students to the fundamentals of Homeland Security. Examines the history and events leading up to the creation of the Department of Homeland Security. The interoperation between local, state, federal and non-governmental organizations regarding mitigation, preparation, prevention, response and recovery in an all-hazards environment. CSU

ADMJ 145 = F SC 145

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

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

ADMJ 152. Public Safety Dispatch Course III (3)
Lec-3
Prereq.: ENGL 94 or Placement in ENGL 96
Students will develop knowledge and skills in understanding the critical role the public safety dispatcher plays within the emergency system. CSU
F SC 50. Introduction to Fire Science (3)
Lec-3  P/NP available
An introduction to the fire service, this course examines fire technology, department organizational structures, Incident Command System, fire protection systems and equipment, and provides an overview of careers in fire investigation, fire prevention, and fire suppression. The class meets the needs for Fire Fighter I and II certification of the National Fire Protection Association’s (NFPA®) Standard 1001. CSU

F SC 51A. Fire Tactics and Strategy (3)
Lec-3, field trips
This course is an elective course in the major in Fire Science, and is for students pursuing a career in the Fire Service to obtain a better understanding of responding to an emergency. This course also prepares those who hope to improve their firefighting skills and prepare for promotion. CSU

F SC 52A. Fire Protection Equipment and Systems (3)
Lec-3, field trips
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, smoke management systems 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, field trips
The course will cover wildland fire behavior, fireline safety, fire prevention, fire extinguishment methods, strategy and tactics, Incident Command System, communications, use of fire apparatus, aircraft, bulldozers, and handcrews, and analysis of wildland fire incidents. CSU

F SC 57. Principles of Fire & Emergency Services; Safety & Survival (3)
Lec-3, field trips  P/NP available
Prereq.: F SC 50
This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for emergency and non-emergency situations. The course curriculum will be guided by NFPA standards, such as NFPA 1500, Fire Department Occupational Health Safety Programs. CSU

F SC 59. Fire Prevention for the Company Officer, Fire Prevention I (2)
Lec-40 (total hrs), field trips  P/NP available
Prereq.: Completion of a CA State-certified Fire Academy
Fire prevention fundamentals for developing fire prevention techniques at the company officer level; the student will learn: basic fire code, construction, occupancy types, fire and life safety; conducting inspections, recording inspection reports, and communicating deficiencies and violations to obtain proper correction or mitigation. This course is intended for working firefighters. CSU

F SC 60. Fire Apparatus and Equipment (3)
Lec-3
Prereq.: F SC 50
This course covers the history, construction and operation of fire department engines, aerial apparatus, specialized fire apparatus, safe driving practices and techniques, apparatus maintenance, water and foam uses, hydraulics and firefighting equipment as it relates to knowing the proper use of fire engines, aerial apparatus, and specialized fire apparatus. CSU

F SC 61A. Introduction to Fire Prevention (3)
Lec-3, field trips  P/NP available
This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education. CSU

F SC 62. Rescue Practices (3)
Lec-3, field trips  P/NP available
Technical rescue practices of the fire service-vehicle extrication, confined space, trench rescue, high & low angle rescue, building collapse scenarios, fire ground rescue operations, and aquatic response emergencies. Examines current tools and technologies, role of fire service heavy rescue, 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 66. Fire Apparatus and Equipment (3)
Lec-3
This course covers the history, construction and operation of fire department engines, aerial apparatus, specialized fire apparatus, safe driving practices and techniques, apparatus maintenance, water and foam uses, hydraulics and firefighting equipment as it relates to knowing the proper use of fire engines, aerial apparatus, and specialized fire apparatus. CSU

F SC 69. Fire Prevention for the Company Officer, Fire Prevention I (2)
Lec-40 (total hrs), field trips  P/NP available
Prereq.: Completion of a CA State-certified Fire Academy
Fire prevention fundamentals for developing fire prevention techniques at the company officer level; the student will learn: basic fire code, construction, occupancy types, fire and life safety; conducting inspections, recording inspection reports, and communicating deficiencies and violations to obtain proper correction or mitigation. This course is intended for working firefighters. CSU

F SC 74A. Training Instructor 1A (2)
Lec-2  P/NP available
Cognitive (lecture) instructional techniques for training firefighter’s in career education; selecting, adapting, organizing, and using instructional materials appropriate for teaching cognitive lessons; criteria and methods to evaluate teaching and learning efficiency; and an opportunity to apply major principles of learning through teaching demonstrations. CSU

F SC 74B. Training Instructor 1B (2)
Lec-2  P/NP available
Psychomotor (hands-on) lecture techniques for training Firefighter’s using the latest methods in career education; selecting, adapting, organizing, and using instructional materials appropriate for teaching psychomotor lessons; criteria and methods to evaluate teaching and learning efficiency; and apply major principles of learning through teaching demonstrations. CSU
F SC 74C. Training Instructor 1C (2)  
Lec-40 (total hrs) P/NP available  
ADVISOR: F SC 74A AND F SC 74B  
Techniques for developing cognitive and psychomotor instructional training for firefighters using the latest methods in career education; researching, selecting, creating, organizing, and using instructional materials to construct lesson plans; criteria and methods to evaluate teaching and learning effectiveness; and application of major principles of learning through teaching demonstrations. CSU

F SC 88C. Fire Command 1C, I-Zone Fire Fighting (2)  
Lec-2, field trips P/NP available  
PREREQ.: F SC 88A AND 88B AND I15 WITHIN THE PAST YEAR  
F SC 88C (Fire Command 1C) trains students utilizing case studies and simulations in leadership principles, fire behavior, fire prediction systems, Incident Action Planning, communications, wilderness strategy and tactics in Urban Interface Fire Fighting (I-Zone). CSU

F SC 105A. Fire Training Work Experience (1)  
Work-5 P/NP available  
PREREQ.: F SC 50  
REPEAT: F SC 105 A, B, C, D, AND E COMBINED, MAXIMUM CREDIT: 7 UNITS  
Off-campus work experience with the San Francisco or South San Francisco Fire department. Student job performance will be evaluated by an on-site supervisor in the following soft skills: judgment, initiative, cooperation, dependability, punctuality, competence, and ability to learn. Meets California State Fire Training volunteer time requirement for Firefighter 1. CSU

F SC 105B. Fire Training Work Experience (1)  
Work-5 P/NP available  
PREREQ.: F SC 50  
REPEAT: F SC 105 A, B, C, D, AND E COMBINED, MAXIMUM CREDIT: 7 UNITS  
Off-campus work experience with the San Francisco or South San Francisco Fire department. Student job performance will be evaluated by an on-site supervisor in the following soft skills: judgment, initiative, cooperation, dependability, punctuality, competence, and ability to learn. Meets California State Fire Training volunteer time requirement for Firefighter 1. CSU

F SC 105C. Fire Training Work Experience (2)  
Work-10 P/NP available  
PREREQ.: F SC 50  
REPEAT: F SC 105 A, B, C, D, AND E COMBINED, MAXIMUM CREDIT: 7 UNITS  
Off-campus work experience with the San Francisco or South San Francisco Fire department. Student job performance will be evaluated by an on-site supervisor in the following soft skills: judgment, initiative, cooperation, dependability, punctuality, competence, and ability to learn. Meets California State Fire Training volunteer time requirement for Firefighter 1. CSU

F SC 105D. Fire Training Work Experience (2)  
Work-10 P/NP available  
PREREQ.: F SC 50  
REPEAT: F SC 105 A, B, C, D, AND E COMBINED, MAXIMUM CREDIT: 7 UNITS  
Off-campus work experience with the San Francisco or South San Francisco Fire department. Student job performance will be evaluated by an on-site supervisor in the following soft skills: judgment, initiative, cooperation, dependability, punctuality, competence, and ability

to learn. Meets California State Fire Training volunteer time requirement for Firefighter 1. CSU

F SC 105E. Fire Training Work Experience (2)  
Work-10 P/NP available  
PREREQ.: F SC 50  
REPEAT: F SC 105 A, B, C, D, AND E COMBINED, MAXIMUM CREDIT: 7 UNITS  
Off-campus work experience with the San Francisco or South San Francisco Fire department. Student job performance will be evaluated by an on-site supervisor in the following soft skills: judgment, initiative, cooperation, dependability, punctuality, competence, and ability to learn. Meets California State Fire Training volunteer time requirement for Firefighter 1. CSU

F SC 106. High Rise Fire Safety Director (1.5)  
Lec-1.5 P/NP available  
ADVISOR: ENGL 90 OR ESL 150 OR PLACEMENT IN ENGL 92 OR ESL 82 OR 160  
Provides basic knowledge and skills in the preparation of facility emergency plans; fire prevention and protection; life safety systems; evacuation and relocation procedures; earthquake preparedness; management of various emergencies and coordinating with emergency responders. This course is for those falling under jurisdictions of the California Health and Safety Code. CSU

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

F SC 111. Firefighter One Academy (11)  
Lec-8, lab-9, field trips P/NP available  
PREREQ.: F SC 50, F SC 115 AND F SC 17, PE 29 AND CLEARANCE FROM LICENSED PHYSICIAN  
COREQ.: F SC 105A OR 105B  
ADVISOR: PE 50C AND F SC 52A OR 53 OR 55 OR 57 OR 61A OR 64  
Includes the principles, procedures, and techniques of firefighting. Technical and manipulative skills and concepts of fire control, fire behavior, and tactics and strategy will be reviewed and put into practice during this course. The student will be trained according to the National Fire Protection Association, Standard 1001. CSU

F SC 112. Refresher Firefighter Academy (1)  
Lec-5, lab-35 (total hrs), field trips P/NP only  
PREREQ.: F SC 111  
Includes the operational procedures and techniques of using firefighting equipment. Technical and manipulative skills required in fireground operations and various emergency scenarios will be reviewed and put into practice during this course. A classroom component will address firefighter safety and the reinforcement of safe practices. CSU
F SC 115. Incident Command System 200 (1)
Lec-16 (total hrs) P/NP available
**ADVISOR: ICS 100 NWGC OR IS 100 NIMS TRAINING**
This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). This course focuses on the management of single resources. CSU

F SC 120. Incident Command System 300 (1.5)
Lec-24 (total hrs) P/NP available
**PREREQ.: F SC 115**
This course focuses on the Incident Command System for supervisors in growing emergency incidents. This course builds on ICS 100 and 200, and provides more descriptive detail of the organization, structure, responsibilities, duties and terminology and how these essential principles are used in event and incident planning. CSU

F SC 125. Incident Command System 400 (1.5)
Lec-24 (total hrs), field trips P/NP available
**PREREQ.: F SC 120**
ICS 400 is an advanced ICS course meeting the training and operational needs of fire personnel in wildland fires and other large multi-agency managed events. It expands on ICS 300 and introduces major incident management utilizing unified and area command management. Students will develop a complete Incident Action Plan document. CSU

F SC 140. Weapons of Mass Destruction, First Responder (1)
Lec-16 (total hrs), field trips P/NP available
Training for First Responders in the recognition, identification, notification and self-protection knowledge required to safely become aware of and activate the emergency response system in the event of a weapons of mass destruction incident. Also, training to operate in a support zone safely assisting emergency services personnel to mitigate the incident. CSU

F SC 145. Introduction to Homeland Security (3)
Lec-3
The course introduces the students to the fundamentals of Homeland Security. Examines the history and events leading up to the creation of the Department of Homeland Security. The interoperation between local, state, federal and non-governmental organizations regarding mitigation, preparation, prevention, response and recovery in an all-hazards environment. CSU

F SC 145 = ADMJ 145

F SC 150. Fire Service Career Preparation (2)
Lec-2, field trips P/NP available
**PREREQ.: F SC 50**
Fire Science 150 includes the principles, procedures, and best practices for obtaining a job in the fire service. Strategies for success, career track planning, setting career goals, resume writing, and test taking and interview skills will be emphasized and put into practice during this course. CSU

The course introduces the students to the fundamentals of Homeland Security. Examines the history and events leading up to the creation of the Department of Homeland Security. The interoperation between local, state, federal and non-governmental organizations regarding mitigation, preparation, prevention, response and recovery in an all-hazards environment. CSU

**African American Studies**

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

**General Information**
African American Studies Department (AAS) offers courses in a number of areas. These courses enable students to learn and comprehend the history, culture, and traditions of African and/or African descended people. We are committed to providing students with courses that will enhance their academic skills and contribute to their successful matriculation. The African American Studies Department I rooted in the historical, cultural, and intellectual traditions of the African/African American experience, in time and space, is a legitimate subject of intellectual inquiry and academic endeavor.

**Learning Outcomes**
Upon completion of courses in African American Studies, students will be able to:

- Identify, describe, and analyze the broad patterns and trajectories in African and African American history and culture.
- Identify, describe, and analyze the place in, and role played by, Africans in world history, global economics, international politics, and world culture.
- Identify, describe, and analyze the importance of the African American dimension, political, social, economic, legal, and cultural, in United States history.
- Identify, describe, and analyze the ways in which the study of African and African American history has contributed to a broader and deeper comprehension and analysis in our intellectual grasp of the structures of domination throughout human history, including systems and practices of national-colonial, economic/class/caste, sexual/gender, and racial/ethnic domination.

**Announcement of Courses**

**Credit, Degree Applicable Courses:**

**AFAM 30. African American Consciousness (3)**
Lec-3 P/NP available
AFAM 30 is a course whose focus is what, a century ago, W.E.B. DuBois called â€œThe Souls of Black Folk.â€ It explores, through the lenses of anthropology and psychology, the complex expressions of what African people think, feel, and image in their conscious existence, historically and geographically. UC/CSU

**AFAM 40. The Black Experience in California: 1500 to the Present (3)**
Lec-3, field trips
AFAM 40, The Black Experience in California, reviews and comparatively analyzes African heritage people and African Americans in California. The emphasis is on the African/African American heritage in the establishment, development, and evolution of California from the 1500's through the Gold Rush Era to the present. UC/CSU

**AFAM 42. The Origins and History of Race Theory and Modern Racism (3)**
Lec-3 P/NP available
AFAM 42 explores the history of race theory and racism from early antecedents in antiquity through the emergence of modern race theory and racism in the 18th and 19th centuries to the present. It includes the ways that race theory has shaped intellectual discourse and popular consciousness. UC/CSU

**AFAM 55. From Funk to Hip Hop (3)**
Lec-3 P/NP available
Explores African American cultural outlook as reflected through the aesthetics and politics of black popular music from the Black Revolution of the 1960's, up to and including Hip-Hop. Provides an understanding of contemporary African American political and social consciousness and reflected through, and influenced by, Black music forms. UC/CSU
AFAM 60. African American Women in the United States (3)
Lec-3  
P/NP available
Examines and comparatively analyzes African American women in the U.S. with particular emphasis on the struggle for rights as African people. Explores the contributions, strategies for success and political activism of African American women from 1619 to the present. UC/CSU

ART 107. African American Art History (3)
Lec-3, field trips
A survey of the heritage of West African civilizations prior to and during the slave trade and of African-Americans from colonial to contemporary times. 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. UC/CSU

BCST 104. Race and Media (3)
Lec-3, field trips
Advise: ENGL 93 or 94 or placement in ENGL 96
Historical study of the images of African-Americans, Asians, Hispanics, and other racial groups as projected through mass media. This includes print, film, radio, television, music, cable, Internet and emerging media. Socio-historical-legal analysis of ways in which affected groups have responded to these images. UC/CSU

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

ENGL 36. Survey of African American Literature (3)
Lec-3  
P/NP available
Prereq.: ENGL 96 or placement in ENGL 1A
Reading and analysis of formal and informal literary expressions of African Americans from slavery to the present. UC/CSU

LGBT 50. Gay/Lesbian/Bisexual/Transgender Communities of Color in the U.S. (3)
Lec-3  
P/NP available
Examination of the formation of lesbian/gay/bisexual and transgender identities and communities among people of color in the United States. Included are African Americans, Native Americans, Asian Americans, Pacific Islanders, and Chicano/Latinos. UC/CSU

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

HIST 41A. The African American in the United States (3)
Lec-3  
P/NP available
The political, social, artistic, and cultural history of the African American people in the United States from their African beginnings to the Civil War. UC/CSU
HIST 41A covers from the African heritage through the Civil War.

HIST 41B. The African American in the United States (3)
Lec-3  
P/NP available
The political, social, artistic, and cultural history of the African American people in the United States from the Civil War to the present. UC/CSU
HIST 41B covers from the Reconstruction to the present.

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

HUM 48. African American Music, Art and Literature (3)
Lec-3, field trips
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. UC/CSU

IDST 36. Poetry for the People (3)
Lec-3  
P/NP available
An interdisciplinary approach toward development of literacy in multiple popular traditions of poetry, including in social justice movements, by incarcerated people and through alternative media. Includes scrutiny of published poems from multiple cultural traditions, a focus on community, and the cultivation and public presentation of new poems. UC/CSU

IDST 37. Racial and Ethnic Groups in the United States - A Comparative Survey (3)
Lec-3  
P/NP available
An interdisciplinary survey of the history, culture, concerns, and conditions of American ethnic and racial groups in the United States. Includes multicultural literacies, immigration experiences, economic opportunities, political and social histories, and social justice movements. UC/CSU

MUS 8A. Beginning Jazz & Other Popular Piano (1)
Lec-3, field trips  
P/NP available
Advise: MUS 9A or demonstration of exit skills
Beginning study and exploration of jazz piano technique in myriad forms through the application of jazz theory, blues, Afro-Cuban, Brazilian and other popular styles. UC/CSU

MUS 8B. Intermediate Jazz & Other Popular Piano (1)
Lec-3, field trips  
P/NP available
Prereq.: MUS 8A or demonstration of exit skills
Advise: MUS 9A or demonstration of exit skills
An intermediate study of basic jazz, blues, Afro-Cuban, Brazilian and other popular piano techniques. UC/CSU

MUS 21. Traditional African Music (3)
Lec-3, field trips  
P/NP available
An introduction to the many styles of African music, with emphasis on the function of traditional music and how it is organized as an integral part of everyday activity. UC/CSU

MUS 23. Jazz History: Musical Traditions of the African American (3)
Lec-3, field trips  
P/NP available
A course composed of lectures, discussions, assigned reading and listening designed to explore African-American musical heritage and its relationship to other folk expressions and to Western European Art
Music. This heritage includes spirituals, work songs, blues, jazz, gospel and a broad range of popular music. UC/CSU

MUS 26. Music in American Culture (3)
Lec-3, field trips P/NP available
A survey of music generated by America’s diverse populations including Latino, African American, Hawaiian, Asians, Europeans, Native American, Cajun and Puerto Rican. UC/CSU

MUS 41. African Drumming Ensemble (1)
Lec-3, field trips P/NP available
In African Drumming Ensemble students play traditional African music; the class is an in-depth examination of African drumming and performance of African music integral to everyday festivities and life in African society. UC/CSU

The content of this course varies. Students may re-enroll without repeating subject matter.

DANC 130A. Beginning Jazz Dance (1)
Lab-2 P/NP available
Beginning jazz dance techniques, patterns, routines, choreography, and improvisations. UC/CSU
Formerly PE 523A

DANC 130B. Intermediate Jazz Dance (1)
Lab-2 P/NP available
Intermediate jazz dance techniques, patterns, routines, choreography and improvisations. UC/CSU
Formerly PE 523B

DANC 130C. Advanced Jazz Dance (1)
Lab-2 P/NP available
Advanced jazz dance techniques, patterns, routines, choreography and improvisations. UC/CSU
Formerly PE 523C

DANC 132A. Beginning African-Haitian Dance (1)
Lab-2 P/NP available
Beginning African Haitian dance will be examined through technical demonstration, practice, and review. Emphasis will be placed on traditional movements, Dunham technique, isolations, movement progressions, dance patterns, and musicality. Contributors to the dance, as well as, African Haitian history will be investigated and discussed to increase cultural understanding. UC/CSU
Formerly PE 500A

DANC 132B. Intermediate African-Haitian Dance (1)
Lab-2 P/NP available
Advise: DANC 132A or demonstration of exit skills
Intermediate African Haitian dance builds on beginning level skills. Through demonstration, practice, correction, and review emphasis is placed on expansion into more intricate traditional movements, Dunham technique, dance patterns, styles, and musicality. Historical and cultural elements will be explored through lectures, films, research, and discussions. Creative expression will be encouraged through group choreographic activities and individual projects. UC/CSU
Formerly PE 500B

DANC 132C. Advanced African-Haitian Dance (1)
Lab-2 P/NP available
Advise: DANC 132A or demonstration of exit skills
Intermediate/Advanced African Haitian dance builds on beginning level skills. Through demonstration, practice, correction, and review emphasis is placed on expansion into more intricate traditional movements, Dunham technique, dance patterns, styles, and musicality. Historical and cultural elements will be explored through lectures, films, research, and discussions. Creative expression will be encouraged through group choreographic activities and individual projects. UC/CSU
Formerly PE 500C

DANC 138C. Intermediate Hip Hop Dance (1)
Lab-2 P/NP available
Advise: DANC 138B or demo of exit skills
Intermediate Hip Hop dance builds upon skills learned in advance Beginning Hip Hop with emphasis on increasing vocabulary, styles, and length of dance combinations with more complex rhythms. Using hip hop dance as a vehicle, students will be able to explore their own movement expression and choreography. UC/CSU
Formerly DANC 137B

POLS 7. American Politics and the African American Community (3)
Lec-3 P/NP available
American political institutions and their relationship to African Americans. The unique manner in which Black people have had to function both within and outside of the political system. The future of African American politics. UC/CSU

POLS 48. Government and Politics of Africa (3)
Lec-3 P/NP available
A survey of political development and change in contemporary Africa, with emphasis on Africa south of the Sahara. Major factors shaping African politics and institutions; ideology, nationalism, colonialism, political groups, and nation-building. UC/CSU

PSYC 23. Psychology of Race and Ethnic Relations (3)
Lec-3 P/NP available
Examination of race as a social construction, attitude formation, social psychological principles, forms of racism and discrimination, privilege and social power, psychological response to racism, and racial identity development. Psycho-historical analysis of the experiences and contributions of African Americans, Asian Americans, Latino(a) Americans, and Native Americans. Completion of a research project. UC/CSU

Aircraft Maintenance Technology
Office: Airport
Phone Number: (650) 821-0220
Web Site: www.ccsf.edu/aeronaute

Announcement of Curricula

General Information
City College of San Francisco offers two years of specialized training for students desiring preparation for employment as aircraft technicians maintaining powerplants, airframes, or avionics equipment.

Learning Outcomes

Employment. Students who successfully complete the degree or certificate curricula are qualified for employment in various positions, including those in the following fields:
Powerplant Maintenance—Entry positions as accessory mechanic, general powerplant mechanic, maintenance-crew member, ramp service-crew member, and hangar-crew member. Positions to which graduates may advance after obtaining experience and further training include those of aircraft powerplant technician (licensed), supervisor, and inspector.

Airframe Maintenance—Entry positions as general aircraft-overhaul mechanic, accessory mechanic, electric-shop mechanic, general cabin-equipment mechanic, maintenance-crew member, ramp-service crew member, and hangar-crew member. Positions to which graduates may advance after obtaining experience and further training include those of airframe technician (licensed), supervisor and inspector.

Avionics Maintenance—Entry positions as avionics technician, radio/electric line mechanic. Positions to which graduates may advance after obtaining experience and further training include those of lead systems specialist, supervisor and inspector.

Federal Certification. The Federal Aviation Administration permits those who hold the Associate of Science (or the Certificate of Completion) in Aircraft Powerplant Maintenance Technology to take the examination for the F.A.A. Powerplant Certificate. The Federal Aviation Administration permits those who hold the Associate of Science (or Certificate of Completion) in Airframe Maintenance Technology to take the examination for the F.A.A. Airframe Certificate.

Those who satisfactorily complete the Option in Avionics-Maintenance Technology in this curriculum and who hold the Certificate of Completion are qualified to take the Federal Communications Commission (F.C.C.) examination and meet job entry requirements of the avionics-maintenance field.

Degree Curriculum

The Degree Curriculum in Aircraft Maintenance Technology offers three programs of study (majors): Aircraft Powerplant Maintenance Technology, Airframe-Maintenance Technology, and Avionics-Maintenance Technology. Students who complete all courses required for the major and satisfy general College graduation requirements will receive the Associate in Science Degree. For information, call the Aircraft Maintenance Technology Department at 239-3901.

To enroll:

1. File with the Office of Admissions and Records an application for admission to City College.
2. Complete the CCSF Matriculation process: Placement testing (in Math and English/ESL), Orientation, Counseling

Communication and Computation Skills. Federal Aviation Administration (F.A.A.) regulations require that a student be able to read, speak, and understand English and perform basic computation. It is highly recommended that applicants, prior to enrolling in the Aircraft Maintenance Technology program, 1.) complete ESL 160 or English 92 with a C or higher, or placement in ENGL 93; or ESL 170; 2.) complete Math E1 or E3 or Business Math G, H or J, or be eligible for Math 40 (Elementary Algebra) through CCSF placement testing.

Previous Aircraft Job-Related or Educational Experience. In limited cases, and with Aircraft Maintenance Technology Department approval, previous aircraft job-related experience and training may substitute for certain course requirements. Previous job-related experience and training must be documented according to F.A.A. regulations. This experience will not guarantee a waiver to any requirements in the Department, but will usually provide the student with a greater chance of success in both training and placement in the industry.

Special Regulations and Policies. The Aircraft Maintenance Technology Program is regulated by the Federal Aviation Administration. As a result, all students will be issued a “Department of Aircraft Maintenance Technology Student Handbook.” Contained in the handbook are special regulations regarding attendance, performance levels, conditions of academic probation and dismissal from the program. Also included are notices concerning personal safety equipment, hand tools and supplies which the student will be responsible to purchase.

Transfer to San 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 Jose State University offers graduates this opportunity. Those students who intend to transfer should consult a counselor at City College of San Francisco.

Aircraft Maintenance Technology

Aircraft Powerplant Maintenance Technology Major (AS)

This major is for potential AMT technicians that are interested in receiving training in aircraft powerplant maintenance. The Aircraft Powerplant Maintenance Training received at the CCSF Aeronautics Department is certified by the FAA, CFR Part 147. Some of the subject areas that are covered in the Powerplant Maintenance Training include topics such as Reciprocating Engine Overhaul, Turbine Theory and Operation, Systems such as Fuel Systems, Lubrication Systems, Ignition and Starting Systems, Troubleshooting and inspections as well as testing engines for proper operation. Students will learn the proper nomenclature of aircraft powerplant parts and components. Upon successfully completing and passing (with at least a 70% score) in all required subject areas associated with the Powerplant Maintenance Training as well as completing and passing the General courses, the student will then qualify to take their Federal Aviation Administration exams. Once the graduating student passes all of the required FAA exams, they are qualified to work in the Aviation Industry as a FAA Certified Powerplant Technician.

Learning Outcomes

Upon completion of this major, students will be able to:

- Analyze and differentiate the various aircraft parts, components, and troubleshoot the related systems.
- Use shop safety practices related to aviation maintenance.
- Analyze and perform inspections that will determine the airworthiness of aircraft systems and components.
- Identify and demonstrate proper maintenance procedures as per specified references provided.
- Calculate the volume, area, power development and cubic displacement of an aircraft reciprocating engine.
- Summarize and demonstrate the techniques utilized in overhauling an aircraft reciprocating engine.

Students must complete each course with a grade of “C” or higher.

Courses Required for the Major in Aircraft Powerplant Maintenance Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>AIRC 101 Introduction to Aircraft Maintenance</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 102 Basic Electricity &amp; Electrical Systems</td>
<td>8</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>AIRC 103 Powerplant Theory &amp; Maint</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 104 Propul Powerplant Sys</td>
<td>8</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
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</tbody>
</table>
Airframe-Maintenance Technology Major (AS)
This major is for potential AMT technicians that are interested in receiving training in Aviation Airframe maintenance. The Airframe Maintenance training received at the CCSF Aeronautics Department is certified by the FAA, CFR Part 147. Some of the subject areas that are covered in the Airframe Maintenance Training include topics such as Assembly and Rigging, Hydraulic and Pneumatic Power Systems, Cabin Atmosphere Control Systems, Communication and Navigation Systems, Aircraft Fuel Systems, Position and Warning Systems as well as Fire Protection Systems. Students will learn the proper nomenclature of aircraft Airframe parts and components. Upon successfully completing and passing (with at least a 70% score) in all required subject areas (associated with the Airframe Maintenance Training) as well as passing the General courses, the student will then qualify to take their Federal Aviation Administration exams. Once the graduating student passes all of the required FAA exams, they are qualified to work in the Aviation Industry as FAA Certified Airframe Technician.

Learning Outcomes
Upon completion of this certificate, students will be able to:
- Analyze and differentiate the various airframe parts, components, and troubleshoot the related systems.
- Perform airframe conformity and airworthiness inspections of airframe systems and components.
- Identify and select hydraulic fluids.
- Identify and demonstrate proper maintenance procedures as per specified references provided.
- Inspect, check and service landing gear position indicating and warning systems.
- Inspect and repair sheet metal structures.

Students must complete each course with a grade of “C” or higher.

Courses Required for the Major in Airframe-Maintenance Technology

First Semester
AIRC 101 Introduction to Aircraft Maintenance........ 8
AIRC 102 Basic Electricity and Electrical Systems........ 8

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

Third Semester
AIRC 106 Aircraft Metal Struct........ 8
Additional graduation requirements

Fourth Semester
AIRC 107 Hydr, Pneum & Cabin........ 8
AIRC 108 Rigging & Electr Sys........ 8
Total Units........ 64

Avionics-Maintenance Technology Major (AS)
This major is for potential technicians that are interested in receiving training in Avionics maintenance. Upon successfully completing and passing (with at least a 70% score) in all required subject areas (associated with the Avionics Maintenance Training) as well as passing the required General course, the student will then qualify to receive the Avionic Completion Certificate.

In the aviation industry, tasks involved in maintaining avionic equipment encompass the installation, inspection, testing, adjusting, or repair avionics equipment, such as radar, radio, navigation, and missile control systems in aircraft or space.

Learning Outcomes
Upon completion of the major, students will be able to:
- Inspect, check, and troubleshoot autopilot, servos and approach coupling systems.
- Inspect, check, and service aircraft electronic communication systems.
- Inspect, check, and service aircraft navigation systems.
- Inspect, check, and service aircraft radar beacon transponder.
- Inspect and repair antenna and electronic equipment installations.
- Inspect and repair flight management computers.

Students must complete each course with a grade of “C” or higher.

Courses Required for the Major in Avionics-Maintenance Technology

First Semester
AIRC 101 Introduction to Aircraft Maintenance........ 8
AIRC 102 Basic Electricity and Electrical Systems........ 8

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

Total Units........ 32

Certificate Curricula

General Information

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

Aircraft Powerplant Maintenance Technology Certificate

Requirements for the Certificate of Achievement. Students may obtain the Certificate of Achievement in Aircraft Powerplant Maintenance Technology by receiving a final grade of “C” or higher in all of the following courses.

Learning Outcomes
Upon completion of this certificate, students will be able to:
- Analyze and differentiate the various aircraft parts, components, and troubleshoot the related systems.
- Use shop safety practices related to aviation maintenance.
- Analyze and perform inspections that will determine the airworthiness of aircraft systems and components.
- Identify and demonstrate proper maintenance procedures as per specified references provided.
- Calculate the volume, area, power development and cubic displacement of an aircraft reciprocating engine.
- Summarize and demonstrate the techniques utilized in overhauling an aircraft reciprocating engine.

Courses Required for the Certificate of Achievement in Aircraft
Powerplant Maintenance Technology

<table>
<thead>
<tr>
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<tr>
<td>AIRC 102 Basic Electrical Systems</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 103 Powerplant Theory &amp; Maintenance</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 104 Propul Powerplant Sys</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 105 Powerplant Comp</td>
<td></td>
</tr>
<tr>
<td>Total Units</td>
<td>40</td>
</tr>
</tbody>
</table>

Airframe-Maintenance Technology Certificate

Requirements for the Certificate of Achievement. Students may obtain the Certificate of Achievement in Airframe-Maintenance Technology by receiving a final grade of "C" or higher in all of the following courses.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Analyze and differentiate the various airframe parts, components, and troubleshoot the related systems.
- Perform airframe conformity and airworthiness inspections of airframe systems and components.
- Identify and select hydraulic fluids.
- Identify and demonstrate proper maintenance procedures as per specified references provided.
- Inspect, check and service landing gear position indicating and warning systems.
- Inspect and repair sheet metal structures.

Courses Required for the Certificate of Achievement in Airframe-Maintenance Technology

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>AIRC 108 Rigging &amp; Elect Sys</td>
<td>8</td>
</tr>
<tr>
<td>Total Units</td>
<td>40</td>
</tr>
</tbody>
</table>

Announcement of Courses

Credit, Degree Applicable Courses:

AIRC 101. Introduction to Aircraft Maintenance (8) Lec-5, Lab-10, field trips
This course an introduction to the General Section of the aircraft maintenance technician program. In this class students will learn many of the basic skills required to be an Aviation Maintenance Technician. CSU

AIRC 102. Basic Electricity and Electrical Systems (8) Lec-5, lab-10, field trips
This course acquaints the student with the basic principles of electricity and prepares the student to maintain, repair, overhaul basic aircraft electrical systems, and components. It is a foundational course for the aircraft maintenance training. Other topics covered in AIRC 102 are battery servicing, weight & balance, mathematics, and aircraft engine electrical systems. CSU

AIRC 103. Power-Plant Theory and Maintenance (8) Lec-5, lab-10, field trips
Advise: AIRC 101 AND 102
Procedures for powerplant maintenance. Includes the construction, overhaul and inspection techniques used in powerplant maintenance; technical vocabulary, scientific physical properties, safety procedures; emphasis on measuring systems, and proper use of appropriate tools and equipment. Hands-on skills, will include basic maintenance and repair of aircraft reciprocating engines. CSU

AIRC 104. Propulsion Powerplant Systems (8) Lec-5, lab-10, field trips
This course covers basic training on turbine engines and their systems, reciprocating engine starting systems, and engine fire protection systems. Students will also gain practical hands-on experience that will be useful in the field. CSU

AIRC 105. Powerplant Systems and Components (8) Lec-5, lab-10
Advise: AIRC 101 AND 102
This course covers procedures necessary to properly repair and maintain propellers, fuel and fuel metering systems, induction systems, cooling systems, and exhaust systems, as well as providing practical hands on experience that familiarizes the student with the above. CSU

AIRC 106. Aircraft Metal Structures (8) Lec-5, lab-10, field trips
Advise: AIRC 101 AND 102
The technological approach towards the complex airframe structures and the stresses absorbed by the skin coverings. Applied methods of airworthy repairs, including the forming processes, the bonding surfaces, plastic, composites and honeycomb repairs, the fusing of metals and its limitations. CSU

The subject areas covered in this course are assembly & rigging, landing gear, hydraulic/pneumatic systems, aircraft fuel systems, position & warning, ice & rain, and fire protection systems. The student is taught the basic nomenclature, theory of operation, inspection techniques, and troubleshooting of systems. CSU

AIRC 108. Airframe Systems and Components (8) Lec-5, lab-10, field trips
Federal aviation administration (F.A.A.) requirements for rigging aircraft, and flight control surfaces. Short introduction to the wood structures, fabric covering, applied theory of finishes, and effect on flight conditions. Maintenance techniques in electrical wiring, control switches, protective devices, and repair of AC electrical systems. CSU

American Sign Language

Office: Art 202
Phone number: (415) 239-3223
Web Site: www.ccsf.edu/forlang

Learning Outcomes

Upon completion of this discipline, students will be able to:

- Understand the main points of standard signing on familiar matters encountered in work, school, leisure, etc.
- Understand and respond to signed dialog which consist mainly of high-frequency everyday language.
Announcement of Courses
Credit, Degree Applicable Courses:

AMSL 1A. Elementary American Sign Language (3)
Lec-3  P/NP available
Everyday communication emphasizing vocabulary and syntax; finger spelling to enable students to communicate with the deaf in a culturally appropriate manner on an elementary conversational level. UC/CSU

AMSL 1B. Elementary American Sign Language (3)
Lec-3  P/NP available
Prereq.: AMSL 1A or demonstration of AMSL 1A exit skills
Everyday communication emphasizing vocabulary and syntax; finger spelling to enable students to communicate with the deaf in a culturally appropriate manner on an elementary conversational level. UC/CSU

AMSL 2A. Continuation of Elementary American Sign Language (3)
Lec-3, lab-1  P/NP available
Prereq: AMSL 1B or demonstration of exit skills
Continued development of American Sign Language (AMSL) receptive/expressive skills and knowledge learned in AMSL 1A and 1B. Emphasis on conversational skills in functional situations, continued vocabulary and sentence structure expansion, focus on Deaf Culture and the Deaf Community. CSU

American Studies
Office: Batmale 656
Phone number: (415) 239-3330
Web Site: www.ccsf.edu/socialsci

Learning Outcomes
Upon completion of courses in American Studies, students will be able to:

- Evaluate the basic perspectives of social science disciplines, particularly the concepts of power, through their application to American cultural artifacts and socio-political texts.
- Integrate basic social sciences approaches and methodologies and their application to course topics.
- Distinguish the functions of different forms of artistic and literary expression in American social, cultural and political forces, issues and ideas.
- Demonstrate an ability to discuss major historic, literary, artistic, and social movements in the United States.
- Evaluate information in primary sources.

Announcement of Courses
Credit, Degree Applicable Courses:

AM C 11A. American Civilization (3)
Lec-3
Lectures and discussions exploring the principal historical, literary, artistic, and social movements in America; illustrated with slides, recordings, and films. UC/CSU
AM C IIA NOT PREREQUISITE TO IIB

AM C 11B. American Civilization (3)
Lec-3
Lectures and discussions exploring the principal historical, literary, artistic, and social movements in America; illustrated with slides, recordings, and films. UC/CSU

AM S 5. Comics, Power and Society (3)
Lec-3, field trips  P/NP available
Introduction to social science using comic books, graphic novels, and related media illustrating central social science concepts. Examination of power, powerlessness, and superpower. The impact on past and present American society of comic books, graphic novels, cartoons, and animation as artistic expression and representation of socio-political issues. UC/CSU

Anthropology
Office: Batmale 354
Phone number: (415) 239-3433
Web Site: www.ccsf.edu/behavior

Anthropology Major (AA-T)
Associate in Arts in Anthropology for Transfer. The program is designed to prepare students who wish to transfer to pursue studies in anthropology. It is STRONGLY advised that potential majors meet with the Behavioral Sciences Chair to discuss educational goals, course options and transfer issues.

Learning Outcomes
Upon completion of this degree, students will be able to:

- Contrast the major contemporary theoretical perspectives in the four major subfields
- Critically analyze and interpret anthropological data
- Apply the methods of cross-cultural comparison and the concept of cultural relativism to past and present cultures

Degree Requirements: Students who wish to earn the Associate in Arts in Anthropology for Transfer (AA-T) must complete 60 CSU transferable units with at least a 2.0 grade point average. This must include the units required for full completion of the IGETC or CSU GE curriculum and the 18 units for the major as specified below. Each course in the major must be completed with a grade of “C” or better. Courses used to meet the major requirement may also be used to meet IGETC or CSU GE requirements.

Courses Required for the Major in Anthropology

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 1 Biological Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 2 Archaeology and Prehistory</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 3 Introduction to Social and Cultural Anthropology or ANTH 3AC Introduction to Cultural Anthropology: Focus on American Culture</td>
<td>3</td>
</tr>
<tr>
<td>Choose ONE course from the following options:</td>
<td></td>
</tr>
<tr>
<td>ANTH 4 Introduction to Linguistic Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 5 Statistics for Behavioral Sciences</td>
<td>4</td>
</tr>
<tr>
<td>ECON 5 Introductory Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 80 Probability and Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>
Choose ONE course (or lecture/lab combination) from the following:
GEOL 10 Physical Geology ..........................3
and
GEOL 10L Physical Geology Lab ..................2
GEOL 30 Environmental Geology .................3
and
GEOL 30L Environmental Geology Lab ..........1
PSYC 2 Research Methods ........................3

Choose ONE course from the following:
ANTH 8 Visions of the Sacred .......................3
ANTH 11 Latin American Cultures and Societies ..3
ANTH 12 North American Indian Cultures .......3
ANTH 15 Philippine Culture and Society .........3
ANTH 20 LGBT Anthropology .....................3
ANTH 25 Culture, Gender, and Sexuality .......3
GEOG 4 Cultural Geography ......................3
SOC 1 Introduction to Sociology ..................3
HUM 7 Comparative Religions .....................3

Total ..................................................18-20

Announcement of Courses
Credit, Degree Applicable Courses:

**ANTH 1. Biological Anthropology (3)**
Lec-3
P/NP available
The biological nature of humans and the changes that have occurred from prehistoric times to the present. The place of humans in nature, vertebrate and primate evolution, fossil evidence for human antiquity, individual and population genetics, mechanisms of evolution, and human variation. C-ID ANTH 110; UC/CSU

**ANTH 2. Archaeology and Prehistory (3)**
Lec-3
P/NP available
Overview of contemporary archaeological methods of survey, excavation, analysis, and interpretation. Discussion of various theoretical approaches used to explain past human behavior. Thematic discussion of the major events in prehistory from human origins to appearance of agriculture and cities. C-ID ANTH 150; UC/CSU

**ANTH 3. Introduction to Social and Cultural Anthropology (3)**
Lec-3, field trips
P/NP available
The structure and dynamics of cultures as seen in religions, marriage practices, gender roles, kinship, social classes, languages, laws, and political organization. Examples taken from foraging, tribal, and state cultures in many areas of the world. C-ID ANTH 120; UC/CSU

**ANTH 3AC. Introduction to Cultural Anthropology: Focus on American Cultures (3)**
Lec-3
P/NP available
Introduces basic concepts of cultural anthropology through the study of cultures from at least three of the 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. UC/CSU

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

**ANTH 8. Magic, Witchcraft, and Religion (3)**
Lec-3
P/NP available
A cross-cultural exploration of supernatural belief systems focusing on small scale cultures; the history and methods of the anthropology of religion; the dynamics of myth, superstition, possession, trance, magic, totem, taboos, cults, and sects. UC/CSU

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

**ANTH 12. North American Indian Cultures (3)**
Lec-3
P/NP available
The native people of North America are described in terms of their precontact adaptation to the natural environment. Language, kinship, religion and other aspects of culture are studied. UC/CSU

For ethnology of the North American Indian also see HIST 15A-15B.

**ANTH 15. Philippine Culture and Society (3)**
Lec-3
P/NP available
The course introduces students to the development of Philippine culture and the impact of Eastern and Western civilizations on the people; emphasis on the ways of life in Philippine rural and urban areas and also the cultures of the various ethnic groups. UC/CSU

**ANTH 20. LGBT Anthropology (3)**
Lec-3
P/NP available
The roles and statuses of homosexuals and other sexual minorities in world cultures, with examples from Native America, the Middle East, Africa, South America, Asia, and Europe. Aspects of culture that affect the lives of sexual minorities, including economics, religion, kinship, marriage, and gender roles, will be examined. UC/CSU

**ANTH 21. Archaeology of the Bay Area (Prehistoric) (1)**
Lec-1, field trips
P/NP available
Examination of the archaeological record created by the native American people who first populated the San Francisco Bay Area. Cultural remains and artifacts recently excavated from the Presidio, Mission Dolores, the Financial District, south of Market, and other sites will be considered to ascertain how these people lived, worked and interacted. CSU

**ANTH 22. Bay Area Archaeology: 1539-1846 (1)**
Lec-1, field trips
P/NP available
Examination of the archaeological record left behind by early Spanish, Russian, and Mexican explorers and colonizers in the San Francisco Bay Area. Emphasis placed on artifacts, sites, and material culture to understand sociocultural behavior and organization, and Native American acculturation. CSU
ANNOUNCEMENT OF CURRICULA

Announcement of Curricula

General Information

Apprenticeship is a workforce training concept, which is designed to prepare individuals, generally high school graduates, and produce highly qualified and well-trained workers who have solid knowledge as well as specific, technical job skills for occupations in the skilled trades and crafts.

The City College of San Francisco, in cooperation with the California Division of Apprenticeship Standards and local joint apprenticeship Committees, offers "related training" apprenticeship programs in designated trades or occupations. Apprenticeship on-the-job training is not offered by the College. Most apprenticeship programs are three to five years in length, similar to a four-year bachelor's degree program.

Upon completion of an apprenticeship program, the State of California Apprenticeship Council awards a Certificate of Completion of Apprenticeship in the trade.

Course | Occupation | Prog. Yrs. | Class Hrs.
--- | --- | --- | ---
APPR 9710 | Meat Cutting Appr | 1 | 144
APPR 9713 | Plastering Appr | 4 | 576
APPR 9714 | Plumber Appr | 5 | 1080–1296
APPR 9716 | Roofing/Waterproofing Appr | 3.5 | 378
APPR 9720 | Strny Engin Appr | 4 | 670–864

Persons interested in seeking apprentice status and enrollment in apprenticeship "related training" classes listed in the catalog should contact the State of California Department of Industrial Relations, Division of Apprenticeship Standards of the local sponsoring joint apprenticeship committee.

For further information, please call the CCSF Apprenticeship Program at (415) 550-4453.

Learning Outcomes

Upon completion, students will be able to:

- Identify, describe, and demonstrate safety practices related to their specific work requirements in compliance with CAL OSHA and EPA Regulations.
- Explain, demonstrate, and utilize the basic elements of industrial machinery and basic tools related to their trade.
- Analyze, interpret, and apply concepts, measurements and codes related to their trade.
- Apply problem-solving and analytical thinking skills in the maintenance, operation, testing, troubleshooting and repairs of equipment related to their trade.
- Understand green technologies language according to (MITC)-the Minimum Industry Training Criteria, as it relates to their Trade.

Announcement of Courses

Noncredit Courses:

APPR 9710. Meat Cutting Apprentice (72 hrs)
A study in all areas of training for meat apprentices to become journey persons in the meat industry. Includes: history, knives, tools equipment, sanitation, mathematics, weights measures, and USDA grades, breakdown of beef, veal, pork, lamb, variety meats, poultry, fish, sausage making, storage and merchandising.

APPR 9713. Plastering Apprentice (72 hrs)
Study of and practice in the trade of plastering as required by the apprenticeship program established by the local joint apprentice 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. Seventy-two (72) hours per semester, 576 Hours of related and supplemental instruction for this four (4) year apprenticeship.

APPR 9714. Plumbing Apprentice (108-162 hrs)
The practice and study of skills and knowledge required for entry level employment as a journeyperson in the plumbing industry. 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 9716. Roofing/Waterproofing Apprentice (54 hrs)
Overview and application of a variety of roofing/waterproofing materials and practices. Includes hot and cold applied built-up roofing and waterproofing, asphalt shingles, tiles and single ply roofing materials such as EPDM, PVC, TPO, Modified Bitumen and Bitumen and Photovoltaic.

APPR 9720. Stationary Engineer 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.

Noncredit Courses:

Stationary Engineers

JRNY 9706. Blueprint Reading (54 hrs)
Nearly every aspect of the Stationary Engineer Trade has some type of drawing or blueprint associated with it. Gaining a basic understanding of how these drawings relate the process of design and construction to the finished product will enhance the students on the job performance and facilitate a better understanding of the equipment they work on.

JRNY 9707. Computers I (54 hrs)
Students are introduced to the tools and functions of the most recent versions of Windows Operating Systems. Students are taught how
Students are taught topics in electricity as it is used in a modern facil
ties. Course will cover electrical distribution systems in
Students are introduced to the basic operations and functions of the
Students are taught topics in electricity as it is used in a modern facil
of a project from inception to completion for the purpose of control
ject's relevance is based on its ability to engage society's concerns.
udents will learn the basic effective man
ecessary resources from history, technology, the humanities and con-
line drawings, including an overview of hardware, and basic
onal computer operation within the windows operating system.
ical problems. The scope of this course is limited to information and
ponents for transferring to a baccalaureate program in another college
sical, study into the more particular trade skills required to operate a
al, telephone and other critical centers. Students learn to
resented in a step-by-step method to allow
erticular trade skills required to operate a
ard, safety, tools, and circuitry. Course will cover electrical distribution
mercial building. They will learn how to collect and enter building data into
crete and/or reclaim refrigerants and not intended to teach air conditioning/refrigeration system instal-
ese for any new or changes in regulations, equipment and procedures to be addressed.
ations and to provide answers to customers' questions and technical
serves as a forum to review basic competencies and allows for any new or changes in regulations, equipment and procedures to be addressed.
both the air-side and hydronic-side of the system is studied.
and procedures for test and balance of HVAC systems. Both the air-side and hydronic-side of the system is studied.
Sample test and balance report will be prepared by students in this course.
This course will be presented in a step-by-step method to allow
thetic documentation, the components of the three-dimensional ac-
line drawings, including a realistic understand-
vironment. The emphasis is placed upon two-
partial energy conservation activities are incorporated into this course.
ites resulting from the design. Students are prepared for further, more inten-
in without sacrificing the system's design's relevance. The program focuses on the utilization of the third dimen-
/A. exam.
In the Microsoft Office Suite. This includes
which are commonly found in a commercial building. Students are prepared for further, more intensive, study into the more particular trade skills required to operate a building as a professional Stationary Engineer.
ical, telephone and other critical centers. Students learn to
they will learn how to create queries and macro functions, developing charts and graphs on Microsoft Excel and to create a PowerPoint presentation.
operational, supervisory, and production level positions in professionally managed facilities. The course is designed as a lecture/demonstration session with the
This course introduces the Stationary Engineer to the effective use of instru-
other hand, the hydronic-side deals with water-based heating and cooling systems. The focus is on the effective design and use of HVAC systems to provide a comfortable environment for occupants of buildings.
this course. Students will be taught the software programs found in the Microsoft Office Suite as they relate to building systems. They will learn how to collect and enter building data into Microsoft Access. They will learn how to create queries and macro functions, developing charts and graphs on Microsoft Excel and to create a PowerPoint presentation.
and not intended to teach air conditioning/refrigeration system installation, troubleshooting or repair. Prepares student for the E.P.A. exam.
for any new or changes in regulations, equipment and procedures to be addressed.
which are commonly found in a commercial building. Students are prepared for further, more intensive, study into the more particular trade skills required to operate a building as a professional Stationary Engineer.

### Plumbing

**Noncredit Courses:**
- **JRNY 9740. AutoCAD 2000 (108 hrs)**
  - **Prereq.: 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)**
  - **Prereq.: 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.

### Architecture

#### Learning Outcomes

**Architecture and Interior Architecture** students will develop an understanding of design as a model for creative inquiry, using necessary resources from history, technology, the humanities and contemporary culture issues in response to the fundamental principle that design's relevance is based on its ability to engage society's concerns.

**Construction Management** students will learn the basic effective management techniques related to the planning, design, and construction of a project from inception to completion for the purpose of controlling time, cost and quality.

The requirements for an Associates degree from CCSF and requirements for transferring to a baccalaureate program in another college or university are different. Students who are seeking to attain an Associates of Science in Architecture, Interior Design or Construction Management should follow the major requirements listed below.

**Students who are seeking to transfer to another university or college to attain a 4 or 5 year degree are strongly encouraged to consult with an advisor within your program of study.**

**Laptop Recommendation:** The Department of Architecture strongly recommends that all students planning to transfer to a 4 or 5 year university program in Architecture or Interior Design purchase a

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**Announcement of Curricula**

**Office:** Batmale 244  
**Phone Number:** (415) 452-5293  
**Web Site:** [www.ccsf.edu/arch](http://www.ccsf.edu/arch)
Courses Required for the Major in Architecture

Course | Units
--- | ---
First Semester (fall) |  
ARCH 20 Architectural Graphics I | 3
ARCH 29A Freehand Drawing | 1
ARCH 100 Introduction to Architecture and Design | 2
PHYC 10 Conceptual Physics | 3
MATH 55 Geometry | 4
Additional graduation requirements |  
Second Semester (spring) |  
ARCH 22A Delineation & Rendering | 3
ARCH 101 Architecture Design Studio I | 3
Additional graduation requirements |  
Third Semester (fall) |  
ARCH 120 Fundamentals of Building Construction | 3
ARCH 50 Construction Drawings | 3
ARCH 102 Architecture Design Studio II | 3
Additional graduation requirements |  
Fourth Semester (spring) |  
ARCH 127 Fundamentals of Building Structures | 3
ARCH 31B (spring only) History of Architecture | 3
ARCH 214 Architectural CADD or BIM 120 Revit Architecture I | 3
ARCH 160 (spring only) Professional Practice | 3
Additional graduation requirements | 40

Courses Required for the Major in Interior Design

Course | Units
--- | ---
First Semester (fall) |  
ARCH 100 Introduction to Architecture and Design | 2
ARCH 20 Architectural Graphics I | 3
ARCH 29A Freehand Drawing | 1
ARCH 101 Architecture Design Studio I | 3
Additional graduation requirements |  
Second Semester (spring) |  
ARCH 22A Delineation & Rendering | 3
ARCH 101 Architecture Design Studio I | 3
Additional graduation requirements |  
Third Semester (fall) |  
ARCH 101 Architecture Design Studio I | 3
ARCH 214 Architectural CADD or BIM 120 Revit Architecture I | 3

Learning Outcomes

Upon completion of this degree, students will be able to:

- Create architectural solutions to a set of project requirements.
- Develop architectural graphics using digital and analog tools that communicate design intentions and document construction requirements.
- Compare exemplary historical examples of architecture and impacted by social, political, economic, and environmental factors.
- Explain the duties and responsibilities of stakeholders within the legal and regulatory environments.
- Identify building and material systems that are responsive to the major requirements of a project.

Learning Outcomes

Upon completion of this degree, students will be able to:

- Create interior solutions to a set of project requirements including material and color selection.
- Develop interior graphics using digital and analog tools that communicate design intentions and document construction requirements.
- Analyze the historical periods and movements of Interior Design.
- Explain the duties and responsibilities of stakeholders within the legal and regulatory environments.
- Understand technical building and material systems and their interface with interior spaces.
The Associate in Science Degree Program prepares students to enter the Construction Management Profession in responsible positions. This program is comprehensive and provides students with the practical knowledge and skills required to be effective in professional environment.

Learning Outcomes
Upon completion of this program, the student will be able to:

- Estimate, organize and manage construction project resources through the use of cost estimates and schedules.
- Manage and control construction work activities utilizing project control methodologies and quality control and assurance techniques.
- Analyze and interpret construction documents.
- Assess the role of material selection and structures in the field of construction management.
- Assess the contractual and regulatory considerations and restraints associated with the administration of a construction project.
- Manage a construction project utilizing computer software.
- Assess effective methods of communication in a professional work environment.
- Design and develop a work-plan containing specific work duties in which to apply objectives at the work site.

The California State Contractors License Board gives students who graduate with this degree credit for one and a half of the four years of practical experience required of applicants for the State building contractor's license. Upon graduation from the Construction Management Program, students are qualified to enter the profession through a variety of employers such as Construction Managers, General Contractors, Sub-Contractors, as well as Architectural and Engineering offices. Opportunities upon entry into the Profession are varied and include: estimating and cost control, scheduling and planning, document control, quality assurance and inspection.

### Courses Required for the Major in Construction Management

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester (Fall)</strong></td>
<td></td>
</tr>
<tr>
<td>CM 100 Fundamentals of Construction Management</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 120 Fundamentals of Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>MABS 60 Intro to Computer Appl. for Business</td>
<td>3</td>
</tr>
<tr>
<td>Additional Graduation Requirements</td>
<td></td>
</tr>
<tr>
<td><strong>Second Semester (Spring)</strong></td>
<td></td>
</tr>
<tr>
<td>CM 110 Construction Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 127 Fundamentals of Building Structures</td>
<td>3</td>
</tr>
<tr>
<td>CM 248 Construction Project Administration</td>
<td>3</td>
</tr>
<tr>
<td><strong>Third Semester (Fall)</strong></td>
<td></td>
</tr>
<tr>
<td>CM 240 Construction Cost Estimating</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 240 Fundamentals of the International Building Code</td>
<td>3</td>
</tr>
<tr>
<td>BIM 120 Revit Architecture I</td>
<td>3</td>
</tr>
<tr>
<td>Additional Graduation Requirements</td>
<td></td>
</tr>
<tr>
<td><strong>Fourth Semester (Spring)</strong></td>
<td></td>
</tr>
<tr>
<td>CM 244 Construction Scheduling</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 160 Professional Practice</td>
<td>3</td>
</tr>
<tr>
<td>CRER 62 Successful Job Search Techniques</td>
<td>1</td>
</tr>
<tr>
<td>Additional Graduation Requirements</td>
<td></td>
</tr>
<tr>
<td><strong>Fifth Semester (Summer)</strong></td>
<td></td>
</tr>
<tr>
<td>CRER 63 Career Counseling for Work Experience</td>
<td>1</td>
</tr>
<tr>
<td>Total Units</td>
<td>38</td>
</tr>
</tbody>
</table>

### Construction Management: Core Skills Certificate

The Certificate of Accomplishment in Construction Management: Core Skills is a course of study focused on the core technical and management skills required in the field of Construction Management. This certificate is designed to meet the needs of students who want to obtain entry-level positions within the Construction Management profession. It also provides students who are currently employed in the construction industry in trades positions the opportunity for entry and/or advancement in management positions. All courses required for the Certificate Program are also required for the Associates in Science Degree Program making it easier for students to continue their studies to enhance their opportunities for career advancement. Students may receive a Certificate of Accomplishment in Construction Management: Core Skills by completing the courses required by the certificate program with a final grade of "C" or higher. Pass/No Pass grades will not be accepted towards completion of a certificate program.

### Learning Outcomes
Upon completion of this degree, students will be able to:

- Estimate, organize and manage construction project resources through the use of cost estimates and schedules.
- Manage and control construction work activities utilizing project control methodologies and quality control and assurance techniques.
- Analyze and interpret construction documents.
- Assess the role of material selection and structures in the field of construction management.
- Assess the contractual and regulatory considerations and restraints associated with the administration of a construction project.
- Manage a construction project utilizing computer software.
- Assess effective methods of communication in a professional work environment.
The Certificate of Achievement in Construction Management: Advanced Skills is a course of study that includes courses which focus on the technical and management skills required in the field of Construction Management as well as courses which provide knowledge in the technical aspects of construction as well as in general business. This certificate is designed to meet the needs of students who are returning to college after completing a degree in another field who seek to enter into the profession of Construction Management. It also provides students who are currently employed in the construction management industry in entry-level positions the opportunity for advancement by enhancing their knowledge. All courses required for the Certificate Program are also required for the Associated in Science Degree Program making it easier for students to continue their studies to enhance their opportunities for career advancement.

Students may receive a Certificate of Achievement in Construction Management: Advanced Skills by completing the courses required by the certificate program with a final grade of "C" or higher. Pass/No Pass grades will not be accepted towards completion of a certificate program.

**Learning Outcomes**

Upon completion of this program, the student will be able to:

- Estimate, organize and manage construction project resources through the use of cost estimates and schedules.
- Manage and control construction work activities utilizing project control methodologies and quality control and assurance techniques.
- Analyze and interpret construction documents.
- Assesses the role of material selection and structures in the field of construction management.
- Assesses the contractual and regulatory considerations and restraints associated with the administration of a construction project.
- Manage a construction project utilizing computer software.
- Assess effective methods of communication in a professional work environment.

**Courses Required for the Certificate of Achievement in Construction Management: Core Skills**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM 100 Fundamentals of Construction Management</td>
<td>3</td>
</tr>
<tr>
<td>CM 110 Construction Graphics</td>
<td></td>
</tr>
<tr>
<td>CM 240 Construction Cost Estimating</td>
<td>3</td>
</tr>
<tr>
<td>CM 244 Construction Scheduling</td>
<td>3</td>
</tr>
<tr>
<td>CM 248 Construction Project Administration</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
</tr>
</tbody>
</table>

**Construction Management: Advanced Skills Certificate**

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

Students may receive a Certificate of Achievement in Construction Management: Advanced Skills by completing the courses required by the certificate program with a final grade of "C" or higher. Pass/No Pass grades will not be accepted towards completion of a certificate program.

**Learning Outcomes**

Upon completion of this program, the student will be able to:

- Estimate, organize and manage construction project resources through the use of cost estimates and schedules.
- Manage and control construction work activities utilizing project control methodologies and quality control and assurance techniques.
- Analyze and interpret construction documents.
- Assesses the role of material selection and structures in the field of construction management.
- Assesses the contractual and regulatory considerations and restraints associated with the administration of a construction project.
- Manage a construction project utilizing computer software.
- Assess effective methods of communication in a professional work environment.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM 100 Fundamentals of Construction Management</td>
<td>3</td>
</tr>
<tr>
<td>CM 110 Construction Graphics</td>
<td></td>
</tr>
<tr>
<td>CM 240 Construction Cost Estimating</td>
<td>3</td>
</tr>
<tr>
<td>CM 244 Construction Scheduling</td>
<td>3</td>
</tr>
<tr>
<td>CM 248 Construction Project Administration</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 120 Fundamentals of Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

**Electives:** Students must complete 12 units from the following elective courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 27 Fundamentals of Building Structures</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 160 Professional Practice</td>
<td></td>
</tr>
<tr>
<td>ARCH 240 Fundamentals of the</td>
<td></td>
</tr>
<tr>
<td>International Building Code</td>
<td>3</td>
</tr>
<tr>
<td>MABS 60 Intro to Computer Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 6 Workplace Communication</td>
<td></td>
</tr>
<tr>
<td>or SUPV 234 Communication for Bus Management</td>
<td></td>
</tr>
<tr>
<td>or BSEN 74 Written Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BIM 120 Revit Architecture I</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>30</td>
</tr>
</tbody>
</table>

**Collaborative Design Certificate**

The 17-unit certificate program in Collaborative Design provides students with a strong foundation in multidisciplinary approaches to design and collaboration.

*See Interdisciplinary Studies section of the Catalog.*

**Announcement of Courses**

**Architecture**

**Credit, Degree Applicable Courses:**

<table>
<thead>
<tr>
<th>ARCH 20. Architectural Graphics I (3) Lec-2, lab-8</th>
<th>P/NP available Introduction to techniques, conventions, meanings, and purposes related to drawing and drafting conventions as used in architecture and interior design. Fundamental graphic principles, concepts, and strategies are examined through hand and digital production. CSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 22A. Delineation and Rendering (3) Lec-2, lab-4, field trips</td>
<td>Prereq.: ARCH 20; Completion/concurrent enrollment in ARCH 29A</td>
</tr>
<tr>
<td>ARCH 29A. Freehand Drawing I (1) Lec-1, lab-2</td>
<td>Instruction to freehand drawing skills as a method of observation and visual communication in Architecture and Interior Design. The use of drawing in seeing and expressing shape, form, value, texture and proportion. Techniques include contour line, tonal drawing, and linear perspective. UC/CSU</td>
</tr>
<tr>
<td>ARCH 29B. Freehand Drawing II (1) Lec-1, lab-2</td>
<td>P/NP available</td>
</tr>
<tr>
<td>ARCH 31A. History of Architecture (3) Lec-3</td>
<td>A survey of the history of Architecture from prehistory through the end of the Middle Ages. UC/CSU</td>
</tr>
</tbody>
</table>
ARCH 31B. History of Architecture (3)
Lec-3 P/NP available
A survey of the history of architecture from the early Renaissance to the present times. UC/CSU

ARCH 32. Bay Region Architectural History (3)
Lec-3 P/NP available
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; contributing architects and planners who reflect the growth and significance of their professions in the late nineteenth and twentieth centuries. UC/CSU

ARCH 50. Construction Drawings (3)
Lec-2, lab-8, field trips P/NP available
Prereq.: ARCH 20 or ET 104 or 1 yr of HS drafting
Study of construction documents with an emphasis on light wood frame construction and ecological sustainability. Building and framing systems, detailing, site issues, codes and regulations, research and professional publications in architecture and construction disciplines through creation of a simple set of construction documents. CSU

ARCH 99. Materials and Fabrication Shop (1)
Lab-3 P/NP available
A project-oriented, hands-on course to introduce students to the practices and methodologies used in fabricating architectural models or execution of three-dimensional designs using wood, metals and plastics. Students learn shop and cleanup procedures, safety procedures, and proper use of equipment and tools. CSU

ARCH 100. Introduction to Architecture and Design (2)
Lec-2, field trips P/NP available
This course introduces students to the fundamental principles related to design of physical environments. Students will be introduced to an overview of the architecture and interior design fields, along with fundamental concepts and considerations inherent within them. UC/CSU
ARCH 100 = ARCH 48

ARCH 101. Architectural Design Studio I (3)
Lec-2, lab-8, field trips
Introduction to architectural concepts and principles through 2-D and 3-D design projects. Focus is on issues, requirements and objectives related to visual perception of form and space, architectural meaning, spatial experiences, and the human condition. UC/CSU

ARCH 102. Architecture Design Studio II (3)
Lec-2, lab-8, field trips P/NP available
Prereq.: ARCH 101
A second design studio course in a sequence that expands upon fundamental architectural principles and concepts within Architecture and Design. Students explore topics related to design process, site, program, place, order, space within simple architectural problems. UC/CSU

ARCH 103. Architecture Design Studio III (3)
Lec-2, lab-8, field trips
Prereq.: ARCH 102
A third semester design studio course in a sequence that expands upon fundamental architectural principles and concepts within Architecture and Design. Students focus on urban analysis and design process, program, site and place in response to increasingly complex project requirements. UC/CSU

ARCH 120. Fundamentals of Building Construction (3)
Lec-3, field trips P/NP available
Comprehensive survey of all major building materials and systems of assembly in architecture and construction. Topics include wood, masonry, concrete, steel, glass, foundations, roofing, walls, frames, doors and windows as well as considerations of sustainability in the construction process. CSU
Formerly ARCH 23

ARCH 120A. Concrete in Residential Construction (.5)
Lec-6, lab-12 (total hrs), field trips P/NP available
Introduction to the materials, tools and equipment used for concrete work in residential construction. Hands-on class on how to mix, form, pour and work with concrete, with instruction in the safe usage of hand and power tools. CSU
ARCH 120A = CNST 120A

ARCH 120B. Rough Carpentry in Residential Construction (.5)
Lec-6, lab-12 (total hrs), field trips P/NP available
The basics of wood framing in residential construction for novices and trades people seeking cross over skills. A hands-on class that will demonstrate proper handling of tools and the appropriate use of fasteners in rough carpentry and the construction of small projects. CSU
ARCH 120B = CNST 120B

ARCH 120C. Finish Carpentry in Residential Construction (.5)
Lec-6, lab-12 (total hrs), field trips P/NP available
Basic knowledge and skills in finish carpentry in residential construction. Identification of tools, building materials, and techniques required for finish carpentry. Demonstrate safe construction practices. Several projects requiring the planning and organizing of work, and the use of measuring, hand and power tools. CSU

ARCH 120D. Masonry and Tile in Residential Construction (.5)
Lec-6, lab-12 (total hrs), field trips P/NP available
The basic skills for applying masonry and tile in residential construction, including practicing proper use of tools, materials, and techniques. Hands-on completion of several projects requiring planning and organizing is expected. CSU
ARCH 120D = CNST 120D

ARCH 120E. Plumbing in Residential Construction (.5)
Lec-6, lab-12 (total hrs), field trips P/NP available
This is a hands-on class on the materials and tools used for installing a plumbing system in residential construction; piping for hot and cold water, waste, vent systems, plumbing fixtures and the completion of one or more small projects. CSU
ARCH 120E = CNST 120E

ARCH 120F. Electrical in Residential Construction (.5)
Lec-6, lab-12 (total hrs), field trips P/NP available
Introduction to the basic skills for electrical work in residential construction, including safety practices. Students will complete several small projects such as the rewiring of outlets, repair and replacement of light fixtures and the identification of circuits and connections found in residential construction. CSU
ARCH 120F = CNST 120F
ARCH 127. Fundamentals of Building Structures (3)
Lec-3, field trips P/NP available
An introduction to the AutoCAD software, the course starts from the basic understanding of the software interface to two dimensional line drawings, and three dimensional solid modeling with an emphasis of architecture. Included is the use of collaborative drawing using XREF and management of a drawing layering system. CSU
FORMERLY ARCH 52A

ARCH 128. Fundamentals of the International Building Code (3)
Lec-3 P/NP available
A comprehensive introduction to the fundamentals of the International Building Code (IBC) that is adopted and used throughout most jurisdictions of the United States to regulate the use, design, construction, and maintenance of buildings. CSU

ARCH 134. Global Contemporary Architecture (3)
Lec-3, field trips P/NP available

ARCH 160. Professional Practice (3)
Lec-3, field trips P/NP available
An introduction to building information modeling (BIM) and Revit Architecture software. Automation of bidding design and documentation processes, interface and command access, coordination of data, and views for annotations and printing. No previous CADD experience required. CSU

ARCH 214. Architectural Computer Aided Drawing I (3)
Lec-2, lab-4, field trips
Prereq.: ARCH 20
As an introduction to the AutoCAD software, the course starts from the basic understanding of the software interface to two dimensional line drawings, and three dimensional solid modeling with an emphasis of architecture. Included is the use of collaborative drawing using XREF and management of a drawing layering system. CSU
FORMERLY ARCH 52A

ARCH 240. Fundamentals of the International Building Code (3)
Lec-3 P/NP available
A comprehensive introduction to the fundamentals of the International Building Code (IBC) that is adopted and used throughout most jurisdictions of the United States to regulate the use, design, construction, and maintenance of buildings. CSU

Building Information Modeling
Credit, Degree Applicable Courses:
BIM 120. Revit Architecture I (3)
Lec-2, lab-3.5 P/NP available
ADVISE: ARCH 120
An introduction to Building Information Modeling (BIM) and Revit Architecture software. Automation of bidding design and documentation processes, interface and command access, coordination of data, and views for annotations and printing. No previous CADD experience required. CSU

BIM 121. Revit Architecture II (3)
Lec-2, lab-7 P/NP available
Prereq.: BIM 120 or demonstration of exit skills
ADVISE: ARCH 120

Construction Management
Credit, Degree Applicable Courses:
CM 100. Fundamentals of Construction Management (3)
Lec-3, field trips P/NP available
Introduction to construction management including the building design and construction process; project participants, their roles and responsibilities. Areas of focus to include the application of the principles of contracts in relation to construction projects, estimating, scheduling and project control. CSU

CM 110. Construction Graphics (3)
Lec-2, lab-4 P/NP available
Introduction to the basic concepts of construction project management including: the building design and construction process; project participants, their roles and responsibilities. Areas of focus to include the application of the principles of contracts in relation to construction projects, estimating, scheduling and project control. CSU

CM 240. Construction Cost Estimating (3)
Lec-3, field trips P/NP available
Prereq.: CM 110 or demonstration of CM 110 exit skills
A study of the fundamental approaches to estimating the cost of building construction projects. Topics discussed include: types of construction estimates; the material takeoff process; the use of computers in estimating; total project estimating including direct costs, indirect costs, contingency and profit. CSU

CM 244. Construction Scheduling (3)
Lec-3, field trips P/NP available
Prereq.: CM 240 or demonstration of CM 240 exit skills
Study of the basic concepts of construction scheduling: scheduling techniques with a focus on Critical Path Methods; CPM schedule planning, scheduling, updating and analysis. Manual procedures in scheduling are followed by computer applications. CSU

CM 248. Construction Project Administration (3)
Lec-3, field trips P/NP available
Prereq.: CM 240 or demonstration of CM 240 exit skills
Principles and practical applications of construction project administration with an emphasis on construction-phase services. Topics include: an overview of project administration throughout the phases of a construction project; the contractual and regulatory environment of construction projects; the development of a project procedures manual; computer-based project administration. CSU

Noncredit Courses:
CM 1000. Construction Management for Contractors (26 hrs)
Overview of the construction project management considerations in the operation of building contractor businesses. Discussion of business considerations such as insurance, bonds, accounting, risk management and marketing. Discussion of construction management basics such as estimating, scheduling and project management. Introduction to Building Information Modeling (BIM), Green Building technologies and ethics.
**Interior Design**

**Credit, Degree Applicable Courses:**
INTD 100. Introduction to Residential Interior Design (3)
Lec-2, lab-8, field trips
Introduction to residential interior design concepts and principles through two-dimensional and three-dimensional design projects. Students explore topics related to design process, color, material finishes, and spatial composition as these relate to the profession. UC/CSU

INTD 102. Interior Design Studio I (3)
Lec-2, lab-4, field trips P/NP available
PREREQ.: ARCH 101
ADVISER: ARCH 100
Relate design fundamentals to space and form of commercial and institutional interior environments. Topics include color, space, form, light, sustainability, material, furniture selection, windows, floors, and accessories as these relate to the profession. CSU

INTD 124. Interior Building Materials and Systems (3)
Lec-3, field trips P/NP available
A comprehensive examination of Interior Materials and Construction Systems with a focus on their interface with building systems such as electrical, mechanical, plumbing, and structural systems. CSU

INTD 138. Global History of Interior Design (3)
Lec-3, field trips P/NP available
The history of Interior Design ranging from ancient times to the 21st Century, including Western, Asian, Middle Eastern, African and Latin American cultures. The course will focus on historical periods and their influences on the design of interior spaces. CSU

**Art**

Office: Visual Arts 118
Phone Number: (415) 239-3157
Web Site: www.ccsf.edu/Art

**General Information**
The Art Department offers students a comprehensive lower division program in the areas of Art History and Fine Art/Studio Arts. Centered upon visual literacy, design and drawing curriculum, the Art Department prepares students for transfer to upper division courses or for direct entry into art careers. Most of our courses are accepted for credit at the University of California and California State University. Students intending to transfer and major in Fine Art/Studio Arts are advised to enroll in two art history courses, along with general education and studio courses. Students intending to transfer and major in Art History are advised to enroll in one studio course, along with general education and art history courses.

**Studio Arts Major (AA-T)**

**Associate in Arts in Studio Arts for Transfer.** The AA-T in Studio Arts offers students a comprehensive lower division program in the fine arts, revolving around a core curriculum. The AA-T prepares students for transfer to upper division Fine Art or Studio Arts programs at four-year colleges and universities, particularly to California State University campuses.

**Learning Outcomes**
Upon completion of this degree the student will be able to:
- Engage in a visual literacy that is based upon the understanding of the elements of design and the general awareness of historical and contemporary artistic cultures and trends.
- Critically evaluate artwork by identifying design elements and using discipline specific terminology and skills.
- Develop a series of projects that demonstrate critical analysis, creative thinking, technical skill in a variety of media, as well as the exploration of content and personal approach.
- Recognize opportunities of problem solving in the processes of creation.

**Degree Requirements.** Students who wish to earn the Associate in Arts in Studio Arts for Transfer (AA-T) must complete 60 CSU transferable units with at least a 2.0 grade point average. This must include the units required for full completion of the IGETC or CSU GE curriculum and the 24 units for the major as specified below. Each course in the major must be completed with a grade of “C” or better. Courses used to meet the major requirement may also be used to meet IGETC or CSU GE requirements.

**Courses Required for the Major in Studio Arts**

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 102 Western Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART 103 History of Modern Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 125A Basic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 125B Advanced Design/3D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 130A Basic Drawing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Studio Arts Electives (9 units)**
Select three courses for a total of 9 units. Each course must be from a different area listed below:

**Area 1: Color**
ART 126 Color | 3

**Area 2: Drawing**
ART 130B Intermediate Drawing or ART 132A Beginning Figure Drawing | 3

**Area 3: Painting**
ART 140A Beginning Painting | 3

**Area 4: Printmaking**
ART 150A Fine Art Printmaking | 3

**Area 5: Ceramics**
ART 160A Beginning Ceramics | 3

**Area 6: Sculpture**
ART 170A Beginning Sculpture | 3

**Area 7: Metal Arts**
ART 180A Beginning Metal Arts | 3

**Area 8: Other Media**
ART 136A Introduction to Illustration or ART 145A Introduction to Watercolor Painting | 3

**Area 9: Second Level Courses:**
ART 140B Intermediate Painting or ART 150B Fine Art Intaglio Printmaking or ART 160B Intermediate Ceramics or ART 170B Intermediate Sculpture | 3

Total | 24
Announcement of Courses

The majority of advanced classes in the Art Department require that prerequisites be completed before taking those classes. Students who have not completed those prerequisites must demonstrate the exit skills required upon completion of the prerequisite(s). (See specific courses for prerequisite requirements.) Most Art Studio courses listed will require a laboratory fee.

Art History Courses

The Art History Curriculum offers a wide selection of courses which apply critical thinking and analytical skills to an understanding of visual arts from around the world. The course selection includes: Art 101 through 118, of which several are offered online, and Selected Topics Courses (121, 122, and 123) that offer a more in-depth study of art at the Legion of Honor and the De Young Fine Arts Museums of San Francisco. All Art History courses may be taken in any sequence. College-level reading and writing skills are advised.

Credit, Degree Applicable Courses:

ART 101. Western Art History (3)
Lec-3, field trips
Survey of Western Art from 35,000 B.C.E. to 500 C.E.: Paleolithic art through the Early Medieval period. Art will be discussed from critical and historical perspectives, with regard to formal visual elements of style and the social context of the societies, values, and ideas that gave birth to Western art. UC/CSU

ART 102. Western Art History (3)
Lec-3, field trips
Survey of Western Art from the sixth to the eighteenth centuries: Byzantine and Medieval to the Romantic periods. Art will be discussed from critical and historical perspectives, with regard to formal visual elements of style and the social context of the societies, values, and ideas that determined the course of Western art. UC/CSU

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. Art will be analyzed from both critical and historical perspectives. Formal visual elements of style, social and cultural context, values, ideas, and thematic characteristics of modern art will be discussed, analyzed and evaluated. UC/CSU

ART 104. Asian Art History (3)
Lec-3, field trips
A survey of the artistic heritage of Asia from the Neolithic period to the present. Painting, sculpture, architecture, and crafts will be examined within their historical, political and socio-cultural background. Students learn to identify styles, recognize techniques and formal visual elements, and critically analyze artwork within its contextual framework. C-ID ARTS 130; UC/CSU

ART 105. Ancient Art and Architecture of Latin America (3)
Lec-3, field trips P/NP available
A survey of the artistic heritage of Pre-conquest 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. UC/CSU

ART 106. Latin American Art History (3)
Lec-3, field trips P/NP available
A survey of the artistic heritage of Latin America from the sixteenth century AD to the present. All art will be discussed from both a critical and historical perspective, with regard to formal visual elements of style and the societies, values, and ideas that gave birth to Latin American art. UC/CSU

ART 107. African American Art History (3)
Lec-3, field trips
A survey of the heritage of West African civilizations prior to and during the slave trade and of African-Americans from colonial to contemporary times. 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. UC/CSU

ART 108. Women Through Art History (3)
Lec-3, field trips
Investigation of women's role in European and non-European society as artists, patrons and subjects in art from pre-history to the present. Artworks are examined through formal and thematic characteristics and from a historical, social and gender-based perspective. UC/CSU

ART 109. History of Contemporary Art (3)
Lec-3, field trips
Examination of contemporary art, its principal styles/movements/periods, major artists and artworks in the major media categories. Analysis of late modern and postmodern developments in relation to wider historical and societal contexts. Further examination includes the challenges that contemporary forms, concepts, and approaches bring to traditional art history methods and practices. UC/CSU

ART 110. History of the Western World (3)
Lec-3, field trips P/NP available
A telecourse introduction to art history from the Classical Greek period to the Modern twentieth century. Art will be discussed in its social context and for formal visual elements. The course introduces the societies, values, and ideas that gave birth to Western art, discusses the changing goals of artists and patrons, traces art's relation to power, religion, culture, and the art of the past, and suggests how art defines or contradicts its time. Refer to the Telelesson Schedule for viewing dates and times. UC/CSU

ART 112. Selected Topics in Art (1)
Lec-1 P/NP available
An in-depth investigation of selected topics in art developed in conjunction with the permanent and special exhibitions at the Legion of Honor and DeYoung Memorial Museums of Art. CSU (UC UPON REVIEW)
ART 122. Selected Topics in Art (3)
Lec-3 P/NP available
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. UC (UC UPON REVIEW)

ART 122A. Russian Art at the Legion (3)
Lec-3 P/NP available
Russian art from the 10th to early 20th century will cover the Medieval Period, Western Academic Tradition, Romanticism and Critical Realism, Neo-nationalist Movement and the Russian Avant Garde. All art will be discussed for its formal qualities of Style, culture, iconography and technical achievement. UC/CSU

ART 123. Selected Topics in Art (3)
Lec-3 P/NP available
An in-depth investigation of selected topics in art developed in conjunction with the permanent and special exhibitions at the Legion of Honor and De Young Memorial Museums of Art. CSU

ART 123Q. Baroque Masters of Light (3)
Lec-3 P/NP available
The course examines Baroque art at the Legion of Honor with emphasis on the Dutch and Italian masters. All art will be discussed from both a critical and historical perspective, with regard to cultural context and formal elements of styles. UC/CSU

ART 123S. Greek and Thracian Art (3)
Lec-3 P/NP available
The course examines Greek and Thracian art at the Legion of Honor Museum. All art will be discussed from both a critical and historical perspective, with regard to cultural context and formal elements of style. UC/CSU

ART 123T. British Art at the Legion (3)
Lec-3, field trips P/NP available
A study of British Art as represented in the Legion of Honor Permanent Collection and special exhibitions. Art will be discussed from both a critical and historical perspective and formal visual elements of design. UC/CSU

ART 123U. 18th century French Art at the Legion (3)
Lec-3, field trips P/NP available
The course examines 18th-century French painting from the permanent collection at the Legion of Honor Museum. Paintings will be discussed from both a critical and historical perspective, with regard to cultural context and formal elements of style. UC/CSU

ART 123V. Renaissance Art at the Legion (3)
Lec-3, field trips P/NP available
The course examines Renaissance painting from the permanent collection and special exhibitions at the Legion of Honor Museum. Paintings will be discussed from a critical and historical perspective, with regard to cultural context and formal elements of style. UC/CSU

ART 123W. 19th Century Painting at the Legion (3)
Lec-3, field trips P/NP available
The course examines 19th-century painting from the permanent collection and special exhibitions at the Legion of Honor Museum. All art will be discussed from both a critical and historical perspective, with regard to cultural context and formal elements of style. UC/CSU

ART 123X. Baroque Art at the Legion (3)
Lec-3, field trips P/NP available
Seventeenth-century Baroque painting with emphasis on examples from the permanent collection at the Legion of Honor Museum will be examined for the formal qualities of style, iconography, technical achievements of artists, and regard to the cultural context of this period. UC/CSU

ART 123Y. 19th c. Realism and Courbet (3)
Lec-3 P/NP available
19th-century realism will be discussed with particular emphasis on paintings by Courbet from the special French exhibition at the Legion of Honor Museum. All paintings will be discussed within the context of 19th-century Realism and for the formal qualities of style, iconography, and technical achievements of the century. UC/CSU

ART 123Z. Eternal Egypt at the Legion (3)
Lec-3 P/NP available
Egyptian art from the Cairo Museum on exhibit at the De Young Fine Arts Museum will be examined. Artifacts will be discussed within the context of ancient Egyptian culture and for the formal qualities of style, iconography, and technical achievements. UC/CSU

Fine Arts Courses

The Fine Art/Studio Arts Curriculum provides students with a comprehensive range of instruction in the methods of producing two and three-dimensional artwork. Basic Design: Art 125A and Basic Drawing: Art 130A serve as prerequisites for Intermediate and Museum Drawing courses as well as Figure Drawing, Illustration, Mixed Media, Painting, and Printmaking courses. All studio classes should be taken sequentially in order for students to acquire the skills necessary for their success in intermediate and advanced course work.

Enrollment Limitations on Physical Education and Visual or Performing Arts Courses

Per title 5 Section 55041, effective Fall 2013, students may not enroll more than four times in “active participatory courses that are related in content” in the areas of physical education or visual and performing arts, which includes art, dance, music, and theatre. This limitation applies even if a student receives a substandard grade or “W” during one or more of the enrollments in such a course or if the students petition for repetition due to extenuating circumstances. Art courses that are related in content are grouped together in “families” of courses below. The families are indicated by their headings, e.g., Design, Basic Drawing, etc. For the most up-to-date listing of courses and families, refer to the online catalog, www.ccsf.edu/catalog.

Design

ART 125A. Basic Design (3)
Lec-2, lab-4, field trips
Advise: Completion/concurrent enrollment in ART 130A
An introduction to the basic components of two-dimensional design: subject, form, content, with a focus on their dynamic interrelation. Through observation, analysis, discussion of traditional and contemporary approaches in fine and commercial arts, students learn to apply the elements and principles of visual organization to creative projects using various media. C-ID ARTS 100; UC/CSU
ART 125B. Advanced Design: 3D (3)
Lec-2, lab-4, field trips
Prereq.: ART 125A
Advise: ART 130A

An introduction to the basic elements of three-dimensional form and design, including concepts and language fundamental to all art making. This course covers the structural and visual elements of three-dimensional design and is geared to assist majors: Fine & Applied Arts, Photography, Theater Arts, Fashion, Interior Design, and Architecture. C-ID ARTS 101; UC/CSU

ART 126. Color (3)
Lec-2, lab-4, field trips
A comprehensive course in the study of color, its sources, properties, theories and applications in additive and subtractive media. Develops conceptual and practical skills for effective visual communication utilizing color. Color mixing, color interaction, color harmonies, optical, spatial, psychological, subjective, cultural, historical uses of color are explored through creative projects. C-ID ARTS 270; UC/CSU

Drawing

ART 130A. Basic Drawing (3)
Lec-2, lab-4, field trips
Advise: Completion/concurrent enrollment in ART 125A
A course in the theory and practice of drawing using a variety of media and subject matter. The student will develop drawing skills through the use of line, plane, tone, shape, form, volume, chiaroscuro and perspective. Group and individual instruction related to progressive assignments will encourage subjective and analytical development. C-ID ARTS 110; UC/CSU

ART 130B. Intermediate Drawing (3)
Lec-2, lab-4, field trips
Prereq.: ART 130A
Advise: ART 125A
Continued development of drawing skills with projects of greater complexity. This also includes additional approaches to drawing, composition, and varied drawing materials. This course is a member of the drawing family of courses. C-ID ARTS 205; UC/CSU

ART 130C. Advanced Drawing (3)
Lec-2, lab-4, field trips
Advise: ART 130B
Building on the rigorous drawing studies of ART 130A and ART 130B, students will now focus on developing a self-directed creative process that is informed by research into the expressive, historical, personal, and contemporary aspects of media use and content development as applied in the creation of a series of related thematic drawings. UC/CSU

ART 131A. Museum Drawing (3)
Lec-2, lab-4, field trips
Prereq.: ART 130A.
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.
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

Figure Drawing

ART 132A. Beginning Figure Drawing (3)
Lec-2, lab-4, field trips
Prereq.: ART 130A
Advise: ART 125A
Introduction to the basic concepts of drawing the nude figure from life. Students develop a practical understanding of surface anatomy and proportions using a variety of media and techniques, acquire perceptual and critical thinking skills, and are introduced to the expressive potential of figurative drawing. C-ID ARTS 200; UC/CSU

ART 132B. Intermediate Figure Drawing (3)
Lec-2, lab-4, field trips
Prereq.: ART 130A
Advise: ART 125A AND 132A
Building on the previously acquired basic knowledge of drawing the nude figure from life, intermediate students will further develop their understanding of concepts and techniques of figure drawing, continue with more in-depth study of anatomy and proportion, and start working with color and experimental mixed-media approaches. UC/CSU

ART 132C. Advanced Figure Drawing (3)
Lec-2, lab-4, field trips
Advise: ART 132B
Students will integrate advanced figure drawing skills with a focus on special topics such as portraiture, narrative art, mixed media or figurative mural art, to develop a personal and expressive body of artwork in a medium of their choice. UC/CSU

Illustration

ART 136A. Introduction to Illustration (3)
Lec-2, lab-4, field trips
Advise: ART 135A AND 130A
Introduction to the professional field of illustration. Instruction will focus on principal areas within the field (Editorial, Advertising, Fashion and Scientific), its history, career aspects, and current trends. Students will explore and apply a variety of media and illustration techniques, while developing critical thinking, research, and problem-solving skills. CSU

ART 136B. Intermediate Illustration (3)
Lec-2, lab-4, field trips
Prereq.: ART 136A
Further exploration of visual communication strategies as they relate to the field of illustration. Experimenting with wet and dry media, use of research, techniques and professional presentation in the development of personal style. Focus on professional problem-solving approach in the following areas: book illustration, graphic narrative, caricature, and character design. CSU

ART 136C. Advanced Illustration (3)
Lec-2, lab-4, field trips
Prereq.: ART 136B
Development of professional portfolio, comprehensive layout, and the use of type in illustration; digital imaging techniques and artwork
preparation for reproduction; emphasis on advanced development of personal style through an examination of content, materials and techniques, as well as further development of vocabulary and presentation skills for effective visual communication. CSU

ART 137. Illustration as Visual Narrative (3)  
Lec-2, lab-4, field trips  
A D V I S E : ART 125A A N D 130A  
An introduction to a variety of narrative structures in illustration, including comic book art, sequential art, editorial and children book illustration. Students will learn character design and storyboarding methods in various media, obtain problem-solving and essential technical skills, and explore process of visual storytelling, from preliminary sketches to final illustrations. CSU

Painting

ART 140A. Beginning Painting (3)  
Lec-2, lab-4, field trips  
A D V I S E : ART 125A A N D 130A  
Studio course in the technical and conceptual basics of painting in oils and/or acrylics. Through hands-on practice, lectures and critiques the student learns the methods, techniques, concepts and perceptual skills of painting. The student is instructed in historical and contemporary approaches to the discipline. UC/CSU

ART 140B. Intermediate Painting (3)  
Lec-2, lab-4, field trips  
A D V I S E : ART 140A  
The focus of Art 140B is twofold: to widen and deepen the skills, techniques, methods, and processes learned in 140A, while applying them to more complex painting assignments, which emphasize personally-expressive themes and content. New materials, techniques, and processes are incorporated into the course as well. UC/CSU

ART 140C. Advanced Painting (3)  
Lec-2, lab-4, field trips  
A D V I S E : ART 140B  
Focus is on the formulation of a self-directed creative process that builds upon the skills, methods, and concepts of Intermediate Painting. Advanced painting techniques, materials, themes, concepts and critical skills are emphasized. Ideas are developed into finished works through long-term and series projects. UC/CSU

ART 140D. Painting Mastery (3)  
Lec-2, lab-4, field trips  
A D V I S E : ART 140C  
Advanced-level class building on the skills, concepts, issues addressed in ART 140C; create self-directed unified body of work/portfolio in preparation for transferring to upper division University, art school, or professional activities; refine analytical skills and technical expertise via deeper exploration of contemporary art and painting issues. UC/CSU

Watercolor

ART 145A. Introduction to Watercolor Painting (3)  
Lec-2, lab-4  
A D V I S E : ART 125A A N D 130A  
Introduction to the basic characteristics of watercolor: its physicality, tools, techniques, and history. Students will explore methods and techniques in order to develop an understanding of the medium. Emphasis will be placed on aptitude, artistic growth, and technical, perceptual, and conceptual skills to produce and analyze watercolor paintings. UC/CSU

ART 145B. Intermediate Watercolor (3)  
Lec-2, lab-4  
A D V I S E : ART 145A  
Further examination of watercolor painting characteristics. Students will explore methods and techniques in order to develop a deeper sensitivity to the medium. Focus on extending one's knowledge of color and texture. Emphasis on combining traditional and experimental approaches and the development of a personal style and subject matter. UC/CSU

ART 145C. Advanced Watercolor/Water Media (3)  
Lec-2, lab-4  
A D V I S E : ART 145B  
Students will focus on developing a cohesive body of watercolor and water media paintings. Introduction to water media, which include acrylic, ink, gouache, and fluid acrylics. Emphasis will be placed on advanced development of a personal language and style in which materials and techniques play an essential role. UC/CSU

ART 145D. Watercolor Mastery (3)  
Lec-2, lab-4, field trips  
A D V I S E : ART 145C  
Advanced-level watercolor/water media class focusing on production of self-directed unified body of artwork in order to successfully transfer to a university, art school, or professional practice. Emphasis on creating artwork that connects media, style, content, culture, and meaning; and refinement of critical thinking, presentation, and technical skills. CSU

Chinese Brush Painting

ART 146A. Beginning Chinese Brush Painting (3)  
Lec-2, lab-4, field trips  
Using the traditional materials and techniques of Chinese calligraphy and painting, students will learn about the design and philosophy of landscape and flower paintings through demonstrations, lectures and video. Based on a series of Chinese masterpieces, students will develop compositional, technical and creative skills. UC/CSU

ART 146B. Advanced Chinese Brush Painting (3)  
Lec-2, lab-4, field trips  
A D V I S E : ART 146A  
An advanced Chinese brush painting course that focuses on the development of a body of work using varied classical and contemporary techniques. Emphasis is on the student's aesthetic and creative success in producing a portfolio of work for transfer and professional opportunities as well as the student's appreciation of Chinese art and culture. UC/CSU

Fine Arts Printmaking

ART 150A. Fine Arts Printmaking (3)  
Lec-2, lab-4, field trips  
A D V I S E : ART 130A  
An introduction to the basics of intaglio and relief printmaking with an emphasis on both contemporary and traditional aspects of the medium. Various plate making and printing techniques will be explored as students develop their aesthetic skills and creative ideas. C-ID ARTS 220; UC/CSU

ART 150B. Fine Art Intaglio Printmaking (3)  
Lec-2, lab-4, field trips  
A D V I S E : ART 150A  
This is an intermediate and advanced level intaglio printmaking course which incorporates traditional and contemporary intaglio techniques to help students create more complex and innovative work. An
emphasis is on color and multiple plate projects which build on skills in etching, drypoint, mezzotint, collagraph and photo processes. UC/CSU

ART 150C. Fine Art Relief Printmaking (3)
Lec-2, lab-4, field trips
ADVICE: ART 150A
This is an intermediate and advanced relief printmaking course which incorporates traditional and relief techniques to help students create more complex and innovative work. An emphasis is on color and multiple plate projects. UC/CSU
The ART 150 series may be taken concurrently and/or out of sequence.

ART 150D. Advanced Fine Arts Printmaking (3)
Lec-2, lab-4
ADVICE: ART 150B AND 150C
An advanced fine arts printmaking course which focuses on the development of a body of work using complex intaglio and/or relief printmaking techniques. Emphasis is on the student's aesthetic and creative success in producing a portfolio of work for transfer as well as professional and vocational opportunities in printmaking. UC/CSU

Monoprinting
ART 151A. Beginning Monoprint (3)
Lec-2, lab-4, field trips
ADVICE: ART 130A
Monoprinting is a cross over discipline that combines drawing and painting skills with printmaking. Beginning Monoprinting is an introduction to a wide variety of contemporary monoprint techniques. Through lecture, demonstration, studio practices, and critiques, students will develop the skills and concepts necessary for basic work in this art discipline. UC/CSU

ART 151B. Intermediate Monoprinting (3)
Lec-2, lab-4, field trips
ADVICE: ART 151A
Expanding upon beginning monoprint techniques and the development of multi-process prints, students will be introduced to planning and executing long term thematic and mixed media projects with an emphasis on the development of individual artistic growth. Contemporary issues and approaches are explored through lecture and demonstration. UC/CSU

ART 151C. Advanced Monoprinting (3)
Lec-2, lab-4, field trips
ADVICE: ART 151B
Advanced monoprinting focuses on the development of a body of interrelated monoprints using materials and techniques learned in the previous two levels of monoprinting in order to explore personal creativity through experimental means and prepare a portfolio suitable for advanced study, transfer, and/or career opportunities. UC/CSU

Mixed Media
ART 156. Mixed Media: Works on Paper (3)
Lec-2, lab-4, field trips
ADVICE: ART 125A AND 130A.
Focuses on the contemporary practice and conceptual basis of selecting and combining various media and techniques of drawing, painting, photography, textile, printing, and collage into two and three-dimensional works of art. Contemporary issues and approaches are explored through lecture and demonstration. UC/CSU

Ceramics
ART 160A. Beginning Ceramics (3)
Lec-2, lab-4, field trips
Introduction to developing ceramic forms. Basic methods of forming through the use of the potter's wheel, hand-construction, glaze application, and kiln-firing processes. Historical uses of clay and its relationship to the development of civilizations and industry. Technical development and exploration of clay as a means for aesthetic growth. UC/CSU

ART 160B. Intermediate Ceramics (3)
Lec-2, lab-4, field trips
ADVICE: ART 160A.
Continued development of skills used to create ceramic forms using the potter's wheel, and hand-construction techniques, glaze formulation, glaze application and kiln-firing processes. Lectures on the historical and contemporary uses of clay. Emphasis on technical and conceptual development of ceramic design. UC/CSU

ART 160C. Advanced Ceramics (3)
Lec-2, lab-4, field trips
ADVICE: ART 160B.
Advanced ceramic forming methods using the wheel, extruder and hand-construction techniques, glaze formulation, advanced glaze application and kiln-firing processes. Lectures on the historical and contemporary uses of clay. Emphasis on advanced technical and conceptual development. UC/CSU

ART 160D. Ceramics Studio (3)
Lec-2, lab-3, field trips
ADVICE: ART 160C
Advanced-level class building on the skills, concepts, issues addressed in ART 160C to create a self-directed, unified body of work in preparation for transferring to university, art school, or professional activities. A refinement of analytical skills and technical expertise in the exploration of contemporary art and ceramics issues. UC/CSU
All sections will charge a material fee of $20.00

ART 162A. Ceramic Sculpture I (3)
Lec-2, lab-4, field trips
PREREQ.: ART 160B
ADVICE: ART 160A
Introduction to the techniques and concepts of making sculpture with ceramic materials. Emphasis on the development of concepts and content in the creation of ceramic sculpture. Plaster mold-making, slip casting, hand building, and wheel throwing as applied to sculpture. UC/CSU

ART 162B. Ceramic Sculpture II (3)
Lec-2, lab-4, field trips
PREREQ.: ART 160B
ADVICE: ART 160A AND 162A
An advanced exploration of concepts and techniques in making sculpture with ceramic materials. Conceptualizing and creating in three dimensions. Hand-building, wheelthrowing, and mold work as applied to ceramic sculpture. Continued emphasis on ceramic sculpture and the development of concepts and content in making art. UC/CSU

Sculpture
ART 170A. Beginning Sculpture (3)
Lec 2, lab-4
Introduction to the basic elements of three-dimensional form and historical evolution of sculpture. Students will learn basic modeling in clay,
mold making and beginning woodworking techniques. Emphasis will be placed on building technical skills, expression and artistic growth. UC/CSU

**ART 170B. Intermediate Sculpture (3)**
Lec-2, lab-4, field trips  
**ADVISE: ART 170A**
Introduction to advanced techniques and processes of sculpture such as: basic metal fabrication, stone or woodcarving. Advanced topics such as site-specific sculpture or installation will also be explored. Emphasis will be placed on building technical skills, individual expression and conceptual growth. UC/CSU

**ART 170C. Advanced Sculpture (3)**
Lec-2, lab-4, field trips  
**ADVISE: ART 170B**
Focuses on advanced techniques, practices and concepts specific to sculpture. Course is designed to cultivate individual conceptual development. Students produce artworks in a variety of materials, advanced fabrication techniques, and make aesthetic choices based on individual interest inferred by research. Emphasis is placed on interplay between concept, material and context. UC/CSU

**ART 170D. Sculpture Studio (3)**
Lec-2, lab-4, field trips  
**ADVISE: ART 170C**
An advanced sculpture course designed to further individual conceptual development; enabling students to be self-directed, produce a body of work, investigate techniques and make aesthetic choices based on individual interests. An understanding of sculpture materials, fabrication techniques, formal relationships, art history, and safety procedures is necessary to enroll. UC/CSU

**Metal Arts and Jewelry**

**ART 180A. Beginning Jewelry/Metal Arts (3)**
Lec-2, lab-4, field trips  
An introduction to basic fabricating processes and ideas, including use of tools and materials, soldering, cold connections, forming, stone setting, and basic 3-D design principles. Emphasis is placed on gaining technical skill, knowledge of safe practices, personal expression, and evolution of aesthetic sense. CSU

**ART 180B. Intermediate Jewelry/Metal Arts (3)**
Lec-2, lab-4, field trips  
**PREREQ.: ART 180A**
Building on previous experience, intermediate students will explore more advanced jewelry and metalsmithing techniques including faceted stone setting, angle raising, kinetic junctions, and forging. Emphasis is placed on refining technical skill, development of tool use, knowledge of safe practices, personal expression, and refinement of aesthetic sense. CSU

**ART 180C. Advanced Jewelry/Metal Arts (3)**
Lec-2, lab-4, field trips  
**PREREQ.: ART 180B**
Advanced students are provided with an opportunity to focus exploration on subjects of interest to the student. Subjects can include historic, contemporary, one of a kind, or production jewelry/metal arts. The students will be highly self motivated and directed, ready to develop their work, concepts, and design capabilities. CSU

**ART 180D. Exhibition Preparation for Jewelry/Metal Arts (3)**
Lec-2, lab-4  
**PREREQ.: ART 180C**
The self directed, advanced Metal Arts student will develop and execute a successful exhibition of their work. The student will experience all aspects of an exhibition; funding, securing a venue, the exhibition proposal, making work, professionally documenting work, advertising the exhibition, installing work, monitoring and closing the exhibition. CSU

**Lost Wax Casting**

**ART 181A. Beginning Casting for Metal Arts (3)**
Lec-2, lab-4  
An introduction to basic casting techniques including direct and lost wax methods use of the centrifugal and vacuum casting machine, as well as use of the oxy/acetylene torch and electromelt furnace. Emphasis is placed on developing proficiency, thorough knowledge of safe practices, and development of 3-D design skills and personal aesthetic sense. CSU

**ART 181B. Intermediate Casting for Metal Arts (3)**
Lec-2, lab-4  
**PREREQ.: ART 181A**
This is an intermediate level casting course that incorporates traditional and non-traditional techniques to further develop the student's casting competency. Emphasis is placed on creative risk taking, proficiency in tool use, thorough knowledge of safe practices, development of higher level casting skills, content of work, and design aesthetic. CSU

**ART 181C. Advanced Casting for Metal Arts (3)**
Lec-2, lab-4  
**PREREQ.: ART 181B**
A course that allows advanced students an opportunity to focus exploration on subjects of interest to the student. Subjects can include historic, contemporary, one of a kind, or production casting. The student will be highly self motivated and directed, ready to develop their work, concepts, and design capabilities. CSU

**Portfolio Study**

**ART 185. Art Career/Transfer Portfolio Prep (3)**
Lec-2, lab-4, field trips  
Intensive survey of professional art practices that are necessary for a career as a visual artist. These practices include marketing, promoting, and exhibiting artwork, staging an exhibition, and preparing a transfer portfolio for a 4-year or graduate art program. CSU

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**Asian American Studies**

Office: Batmale 358  
Phone Number: (415) 239-3865  
Web Site: www.ccsf.edu/asam

**Learning Outcomes**

Upon completion of courses in Asian American Studies, students will be able to:

- Critically evaluate the ways Asians Americans act and ways others have acted in response to their experience in the United States including conditioning, culture, and subgroups within the Asian American Community, by applying the theories and
methodologies of social and behavioral science inquiry used in Asian American Studies.

- Analyze the Asian American experience in United States history and government; examine the importance of inclusion and participation in civic duties and responsibilities based on historical and political precedent.
- Exhibit an aesthetic understanding of the ways in which Asian Americans have created fine and performing arts, linguistic expression, philosophical reasoning, analytical or creative writing.
- Analyze the intersections of race, class, ethnicity, gender, sexuality, sexual orientation within the Asian American experience in the United States.

**Announcement of Courses**

**Credit, Degree Applicable Courses:**

**ASAM 6. Asian American Issues Through Literature (3)**
Lec-3, field trips  P/NP available
This course will examine long term and emergent issues in different genres of Asian American literature. Themes such as dislocation and displacement, nation, home, race, gender, and sexuality will be considered. UC/CSU

**ASAM 8. Filipino American Community (3)**
Lec-3  P/NP available
Examination of the experiences, histories, and contributions of Filipina/o Americans, past and present. Includes study of U.S. history and government through the experience of immigrants from the Philippines. Topics include U.S. colonial and neocolonial history in the Philippines, immigration experiences, economic and educational opportunities, family, community, political and social history. UC/CSU

**ASAM 10. Asian American Popular Culture (3)**
Lec-3  P/NP available
This course will consider the ways Asian Americans have turned to a wide range of cultural productions such as music, performance arts, visual culture, film, digital/internet cultures and transnational productions to contest and reconstruct ethnic and racial identity in the United States. UC/CSU

**ASAM 20. Asian American Experience: 1820 to Present (3)**
Lec-3, field trips  P/NP available
Examination of United States history and government through the experience of immigrant groups from China, Japan, Korea, the Philippines, and India. Topics include immigration experiences, economic opportunities, culture, family, community, political and social history. A local field trip may be required. UC/CSU

**ASAM 22. Community Issues and Leadership (3)**
Lec-3, field trips  P/NP available
This course provides an overview of contemporary Asian Pacific American (APA) community identity, leadership, organization, history, needs, concerns, civic participation and public policy. Required field trips will visit key APA organizations and leaders. UC/CSU

**ASAM 27. Asian American Race Relations (3)**
Lec-3  P/NP available
Understanding of race relations between Asian Americans and other ethnic groups including African Americans and European Americans including theories of race and interaction; and considerations such as class, economics, and social inequities. UC/CSU

**ASAM 30. Asian American Issues Through Film (3)**
Lec-3  P/NP available
This course will explore both historical and contemporary themes in Asian American film. Beginning chronologically with early representations of race, gender and sexuality, the course will move towards new representations in films made by and about Asian Americans. This course will survey a broad range of films, including narrative, documentary, and diasporic cinema. UC/CSU

**ASAM 35. Asian American Women (3)**
Lec-3  P/NP available
Examination of the experiences, histories, and contributions of Asian American women, using a multi-disciplinary approach that includes history, sociology, political science, and the arts. Includes analysis of racism, sexism, classism, homophobia, immigration, labor, sexualities and culture in the lives of Asian American women, past and present. UC/CSU

**ASAM 40. The Chinese American Community (3)**
Lec-3  P/NP available
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. UC/CSU

**ASAM 42. Southeast Asians in the U.S. (3)**
Lec-3  P/NP available
This course will explore Southeast Asian communities in the United States after 1975 through the engagement of a variety of sources to investigate community settlement patterns, gender relations, generation, labor and transnational practices. UC/CSU

**ASAM 61. Asian American Community Field Study (1)**
Conf-1, work-5, field trips  P/NP available
Repeat: ASAM 61, 62, 63 combined, maximum credit: 15 units
Community work experience in a project in Asian American Studies subject to the approval and under the supervision of an Asian American Studies instructor. CSU

**ASAM 62. Asian American Community Field Study (2)**
Conf-1, work-10, field trips  P/NP available
Repeat: ASAM 61, 62, 63 combined, maximum credit: 15 units
Community work experience in a project in Asian American Studies subject to the approval and under the supervision of an Asian American Studies instructor. CSU

**ASAM 63. Asian American Community Field Study (3)**
Conf-1, work-15  P/NP available
Repeat: ASAM 61, 62, 63 combined, maximum credit: 15 units
Community work experience in a project in Asian American Studies subject to the approval and under the supervision of an Asian American Studies instructor. CSU

**ASAM 65. Individual Study in Asian American Studies (3)**
Ind st-15  P/NP available
Supervised individual or group study on topics and issues in Asian American Studies subject to the approval and under the supervision of an Asian American Studies instructor. CSU (UC upon review)
Asian Studies
Office: Batmale 373
Phone Number: (415) 239-3089
Web Site: www.ccsf.edu/asianst

General Information
The Asian Studies Department has a flexible interdisciplinary program designed to assist students who are interested in acquiring knowledge and interests in Asian culture and language. The diverse faculty members offer a rich and supportive small class environment that encourages critical thinking and participatory involvement in Asian subjects. Most of its courses are UC and CSU transferable which prepare students for continuing in degree programs in the DC and the CSU systems.

Learning Outcomes
Upon completion of the course within the program, students should be able to:

- Apply and demonstrate analytical and critical skills in Asian history and literature
- Demonstrate comprehension of understanding in Asian fine arts work including music, art, films, and calligraphy
- Recognize and explain in Asian cultural values, politics, and social changes.
- Compare and contrast similarities and differences between Western and Asian cultures
- Differentiate careers relating to Asian studies
- Explain and recognize psychology of Asian, thoughts and physical movement that incorporates Asian thinking into motion

Announcement of Courses
Credit, Degree Applicable Courses:
ASIA 11. East Asian Calligraphy: An Introduction (3)
Lec-3, field trips  P/NP available
Examination of the historical development and cultural aspects of the East Asian (China, Japan, Korea) calligraphy, with emphasis on Chinese Hanzi but also including Japanese Kana syllabaries and Korean Hanja, and their critical analysis of their relationship with East Asian philosophy, religion, literature, and art. UC/CSU

ASIA 20. Law Enforcement in Asian Communities (3)
Lec-3  P/NP available
Prereq: ENGL 93 or ESL 160; or Placement in ENGL 96 or ESL 170
This course introduces students to relevant issues in the histories, cultures, and philosophies in Asia which affect law enforcement in Asia and the United States. Law enforcement procedures are examined in light of the unique history and culture of Asian populations. CSU

ASIA 30. Manga and Anime (3)
Lec-3, field trips  P/NP available
An overview of the history and styles of Japanese comics (manga) and animation (anime), and the role they play in Japanese, American, and world cultures both as artistic forms of expression and as representations of social and political issues. UC/CSU

ASIA 176. Business/Culture: Vietnam (3)
Lec-3, field trips  P/NP available
A course exploring Vietnamese culture and its impact on business. Subjects include history, aesthetics, communication and social structures and customs. This course will create a context for doing business in Southeast Asia. CSU
ASIA 176 = INTR 176

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
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. 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 39. Major Achievements of Chinese Thought and Culture (3)
Lec-3
Advising: ENGL 96 or Placement in ENGL IA
A consideration of the humanistic tradition of China and the major achievements of Chinese culture as reflected in language, literature, art, religion, and daily life. UC/CSU
No knowledge of Chinese required. Not recommended for students who are enrolled in or who have completed CHIN 49.

HLTH 50. Tai Chi for Health (3)
Lec-2.5, lab-1.5, field trips  P/NP available
Practical application of Tai Chi in daily lives can be introduced and understood through basic principles of Chinese Medicine as applied to exercise, diet, and environment. Tai Chi and Tai Chi Qigong are meditation in movement exercises and are methods of preventive health care, stress relief, mental alertness and bodily control. UC/CSU

HIST 33. History of South Asia (3)
Lec-3  P/NP available
A survey of the history of India, Ceylon, and Pakistan, with emphasis on the development of modern India and its role in international affairs. UC/CSU

HIST 34. The History of Japan (3)
Lec-3  P/NP available
A survey of the history of Japan, with emphasis on the more important political, economic, social, artistic, and cultural aspects of Japanese life as well as on the development of modern Japan and its role in world affairs. UC/CSU
HIST 35A. History of China (3)
  Lec-3  P/NP available
  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. UC/CSU
  HIST 35A COVERS FROM ANCIENT TIMES TO APPROXIMATELY 1900.

HIST 35B. History of China (3)
  Lec-3  P/NP available
  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. UC/CSU
  HIST 35A NOT PREREQUISITE TO 35B

HIST 36. History of Southeast Asia (3)
  Lec-3  P/NP available
  A survey of the history of Southeast Asia, with emphasis on the role of the United States in Southeast Asia. UC/CSU

HIST 44. Comparative History of Overseas Chinese (3)
  Lec-3  P/NP available
  The history and social organization of overseas Chinese communities in Southeast Asia, North America, and Latin America from the Eastern Han Dynasty to the present. UC/CSU

IDST 27A. Asian Humanities (3)
  Lec-3, field trips  P/NP available
  ADVISE: ENGL 93 OR 94 OR PLACEMENT IN ENGL 96
  Survey of Asian civilization from the classical period to 1800 C.E., especially Arabic-Islamic, Hindu, Chinese and Japanese cultures. Emphasis on literature, philosophy, religion, and the arts. Provides an interdisciplinary and cross-cultural approach to the differences and underlying unity of Asian cultures. UC/CSU
  IDST 27A NOT PREREQUISITE TO 27B NO KNOWLEDGE OF FOREIGN LANGUAGES REQUIRED

IDST 27B. Asian Humanities (3)
  Lec-3, field trips  P/NP available
  ADVISE: ENGL 93 OR 94 OR PLACEMENT IN ENGL 96
  Survey of Asian cultures of modern to contemporary period, especially Arabic-Islamic, Indian, Chinese and Japanese cultures. Emphasis on literature, philosophy, religion, and the arts. Provides an interdisciplinary and cross-cultural approach to the differences and underlying unity of Asian cultures. UC/CSU
  IDST 27A NOT PREREQUISITE TO 27B NO KNOWLEDGE OF FOREIGN LANGUAGES REQUIRED

IDST 28G. Current Issues in India and Pakistan (3)
  Lec-3, field trips  P/NP available
  The course will cover at least five of the following topics: government, religion, the arts, geography and ethnic diversity, education, media, health, recreation, relationships with the United States, economy, 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, Pakistan, etc. UC/CSU
  MAY NOT BE OFFERED EVERY SEMESTER.

IDST 37. Racial and Ethnic Groups in the United States - A Comparative Survey (3)
  Lec-3  P/NP available
  An interdisciplinary survey of the history, culture, concerns, and conditions of American ethnic and racial groups in the United States. Includes multicultural literacies, immigration experiences, economic opportunities, political and social histories, and social justice movements. UC/CSU

Japanese Language Courses: See Japanese in this section of the catalog.

JAPA 39. Japanese Culture and Civilization (3)
  Lec-3
  ADVISE: ENGL 96 OR PLACEMENT IN ENGL 1A
  A consideration of the major achievements of Japanese culture as reflected in language, literature, art, religion and daily life. UC/CSU
  NO KNOWLEDGE OF JAPANESE REQUIRED. NOT RECOMMENDED FOR STUDENTS WHO ARE ENROLLED IN OR HAVE COMPLETED JAPA 49

MUS 24. Music of East Asia (3)
  Lec-3, field trips  P/NP available
  A cross-cultural, comparative survey of both historical and recent developments in the music of China, Japan, and Korea, including the relationship of East Asian music to other aspects of East Asian cultures - philosophy, religion, theater, and dance. UC/CSU

POL 35. Governments and Politics of East Asia (3)
  Lec-3  P/NP available
  A survey of political developments and changes in East Asia, with emphasis on the governments and politics of China and Japan. The role of other world powers in this region, including the Soviet Union and the United States. UC/CSU

PSYC 23. Psychology of Race and Ethnic Relations (3)
  Lec-3  P/NP available
  Examination of race as a social construction, attitude formation, social psychological principles, forms of racism and discrimination, privilege and social power, psychological response to racism, and racial identity development. Psycho-historical analysis of the experiences and contributions of African Americans, Asian Americans, Latino(a) Americans, and Native Americans. Completion of a research project. UC/CSU

Astronomy
Office: Science 400
Phone Number: (415) 239-3242
Web Site: www.ccsf.edu/astro

General Information
The Astronomy Department offers classes of students who wish to satisfy the Natural Sciences requirement for the associate degree. For students intending to transfer to a four-year university that has a laboratory science requirement, 1-unit laboratory classes are offered that may be taken concurrently with or after completion of a lecture course. A complete range of topical courses is provided for students interested in astronomy or astrophysics as a career. For further information, contact the department chairperson at (415) 452-5666.
Learning Outcomes
Upon completion of courses in Astronomy, students will be able to:
- Establish that the Universe and its components are knowable, and that we are coming to know them through observations, experiments and theory (the nature of progress in astronomy)
- Assert that physical laws and processes are universal in scope.
- Apply the scientific method.
- Comprehend with a cosmic perspective, including analyzing the nature, scope, and evolution of the Universe, and where the Earth, Solar System, and Milky Way Galaxy fit in.
- Compare and contrast the structure, properties, and evolution of astronomical objects that may include clusters of galaxies, galaxies, stars, stellar remnants, planetary systems and biological life.


Announcement of Courses
Credit, Degree Applicable Courses
ASTR 1. Cosmic Evolution (3)
Lec-3
Origin, evolution, and final state of our physical universe. Formation, evolution, and properties of our galaxy and other galaxies, the sun and other stars, and our solar system. Extrasolar planets and the possibility of life elsewhere in the universe. Emphasis is on the development of the cosmos and its components. UC/CSU

ASTR 4. Life in the Universe (3)
Lec-3
The origin and evolution of life on Earth and the possibility of life elsewhere in the Universe. Applying the disciplines of astronomy, biology, and planetary science, students study the chemical and biological basis for life, limits of life on Earth, and techniques used to search for life beyond Earth. UC/CSU

ASTR 14. Exploring the Universe (3)
Lec-3
A non-math course stressing the observational universe as seen through the use of telescopes, space probes, theoretical and computer modeling, and other aids. The great ideas of ancient and modern astronomy. Fundamental ideas in the physical sciences appropriate to understanding the structure of the universe and the origin of life. CSU Designed for students who have not completed ASTR 1, 17, 18 or 20 with a final grade of C or higher.

ASTR 16. Observational Astronomy (1)
Lab-3
ADVICE: ASTR 1 or 14 or 17 or 18 or 19
Through direct investigation, students will examine the motion and appearance of the night sky, characterize and classify astronomical objects such as planets, moons, stars, nebulae, and galaxies, and become familiar with modern observational tools and techniques. UC/CSU

ASTR 17. Planets (3)
Lec-3
Methods and practice of planetary science and its impact on humanity. Fundamental physical sciences for understanding the origin and evolution of planetary systems. Comparative examination of planetary systems. UC/CSU

ASTR 18. Stars (3)
Lec-3
Introduction to stars and stellar systems, including their apparent motions and their use in navigation. Observations and theories regarding stars as the primary producers of energy in the universe and of the chemical elements necessary for life. Evolution of stars and their impact within galaxies and on planets. UC/CSU

ASTR 19. Galaxies and the Universe (3)
Lec-3
Introduction to cosmology and extragalactic astronomy, with a focus on basic questions of existence: where do we come from and what is our fate? Universe origin, evolution and fate, Big Bang cosmology, expansion and acceleration of the universe, large scale structure, dark matter, properties and phenomena of galaxies and active galactic nuclei. UC/CSU

Announcement of Curricula
City College offers credit for two years of pre-apprentice training for students seeking employment in the automotive industry. Students may apply the earned credit toward the Associate in Science degree.

Employment. Successful completion of training in this program prepares students for entry employment in the areas of automotive-mechanic and body person apprenticeship. Training will be considered in determining level of entry into apprenticeship.

Admission. Applicants for admission must complete an application form which may be obtained from the automotive-technology adviser at 1400 Evans Avenue training center. All applications are reviewed and evaluated, and the results are forwarded to each applicant. To be accepted into the program, students must fulfill the following prerequisites:

1. Completion of ESL 150 or placement in ENGL 92 or ESL 160 AND
2. Completion of MATH E1 or E3 or BSMA G, H or J, OR placement in MATH 40

Recommended High School Preparation. Preparation is recommended in auto shop, electricity, machine shop, mechanical drawing, and welding.

Counseling. The automotive-technology adviser consults individually with students in order to help each student select a program best suited to the student's interests and abilities.

General Education. Instruction in general education is included so that students may satisfy the College graduation requirements in this area.
Associate in Science Degree. 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 in Automotive Technology. Such students are advised to consult with a College counselor.

Automotive Technology

Automotive Mechanics Major (AS)

This Automotive Technician Associate in Science Degree prepares students to enter the automotive maintenance field with all the necessary skills to perform entry level work as well as have a thorough understanding of theory so they will be qualified to participate in advanced training at the dealer level. This program complies with our national Automotive Service Excellence (ASE) certification through the accreditation body: National Automotive Teachers Education Foundation (NATEF), through which we are required to maintain certification every five years.

Associate in Science Degree. The AS Degree may be obtained by completion of the required program plus general education requirements and sufficient electives to meet a 60 unit total.

Learning Outcomes

Upon completion of this major, students will be able to:

- Distinguish, classify, and summarize automotive systems, functions, and their interrelation.
- Identify and use basic hand, power, lifting tools and equipment.
- Analyze wiring diagrams, use of diagnostic and electrical equipment, troubleshoot computer circuits and systems.
- Analyze brake, suspension and alignment systems, perform needed repairs, diagnose, inspect, and repair brake systems.
- Identify transmission components, operating systems, clutch manual and automatic transmissions; diagnose, inspect and repair components; understand and use specialized tools and equipment.
- Diagnose no start drivability and ignition problems, perform fuel system tests and assess onboard diagnostic system failures using appropriate test equipment.
- Troubleshoot, analyze, diagnose, and repair drivability problems.
- Describe the function of vehicle electrical, gaseous, hybrid, and fuel systems.
- Distinguish, classify and summarize automotive systems, functions, and their interrelation.
- Demonstrate safe shop practices and the use of diagnostic equipment.
- Describe the function of vehicle electrical, gaseous, hybrid, and fuel cell, systems and components.
- Identify, troubleshoot, analyze, diagnose, and repair existing and emerging alternative fuel vehicles.
- Compare and contrast innovative fuel systems.

Students must complete each course with a grade of “C” or higher. Students may apply for certificate having completed course work or equivalent standards within the past 5 years.

Courses Required for the Certificate of Achievement in Automotive Alternative Fuel Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>AUTO 50 Introduction to Automotive Technology</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 51 Automotive Electrical</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 57 Alternative Fuel Vehicles</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

Automotive Engine Performance and Drivability Certificate

This certificate is for learners achieving advanced training in engine performance and drivability in preparation for the ASE A-8 and L-1 Engine Performance national certification. This certificate includes instruction in basic automotive systems (AUTO 50), a thorough understanding of automotive electrical systems (AUTO 51), and advanced electrical and diagnostic theory, practice and the use of appropriate instrumentation (AUTO 55). Students completing this certificate program will be qualified for employment in the service and repair of the automobile and similar vehicles.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Distinguish, classify and summarize automotive systems, functions, and their interrelation
- Demonstrate safe shop practices and the use of diagnostic equipment
- Describe the function of vehicle electrical systems and components
- Troubleshoot, analyze, diagnose, and repair drivability problems

Students must complete each course with a grade of “C” or higher. Students may apply for certificate having completed course work or equivalent standards within the past 5 years.

Courses Required for the Certificate of Achievement in Automotive Engine Performance and Drivability

<table>
<thead>
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<td>8</td>
</tr>
<tr>
<td>AUTO 55 Engine Performance/Drivability</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>
Brake and Suspension Specialist Certificate

This certificate is for learners achieving training in automotive braking systems in preparation for the ASE A-5 Brakes national certification. This certificate includes instruction in basic automotive systems (AUTO 50), a thorough understanding of brake systems including mechanical operation, preventive maintenance and repair of vehicle systems, including ABS (anti-lock brake systems); inspect, remove, repair and replace suspension system components and perform four wheel alignment (AUTO 52). Students completing this certificate will be qualified for employment in the service and repair of automobile and similar vehicles.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Distinguish, classify, and summarize automotive systems, functions and their interrelation.
- Demonstrate safe shop practices and the use of diagnostic and repair equipment.
- Diagnose, inspect, and repair brake systems, resurface drums and rotors, identify steering and suspension system operations and repairs.
- Perform four wheel alignment procedures and appropriate diagnosis and repair of suspension systems.

Students must complete each course with a grade of “C” or higher.

Students may apply for certificate having completed course work or equivalent standards within the past 5 years.

Courses Required for the Certificate of Accomplishment in Brake and Suspension Specialist

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 50 Intro to Automotive Mechanics</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 52 Brakes, Suspension, Alignment</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

General Automotive Technician Certificate

This certificate is for learners achieving training in the classification of General Automotive Technician and prepares for the ASE (Automotive Service Excellence) A-6 Electrical/Electronic Systems, national certification. This certification includes instruction in basic automotive systems (AUTO 50), a thorough understanding of electrical theory, battery, starting, charging, lighting, instrumentation, and wiring systems, including the use of diagnostic meters, oscilloscopes, scan tools, and engine analyzers.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Distinguish, classify, and summarize automotive systems, functions, and their interrelation.
- Demonstrate safe shop practices and the use of diagnostic and repair equipment.
- Examine and describe electrical theory, starting, charging, wiring and on board diagnostic functions and their application to automotive systems.
- Perform and evaluate electrical system tests using appropriate diagnostic equipment.

Students must complete each course with a grade of “C” or higher.

Students may apply for certificate having completed course work or equivalent standards within the past 5 years.

Courses Required for the Certificate of Accomplishment in General Automotive Technician

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 50 Intro to Automotive Mechanics</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 51 Automotive Electrical</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Engine Repair Specialist Certificate

This certificate is for learners achieving training in automotive engine systems in preparation for the ASE (Automotive Service Excellence) A-1 Engine Repair, national certification. This certification includes instruction in basic automotive systems (AUTO 50), a thorough analysis of engine problems and repair procedures including lubrication, cooling and exhaust systems, precision measurement, tear down and rebuilding of engines (AUTO54).

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Distinguish, classify, and summarize automotive systems, functions and their interrelation.
- Demonstrate safe shop practices and the use of diagnostic and repair equipment.
- Diagnose and repair common engine problems, measure, remove and replace components, access appropriate service data, perform block, head, and valve train conditioning.
- Perform proper engine start-up, break in, and tune-up procedures.

Students must complete each course with a grade of “C” or higher.

Students may apply for certificate having completed course work or equivalent standards within the past 5 years.

Courses Required for the Certificate of Accomplishment in Engine Repair Specialist

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 50 Intro to Automotive Mechanics</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 54 Engine Repair</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Transmission Specialist Certificate

This certificate validates training in automatic and manual transmissions in preparation for the ASE (Automotive Service Excellence) national certification examination. This certificate includes instruction in automatic and manual transmissions, clutches, drive shafts, axles, differentials, and electronic sensing devices, including tear down and rebuilding (AUTO 53). Students completing this certificate program will be qualified for employment in the service and repair of the automobile and similar vehicles.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Distinguish, classify and summarize automotive systems, functions, and their interrelation.
- Demonstrate safe shop practices and the use of diagnostic equipment.
- Describe the function and operation of automatic and manual transmissions and associated assemblies.
- Troubleshoot, analyze, diagnose, tear down, and repair transmission systems.
Students may apply for certificate having completed course work or equivalent standards within the past 7 years.

**Courses Required for the Certificate of Accomplishment in Transmission Specialist**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 50 Intro to Automotive Mechanics</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 53 Automatic and Manual Transmissions</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Auto Body Technology**

### Auto Body Damage Analysis and Estimating Certificate

This certificate is for learners achieving advanced training in auto body dent and damage repair, auto body frame straightening and repair, auto body plastic repair and refinishing, and study in the nomenclature and inter-relationships of automotive parts, systems and functions in preparation for ASE (Automotive Service Excellence) certification test B6. This certificate includes instruction in automotive parts, systems, and functions (AUTO 50), the assessment and demonstration of straightening and aligning techniques and repair (AUTO 204), the evaluation, demonstration, and analysis of minor body and fender damage and the sequential procedures involved in their repair (AUTO 200), the demonstration of the techniques of repairing, replacing and refinishing of body plastics, glass, and fiberglass (AUTO 206)

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Analyze and differentiate the various parts, components, and systems of the automobile.
- Use shop safety practices related to auto body repair, welding, and frame straightening.
- Analyze and perform frame straightening and alignment and demonstrate integration with steering and suspension systems.
- Identify and demonstrate appropriate plastic, glass, and fiberglass removal, installation, and repair.
- Calculate repair costs and estimates.
- Summarize and demonstrate the techniques involved in auto body dent and damage repair.

Students must complete each course with a grade of "C" or higher.

Students may apply for a certificate having completed course work or equivalent standards within the past 5 years.

**Courses Required for the Certificate of Accomplishment in Auto Body Painting and Refinishing**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 200 Dent and Damage Repair</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 203 Introduction to Auto Body Painting and Refinishing</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 206 Auto Body Plastic Repair and Refinishing</td>
<td>2</td>
</tr>
<tr>
<td>MOTO 63 Auto-Moto Custom Painting</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

**Auto Body Structural Analysis and Damage Repair Certificate**

This certificate is for learners achieving advanced training in auto body dent and damage repair, welded panel replacement and repair, auto body frame straightening and repair, and auto body welding in preparation for ASE (Automotive Service Excellence) certification test 84. This certificate includes instruction in the basics of dent and damage repair (AUTO 200), the understanding and skills of welded panel replacement and repair, (AUTO 202), the understanding and practice of body frame straightening and repair, (AUTO 204), and the theory and practice of auto body welding (AUTO 205).

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Analyze minor body and fender damage and the sequential procedures involved in proper metal repair.
- Differentiate and demonstrate the various techniques of cutting, fastening, and joining of metals and metal parts related to vehicle body and frame structures.
- Use shop safety practices related to auto body repair, welding, and frame straightening.
- Calculate repair costs and estimates.
- Create and apply graphic designs using masking and air brush techniques.

Students must complete each course with a grade of "C" or higher.

Students may apply for a certificate having completed course work or equivalent standards within the past 5 years.

**Courses Required for the Certificate of Accomplishment in Auto Body Structural Analysis and Damage Repair Certificate**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 200 Dent and Damage Repair</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 203 Introduction to Auto Body Painting and Refinishing</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 206 Auto Body Plastic Repair and Refinishing</td>
<td>2</td>
</tr>
<tr>
<td>MOTO 63 Auto-Moto Custom Painting</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

**Auto Body Painting and Refinishing Certificate**

This certificate is for learners achieving advanced training in auto body painting and refinishing, dent and damage repair, plastics and composite material repair and refinishing, and custom painting in preparation for ASE (Automotive Service Excellence) certification test B2. This certificate includes instruction in the basics of dent and damage repair (AUTO 200), the understanding and skills of painting and refinishing, (AUTO 203), the understanding and practice of the repair of plastics and composite materials, (AUTO 206), and the theory and practice of custom painting including air brushing (MOTO 63).

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Analyze minor body and fender damage and the sequential procedures involved in proper metal damage.
- Analyze and apply the understanding of the materials, equipment, techniques and processes in the successful application of polyurethane and water based chemicals.
- Use shop safety practices related to auto body repair and painting.
- Demonstrate how to use different painting tools and equipment including how to disassemble, assemble, and clean paint guns.
- Demonstrate how to wet sand to remove minor paint imperfections as well as hand and machine compounding processes.
- Demonstrate the use of computer color matching systems and the use of tinting solid and metallic colors.
- Evaluate and repair plastic part damage and paint plastic surfaces.
- Calculate repair costs and estimates.
- Create and apply graphic designs using masking and air brush techniques.

Students must complete each course with a grade of "C" or higher.

Students may apply for a certificate having completed course work or equivalent standards within the past 5 years.
• Analyze and perform frame straightness and alignment and demonstrate integration with steering and suspension systems.
• Identify and demonstrate appropriate welding technology in the installation of welded panels.
• Calculate repair costs and estimates.
• Describe and demonstrate methods used to remove and replace structural parts.

Students must complete each course with a grade of “C” or higher. Students may apply for a certificate having completed course work or equivalent standards within the past 5 years.

Courses Required for the Certificate of Accomplishment in Auto Body Structural Analysis and Damage Repair

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 200 Dent and Damage Repair</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 202 Welded Panel Replacement and Repair</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 204 Auto Body Frame Straightening and Repair</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 205 Auto Welding</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>9</td>
</tr>
</tbody>
</table>

Auto Body Non-Structural Analysis and Damage Repair Certificate

This certificate is for learners achieving advanced training in non-structural analysis and damage repair in preparation for ASE (Automotive Service Excellence) certification test 83. This certificate includes instruction in the basics of dent and damage repair (AUTO 200), the understanding and skills of bolted panel replacement and repair, (AUTO 201), the understanding and skills of automotive welding, (AUTO 205), and the theory and practice of auto body plastic welding and refinishing (AUTO 206).

Learning Outcomes

Upon completion of this certificate, students will be able to:
• Analyze minor body and fender damage and perform the sequential procedures involved in proper metal repair.
• Use shop safety practices related to auto body non-structural repair.
• Select the proper tools, equipment, and techniques for removing, repairing, and replacing bolted panels.
• Evaluate and select the proper welding equipment and perform techniques for appropriate body metal repairs.
• Evaluate, repair, and paint damaged plastic, composite parts, and surfaces.
• Calculate repair costs and estimates.

Students must complete each course with a grade of “C” or higher. Students may apply for a certificate having completed course work or equivalent standards within the past 5 years.

Courses Required for the Certificate of Accomplishment in Non-Structural Analysis and Damage Repair

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 200 Dent and Damage Repair</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 201 Bolted Panel Replacement and Repair</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 205 Auto Body Welding</td>
<td>2</td>
</tr>
<tr>
<td>AUTO 206 Plastic Repair and Refinishing</td>
<td>2</td>
</tr>
<tr>
<td>Total Units</td>
<td>8</td>
</tr>
</tbody>
</table>

Motorcycle Technology

Motorcycle Technician Major (AS)

This Motorcycle Technician Associate in Science Degree prepares students to enter the motorcycle maintenance field with all the necessary skills to perform entry-level work as well as to have a thorough understanding of theory so they will be qualified to participate in advanced training at the dealer or manufacturer. Degree holders are expected to be first in line for jobs as service managers and manufacturer’s representatives.

Associate in Science Degree. The AS Degree may be obtained by completion of the required program plus general education requirements and sufficient electives to meet a 60 unit total.

Learning Outcomes

Upon completion of this major, students will be able to:
• Describe the history, culture, and esthetics of the motorcycle, including social, political, and economic issues.
• Examine laboratory systems, hand and shop and measuring tools and their usage, and fire and safety procedures including the interpretation of service and repair data.
• Perform basic tune-up and service operations and interpret maintenance schedules.
• Evaluate, service, and troubleshoot cooling, lubrication, and fuel systems.
• Diagnose and repair problems with wheels, axles, frames, suspensions, ignition and electrical systems, engine problems, including disassembly and reassembly strategies.
• Executive customization skills incorporating metal fabrication and or custom painting.
• Practice safe shop and personal safety procedures.

Courses Required for the Major in Motorcycle Technician

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTO 90 Introduction to Motorcycle Technology*</td>
<td>4</td>
</tr>
<tr>
<td>MOTO 91 Motorcycle Gen. Services</td>
<td>4</td>
</tr>
<tr>
<td>MOTO 92 Tune-up, Electrical and Performance</td>
<td>4</td>
</tr>
<tr>
<td>MOTO 93 Engine &amp; Power Train Repair</td>
<td>4</td>
</tr>
<tr>
<td>Elective Courses: Choose 3 units from the following</td>
<td></td>
</tr>
<tr>
<td>MOTO 61 Custom Metal Fabrication</td>
<td>3</td>
</tr>
<tr>
<td>MOTO 63 Auto-Moto Custom Painting</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>19</td>
</tr>
</tbody>
</table>

* MOTO 90 is a prerequisite for all the other Moto courses.

Motorcycle Engine and Power Train Repair Certificate

This certificate is for learners achieving training in the theory of operation, troubleshooting, major overhaul, and general repairs of motorcycle engines and power trains. This certificate includes instruction in basic motorcycle systems (MOTO 90), and a thorough understanding of all aspects of motorcycle engine principles, specialized measurements, tools and equipment, diagnosis and repair of power train problems, disassembly and assembly, and appropriate adjustments. (MOTO 93) Students completing this certificate program will be qualified for employment in engine power train service and repair.

Learning Outcomes

Upon completion of this certificate, students will be able to:
• Distinguish, classify and summarize motorcycle systems, functions, and their interrelation.
Students may apply for certificate having completed course work or equivalent standards within the past 7 years.

Courses Required for the Certificate of Accomplishment in Motorcycle Engine and Power Train Repair

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTO 90 Introduction to Motorcycle Technology</td>
<td>4</td>
</tr>
<tr>
<td>MOTO 93 Engine and Power Train Repair</td>
<td></td>
</tr>
</tbody>
</table>

Elective Courses: Choose 3 units from the following:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTO 61 Custom Metal Fabrication</td>
<td></td>
</tr>
<tr>
<td>MOTO 63 Auto-Moto Custom Painting</td>
<td></td>
</tr>
</tbody>
</table>

Total Units ........................................ 11

Motorcycle General Service Certificate

This certificate validates training in the design, operation, inspection, disassembly, cleaning, measuring, and rebuilding of components as well as preventive maintenance and troubleshooting situations. This certificate includes instruction in basic motorcycle systems (MOTO 90), and a thorough understanding of motorcycle fuel, lubrication, frame, suspension, brakes and cooling systems. (MOTO 91) Students completing this certificate program will be qualified for employment in general service and tune-up.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Distinguish, classify and summarize motorcycle systems, functions, and their interrelation.
- Demonstrate safe shop practices and the use of diagnostic equipment.
- Evaluate, troubleshoot and service motorcycle fuel, lubrication, frame, suspension, brakes, and cooling systems.
- Identify, troubleshoot, analyze, and diagnose components and systems in order to provide advice for customers seeking to modify parts.
- Analyze, design, and operate specialized metal working and painting equipment in projects related to modifying and restoring motorcycle bodies and frames.

Students must complete each course with a grade of “C” or higher. Students may apply for certificate having completed course work or equivalent standards within the past 7 years.

Courses Required for the Certificate of Accomplishment in Motorcycle General Service

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTO 90 Introduction to Motorcycle Technology</td>
<td>4</td>
</tr>
<tr>
<td>MOTO 91 Motorcycle General Service</td>
<td></td>
</tr>
</tbody>
</table>

Elective Courses: Choose 3 units from the following:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTO 61 Custom Metal Fabrication</td>
<td></td>
</tr>
<tr>
<td>MOTO 63 Auto-Moto Custom Painting</td>
<td></td>
</tr>
</tbody>
</table>

Total Units ........................................ 11

Motorcycle Tune-up, Electrical, and Performance Certificate

This certificate validates training in the tune-up, trouble shooting, performance tuning on a dynamometer, electrical principles, components, regulation, controls, switching and testing of electrical systems. This certificate includes instruction in basic motorcycle systems (MOTO 90), and a thorough understanding of all aspects of motorcycle performance tuning and maintenance of electrical systems. (MOTO 92) Students completing this certificate program will be qualified for employment in performance tune-up and electrical diagnostics.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Distinguish, classify and summarize motorcycle systems, functions, and their interrelation.
- Demonstrate safe shop practices and the use of diagnostic equipment.
- Evaluate, troubleshoot and service electrical components, controls, switches, and perform dynamometer tuning in conjunction with air fuel systems.
- Analyze, design and operate specialized metal working and painting equipment in projects related to modifying and restoring motorcycle bodies and frames.

Students must complete each course with a grade of “C” or higher. Students may apply for certificate having completed course work or equivalent standards within the past 7 years.

Courses Required for the Certificate of Accomplishment in Motorcycle Tune-up, Electrical, and Performance

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTO 90 Introduction to Motorcycle Technology</td>
<td>4</td>
</tr>
<tr>
<td>MOTO 92 Tune-up, Electrical and Performance</td>
<td></td>
</tr>
</tbody>
</table>

Elective Courses: Choose 3 units from the following:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTO 61 Custom Metal Fabrication</td>
<td></td>
</tr>
<tr>
<td>MOTO 63 Auto-Moto Custom Painting</td>
<td></td>
</tr>
</tbody>
</table>

Total Units ........................................ 11

Construction

Carpentry Certificate

This certificate validates training in the nomenclature, methods, and, and materials necessary to build a complex wood framed building, including framing of floors, walls, ceilings, roofs, and stairways. Associated training in seismic code and framing plan analysis; techniques to install windows, doors, stairs, siding, cabinets, and trim. This certificate includes instruction in appropriate safety practices and procedures (CNST 69), foundational construction principles, procedures, tools, and equipment (CNST 100), basic construction, nomenclature, and hands-on framing skills (CNST 111), advanced framing applications and stair building (CNST 112), nomenclature and hands-on practice in the fine craftsmanship required for finish work (CNST 113), and successfully reading and understanding blueprints, building codes, and framing plans (CNST 107).

Students completing this certificate program will be qualified for employment in companies both union and non-union where carpentry skills are called upon.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Identify basic OSHA (Occupational Safety and Health Administration) requirements, recognize and evaluate general safety hazards, and take appropriate action.
Students may apply for this certificate having completed course work or equivalent standards within thepast 5 years.

Courses Required for the Certificate of Accomplishment in Carpentry

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNST 69 Construction Safety</td>
<td>1</td>
</tr>
<tr>
<td>CNST 100 Introduction to Construction Applications</td>
<td>3</td>
</tr>
<tr>
<td>CNST 111 Carpentry Rough Framing</td>
<td>4</td>
</tr>
</tbody>
</table>

Elective Courses: Choose 4 units from one of the following

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNST 112 Carpentry Advanced Framing</td>
<td>4</td>
</tr>
<tr>
<td>CNST 113 Finish Carpentry</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Units .......................... 12

Residential Plumbing Certificate

This certificate authenticates training in the methods and materials necessary to install a residential plumbing system. This certificate includes instruction in appropriate safety practices and procedures (CNST 69), foundational construction principles, procedures, tools and equipment (CNST 100), plumbing theory, major components, functions, materials, design and installation (CNST 103), regulations, permits, inspections, proper sequencing, and enforcement of code regulations (CNST 106), and successful reading and understanding blueprints and plumbing drawings (CNST 107).

Students completing this certificate program will be qualified for employment in companies both union and non-union where residential plumbing skills are called upon.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Interpret construction abbreviations, nomenclature, composition, and analyze interconnected systems.
- Read floor plans, elevations, and building sections; interpret construction abbreviations, nomenclature, composition, and analyze interconnected systems.

Students must pass each class with a grade of “C” or higher.

Courses Required for the Certificate of Accomplishment in Residential Plumbing

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNST 69 Construction Safety</td>
<td>1</td>
</tr>
<tr>
<td>CNST 100 Introduction to Construction Applications</td>
<td>3</td>
</tr>
<tr>
<td>CNST 103 Residential Plumbing</td>
<td>4</td>
</tr>
<tr>
<td>CNST 106 Fundamentals of the Uniform Plumbing Code</td>
<td>3</td>
</tr>
<tr>
<td>CNST 107 Blueprint Reading</td>
<td>3</td>
</tr>
</tbody>
</table>

Total .................................. 14

Residential Wiring Certificate

This certificate validates training in the rules, methods, and materials necessary to install residential electrical systems. This certificate includes instruction in appropriate safety practices and procedures (CNST 69), foundational construction principles, procedures, tools and equipment (CNST 100), basic electrical theory, hands on design and construction of electrical wiring systems (CNST 109), the ability to reference electrical codes and determine their proper application (CNST 105), and successfully reading and understanding blueprints and electrical schematics (CNST 107).

Students completing this certificate program will be qualified for employment in companies both union and non-union where residential wiring skills are called upon.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Identify basic OSHA (Occupational Safety and Health Administration) requirements, recognize and evaluate general safety hazards and take appropriate action.
- Measure, layout, calculate, and estimate construction projects using appropriate tools and equipment.
- Identify and summarize basic electrical theory and its application in residential wiring systems.
- Design and install a residential wiring system in compliance with national, state and local codes.
- Interpret the language and navigate through the NEC (National Electric Code) to interpret the appropriate practical application.
- Read floor plans, elevations, and building sections; interpret construction abbreviations, nomenclature, composition, and analyze interconnected systems.

Students must pass each class with a grade of “C” or higher.

Courses Required for the Certificate of Accomplishment in Residential Wiring

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNST 69 Construction Safety</td>
<td>1</td>
</tr>
<tr>
<td>CNST 100 Introduction to Construction Applications</td>
<td>3</td>
</tr>
<tr>
<td>CNST 105 Electrical Code</td>
<td>6</td>
</tr>
<tr>
<td>CNST 107 Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>CNST 109 Residential Wiring</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Units ................................ 17

Solar Hot Water Systems Certificate

Students completing this certificate program will be qualified for employment in the solar hot water field.

Upon successful completion of CNST (below) students will be eligible to take the North American Board of Certified Energy Practitioners
(NABCEP) entry level exam. This certificate includes instruction in: Construction safety; Reading construction drawings; Plumbing; Solar hot water (SHW) systems.

Learning Outcomes
Upon completion of this certificate, students will be able to:

- Identify basic OSHA (Occupational Safety and Health Administration) requirements, recognize and evaluate general safety hazards and take appropriate action.
- Interpret construction drawings.
- Size an OG300 (domestic, non-commercial) system for a household.
- Follow installation guidelines and construction drawings for an OG300 SHW system.
- Install a code compliant drain back SHW system.

Students must complete each course with a grade of “C” or higher. Where applicable, grades of Pass maybe used. Students must complete 4 of 6 courses at City College of San Francisco. All courses must be taken within a 4 year period.

Courses Required for the Certificate of Accomplishment in Solar Hot Water Systems

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNST 69 Construction Safety</td>
<td>1</td>
</tr>
<tr>
<td>CNST 107 Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>CNST 103 Residential Plumbing</td>
<td>4</td>
</tr>
<tr>
<td>CNST 106 Plumbing Code</td>
<td>3</td>
</tr>
<tr>
<td>CNST 104 Solar Hot Water Systems</td>
<td>4</td>
</tr>
<tr>
<td>Total Units</td>
<td>15</td>
</tr>
</tbody>
</table>

Recommended Additional Coursework: CNST 111

Building Maintenance/Custodial

Custodial Training Noncredit Certificate
This certificate of completion validates training in tool, equipment, chemical and personal safety, use of proper and appropriate cleaning and maintenance equipment and supplies, and proper handling of diverse chemicals (TICU 9550). Two electives are available for students in this program, one for those needing Vocational English as a Second Language specialty training for custodial workers (ESLV 4816), includes English terminology for equipment, supplies, common tasks, and safety. The other elective, Vocational Foundation Skills, (TRST 4604), includes instruction in the skills of reading, writing, math and studying. Students completing this certificate will be qualified for entry level custodial and building maintenance.

Students must have 85% of the required hours for the certificate with a grade of “C” or better.

Learning Outcomes
Upon completion of the certificate, students will be able to:

- Recognize and apply appropriate tool, equipment, chemical, and toxic waste safety and handling.
- Identify and demonstrate recommended practices for the use of custodial tools, machines, chemicals, and specialized equipment.
- Demonstrate general understanding of custodial terminology, directions, units of measurement and instructions.
- Apply critical reading, writing, math and study skills.

Courses Required for the Certificate of Completion in Custodial Training

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TICU 9550 Custodial Training</td>
<td>108</td>
</tr>
</tbody>
</table>

Elective Courses: Choose one of the following
ESLV 4816 Comm Skills for Janitorial Workers........... 90
TRST 4604 Vocational Foundation Skills.............36-180
Total Hours ....................................144-188

Announcement of Courses

Automotive Technology

Credit, Degree Applicable Courses:

AUTO 50. Intro to Automotive Mechanics (8)
Lec-8, lab-4, field trips
Prereq.: MATH E1, E3, BSMA G, H, or J, ESL 150
Orientation to the automobile: history, design aesthetics, cultural relativism, technical vocabulary, scientific physical principles, systems, components, safety procedures, measuring systems, and proper use of appropriate tools and equipment; workplace hands-on skills, will include basic maintenance and repair of the automobile in accord with Automotive Service Excellence (ASE) certification. CSU

AUTO 51. Automotive Electrical (8)
Lec-6, lab-6, field trips
Prereq.: AUTO 50 or PASS CHALLENGE TEST
This course focuses on automotive electrical systems including basic electrical theory, wiring diagrams, battery technology, starting, charging, lighting, instrumentation and wiring systems, electrical/electronic troubleshooting, digital volt ohm meters, and storage oscilloscopes, in the diagnosis and repair of automotive electronics. Preparation for the ASE-A6, examination. CSU

AUTO 52. Brakes, Suspension, Alignment (8)
Lec-6, lab-6, field trips
Prereq.: AUTO 50 or PASS CHALLENGE TEST
This ASE (Automotive Service Excellence) certification course (A-5 and A-4 tests) prepares future technicians for a career in brake and suspension repair with an understanding of operation, troubleshooting, and preventive maintenance, including computerized wheel alignment, anti-lock, and stability control systems. CSU

AUTO 53. Automatic and Manual Transmissions (8)
Lec-6, lab-6, field trips
Prereq.: AUTO 50 or PASS CHALLENGE TEST
This ASE (Automotive Service Excellence) course prepares for the national exams in automatic transmissions and transaxles (A-2), and manual drivetrains and axles (A-3); diagnosis, service, and repair. CSU

AUTO 54. Engine Repair (8)
Lec-6, lab-6, field trips
Prereq.: AUTO 50 or PASS CHALLENGE TEST

AUTO 55. Engine Performance/Drivability (8)
Lec-6, lab-6, field trips
Prereq.: AUTO 50 or PASS CHALLENGE TEST
Focus on troubleshooting of fuel and ignition systems with the use of scan tools, multi-meters, vacuum and pressure gauges, and oscilloscope. Prepare for ASE (Automotive Service Excellence) A-8 and L1 certification. This course along with AUTO 50, 51, qualifies for the Performance and Driveability Specialist certificate. CSU
AUTO 56. Introduction to Hybrid Auto Maintenance and Repair (3)
Lec-3, lab-3, field trips P/NP available
Prereq.: AUTO 50 and AUTO 51
Principles and functions of hybrid automobiles, and procedures for their maintenance, problem diagnosis and repair. Function of individual system components examined. Critical importance of safety and hybrid-unique equipment and procedures. Maintenance procedures and diagnostic and repair processes for at least one type of hybrid (Parallel or Series-Parallel) taught in detail. CSU

AUTO 57. Alternative Fuel Vehicles (3)
Lec-3, lab-3 P/NP available
Prereq.: AUTO 50
Principles and functions of alternative fuel vehicles and procedures for their maintenance, system diagnosis for optimal efficiency. Safety procedures and environmental practices will be emphasized. Hands-on lab exercises, vehicle inspections, along with repairs will be conducted. Discussion of the appropriate niche transportation for all situations will be analyzed. CSU

AUTO 58. Automotive Heating and Air-Conditioning (3)
Lec-3, lab-3
Learners will study the history, principles of operation, environmental concerns, scientific principles, mechanical components, diagnosis, servicing and testing, system controls, retrofit of old systems, and future trends of automotive HVAC systems. CSU

AUTO 60. Independent Study (Auto Technology) (1-3)
Ind st-5, 10, 15, conf-1, field trips P/NP available
Advise: Completion of at least 16 units in Automotive Technology or consent of instructor. Student must obtain approval of project from instructor.
Research and application of advanced skills within the topic of Automotive/Trade Skills. Allows student to investigate subjects of special interest and develop skills toward those interests, such as frame design and fabrication, suspension design and fabrication, engine performance modification and drivability computer. CSU

AUTO 62. Independent Study (Motorcycle Small Engine Repair) (1-3)
Ind st-5, 10, 15, conf-1, field trips P/NP available
Advise: Completion of at least 6 units in Motorcycle and Small Engine Repair, or consent of instructor. Student must obtain approval of project from instructor.
Research and application of advanced skills within the topic of Motorcycle and Small Engine Repair. Allows student to investigate subjects of special interest and develop skills toward those interests, such as frame design and fabrication, suspension design and fabrication, engine performance modification and sheet metal design and fabrication. CSU

AUTO 69. Basic Automotive Maintenance and Care (2)
Lec-1, lab-3
This course is a basic overview of the maintenance and care of cars for the owner. The course includes: how cars work, safety, responsibility, upkeep, basic tools, and technical terminology. CSU

AUTO 98. Specialty Automotive Electronics (4)
Lec-4, lab-2 P/NP available
Prereq.: AUTO 51
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 129. Auto Body Trim & Hardware (3)
Lec-2, lab-4, field trips 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 200. Auto Body Dent and Damage Repair (2)
Lec-1, lab-3 P/NP available
Advise: AUTO 50
Basic introduction to welding, metal bumping, metal finishing, and plastic filling. Students will learn analysis of minor body and fender damage and the sequential procedures involved in proper metal damage repair by integrating their classroom gained knowledge with shop practice. CSU

AUTO 201. Bolted Panel Replacement (2)
Lec-1, lab-3 P/NP available
Prereq.: AUTO 50
This course concerns the methods and techniques of fastening and joining metal and plastic parts as they relate to a professional fit and finish on vehicle body and frame structures, including alignment of metal and plastic parts. CSU

AUTO 202. Welded Panel Replacement (2)
Lec-1, lab-3 P/NP available
Advise: AUTO 50
This course involves the various methods and techniques of cutting, fastening, and joining of metals and metal parts as they relate to vehicle body and frame structures, including plasma arc cutting, electric spot, MIG (Metal Inert Gas), gas welding, brazing, and epoxy-joining processes. CSU

AUTO 203. Painting and Refinishing (2)
Lec-1, lab-3 P/NP available
Advise: AUTO 50
This course is designed as an introduction to automotive urethane, polyurethane and water based refinishing. It includes a comprehensive study of the materials, equipment, techniques and processes in the successful application of each of the automotive refinishing materials by integrating classroom gained knowledge with shop practice. CSU

AUTO 204. Body/Frame Straightening & Repair (2)
Lec-1, lab-3 P/NP available
Advise: AUTO 50
This course concerns the study and repair of conventional and unitized vehicle frames, their straightening and alignment, alignment at
cross members, rear and side frame members, suspension systems and steering principals. Frame straightening machines, gauges, and tools as well as appropriate safety will be covered. CSU

AUTO 205. Auto Body Welding (2)
Lec-1, lab-3 P/NP available
ADVISE: AUTO 50
This course will give the student working knowledge of the necessary skills required to design and assemble a custom motorcycle. Students will conceptualize design parameters, research component vendors, estimate parts costs, and plan and execute assembly strategies. CSU

MOTO 62. Custom Design & Assembly (3)
Lec-2, lab-3, field trips
This course will give the student working knowledge of the necessary skills required to design and assemble a custom motorcycle. Students will conceptualize design parameters, research component vendors, estimate parts costs, and plan and execute assembly strategies. CSU

MOTO 63. Auto-Moto Custom Painting (3)
Lec-2, lab-4, field trips
Topics covered will be: surface preparation, base coating, mid coating, clear coating, graphic layout and airbrush techniques for the purpose of custom automotive, motorcycle and related fields. This course may require a materials fee for take home projects. CSU

MOTO 81. Fuel, Lubrication and Cooling (4)
Lec-3, lab-3, field trips P/NP available
Prereq.: MOTO 60 or 90
This course covers the principles, theory of operation, design and functions of motorcycle fuel, lubrication and cooling systems as well as the inspection, disassembly, cleaning, measuring and rebuilding of the components of those systems. Upon completion of this class, a student should be able to perform preventive maintenance, troubleshoot discrepancies, repair the system components and know how to select suitable aftermarket parts in both dealer and independent shop settings. CSU

MOTO 82. Motorcycle Tune-up/Service (4)
Lec-3, lab-3, field trips P/NP available
Prereq.: MOTO 90
This course covers motorcycle tune-up, general service, ignition, valve adjustment, lubrication, oil and filter changes as well as the special tools required. Further, it covers service, parts books, micro-fiche, computerized manuals and the logic employed in them. Upon completion of this class, a student should be able to perform virtually all aspects of scheduled maintenance such as tune-ups, valve adjustment, oil changes and lubrication service as well as troubleshoot and repair common maintenance discrepancies. CSU

MOTO 83. Motorcycle Electrical Systems (4)
Lec-3, lab-3, field trips P/NP available
Prereq.: MOTO 90
This course covers the principles of basic electricity including terms, circuits, wiring diagrams and symbols, magnetism and methods of providing electrical energy for motorcycles. Various electrical components of generation, regulation, distribution, control, switching and methods of testing of motorcycle electrical systems will be discussed. Ignition systems and how they relate to the engine components will be covered. CSU

MOTO 84. Engine Theory (4)
Lec-3, lab-3, field trips P/NP available
Prereq.: MOTO 60 or 90
This course offers a comprehensive view of how two and four-stroke motorcycle engines work through discussion of the theory of operation and technical principles involved in converting fuel to motion. This course is designed to give students the technical understanding necessary for working with modern internal combustion engines and students will learn the theory necessary in understanding the internal combustion engine. CSU

MOTO 85. Motorcycle Frame/Wheels/Brakes (4)
Lec-3, lab-3, field trips P/NP available
Prereq.: MOTO 90
This course covers the theory, design and function of motorcycle exhaust systems, various frame and suspension designs, tires, cast and spoked wheels, and both disk and drum brakes. Upon completion of this course, a student should be able to perform preventive maintenance, troubleshoot discrepancies, repair systems and know how to select suitable aftermarket parts in both a dealer and independent shop setting. CSU

MOTO 86. Motorcycle Engine Overhaul (3)
Lec-2, lab-3, field trips P/NP available
Prereq.: MOTO 60 or 90
This course offers a comprehensive view of overhaul techniques, pre-teardown diagnostics and post repair operations check of modern motorcycle engines. Repair procedures will be consistent with manufacturers and professional repair standards. Upon the successful completion of this class, a student will be able to perform a complete overhaul of the various types of modern motorcycle engines including water-cooled, multi-valve, and air-cooled V-twins engines. The student will be able to analyze various aspects of performance modifications. CSU
MOTO 87. Power Transmission Systems (4)  
Lec-3, lab-3, field trips  P/NP available  
**Prereq.:** MOTO 90  
This course covers motorcycle power transmission systems. Converting mechanical power produced at the crankshaft to the rear wheel through clutch, transmission and the final drive system. Theory of operation including lubrication requirements, gear ratios, design and function of the primary drive, the clutch, the transmission and the final drive will be covered. Clutches, transmissions, and drive systems will be removed, disassembled, cleaned, inspected, measured, rebuilt, installed and inspected for proper operation. CSU

MOTO 88. Motorcycle Dyno Testing/Repair (2)  
Lec-1, lab-3, field trips  P/NP available  
**Prereq.:** MOTO 90  
This is an in-depth course covering motorcycle engine, component theory and function as related to dynamometer (dyno) operation. A dyno is used for data acquisition of operating conditions and used to diagnosis and troubleshoot performance problems. Various motorcycles will be run on a dyno so students can use the data to troubleshoot maintenance problems. After repairs or adjustments, the motorcycles will be run again to measure the results. CSU

MOTO 90. Introduction to Motorcycle Technology (4)  
Lec-3, lab-3  P/NP available  
This course is the prerequisite and entry level course to the motorcycle technician series. Students will learn an overview of the history of motorcycles, industry vocabulary and language, safety, tools, theory of operation and the basic use of hand tools in shop-related projects. CSU

MOTO 91. Motorcycle General Service (4)  
Lec-3, lab-3  P/NP available  
**Prereq.:** MOTO 90  
This course covers the principles, theory of operation, design and functions of motorcycle, fuel, lubrication, frame, suspension, brakes and cooling systems including skills necessary for inspection, disassembly, cleaning, measuring and rebuilding the components and perform preventive maintenance, troubleshooting discrepancies, repairing system components and selecting after market parts. CSU

MOTO 92. Tune-up, Electrical and Performance (4)  
Lec-3, lab-3  P/NP available  
**Prereq.:** MOTO 90  
This course covers motorcycle tune-up, troubleshooting, and performance tuning on a dynamometer. Included are also electrical principles, components and the generation, regulation, distribution, control, switching and testing of electrical systems. Upon completion of this class, a student should be able to perform, virtually all aspects of scheduled maintenance such as tune-ups, valve adjustment, carburetor synchronization and fuel injection. CSU

MOTO 93. Engine & Power Train Repair (4)  
Lec-3, lab-3  P/NP available  
**Prereq.:** MOTO 90  
This course trains students in the theory of operation, troubleshooting, major overhaul and general repairs of motorcycle engines and power trains. CSU

**Construction**

**Credit, Non-Degree Applicable Course:**  
CNST A. Industrial Truck Training (.5)  
Lec-5, lab-3 (total hrs)  P/NP available  
This is a safety certification course designed to comply with OSHA’s powered industrial truck regulations. Upon successfully completing this course students will receive a certification card good for 3 years.

CNST 69. Construction Safety (1)  
Lec-15 (total hrs)  
A study of Occupational Safety and Health Administration requirements for the construction industry, leading to an ability to identify safety hazards and prevent accidents. The subject matter is tailored to specific occupations/trades as well as to general construction safety. Successful completion earns a lifetime OSHA 10 hour Construction Safety Certificate. CSU

CNST 100. Introduction to Construction Applications (3)  
Lec-3, lab-2  
Overview of trades, design and management occupations connected to building projects. Introduction to use of project documents, plans, and specifications. Introduces relevant green technologies in the construction field. Practice in using measuring, hand, and power tools. CSU

CNST 101. Photovoltaic Installation, Entry Level (4)  
Lec-3, lab-3  P/NP available  
**Advises:** CNST 100 or TIXX 1000 or CNST 109 or TIEE 1009 or TIEE 9576  
An introduction to the design, installation and maintenance of Solar Photovoltaic (PV) systems. A hands on approach to the installation of PV systems and associated safety issues. Prepares students to take the North American Board of Certified Energy Practitioners (NABCEP) entry level exam for “PV Installer”. CSU

CNST 101A. Photovoltaic Theory & Design (3)  
Lec-3, field trips  P/NP available  
**Advises:** CNST 100 or TIXX 1000 or CNST 109 or TIEE 1009 or TIEE 9576  
An introduction to the theory and design of Solar Photovoltaic (PV) systems and associated safety issues. Prepares students to take the North American Board of Certified Energy Practitioners (NABCEP) entry level exam for PV Installer. CSU

CNST 101B. Photovoltaic Installation (3)  
Lec-1, lab-2, field trips  P/NP available  
An introduction to the installation and maintenance of Solar Photovoltaic (PV) systems. Hands on approach to the installation of PV systems and associated safety issues. CSU

CNST 102. Concrete Applications (3)  
Lec-2, lab-4  P/NP available  
An introduction to the uses, design and installation of concrete elements in construction. Students will apply classroom theory to real outdoor lab building projects. This class enables students to apply what they’ve learned to other construction courses, as well as to engineering and architecture. Industry safety standards will be strongly emphasized. CSU

CNST 103. Residential Plumbing (4)  
Lec-3, lab-3, field trips  P/NP available  
**Advises:** CNST 69, and CNST 100 or CNST 1000  
An introductory course in the methods and materials necessary to...
install a residential plumbing system. This course offers hands-on practice in the installation of supply, Drain/Waste/Vent (DWV), and gas systems. CSU

CNST 104. Solar Hot Water Installation (4)
Lec-3, lab-2
Training for installers of solar water heating systems on or at buildings. This course is applicable to the installation contractor who must be knowledgeable about system design, and be able to adapt designs to fit a particular application or customer need. CSU

CNST 105. Electrical Code (6)
Lec-6
An in depth coverage of The National Electrical Code, state and local codes. The course instructs the student on how to use the electrical code books and is essential towards the requirements for the California State Electricians Certificates and C-10 State Electrical Contractors License. CSU

CNST 106. Fundamentals of the Uniform Plumbing Code (3)
Lec-3 P/NP available
Provides training in the requirements of the California Uniform Plumbing Code Title 24. Topics include general regulations, permit and inspection, residential plumbing systems, storm drainage, fuel piping, health care medical gas, mandatory standards, indirect waste, private sewer disposal systems, gray water systems. CSU

CNST 107. Blueprint Reading (3)
Lec-2, lab-4, field trips P/NP available
Advise: CNST 100 or TIXX 1000; and MATH E or ET 108A
This course teaches the skills of blueprint reading and specifications. The course enhances skills of those who have existing knowledge of construction drawings. CSU

CNST 107A. Practical Blueprint Reading (1)
Lec-.5, lab-1.5 P/NP available
Advise: CNST 100 or CNST/TIXX 1000
This course teaches the basic skills of blueprint reading and specifications. CSU

CNST 108. Fundamentals of Construction Contracting (3)
Lec-3 P/NP available
Principles for managing a construction business, California Contractor Licensing Law, worker’s compensation, construction bonds, labor code, employee relations, safety, construction contracts, scheduling, construction documents, plans, specifications, and the estimating process. CSU

CNST 109. Residential Wiring (4)
Lec-3, lab-3 P/NP available
A beginning course in residential wiring. This hands-on course teaches the student the rules, methods and materials necessary to install a residential electrical system. CSU

CNST 110. Advanced Photovoltaic Installation (3)
Lec-3 P/NP available
This course review the design, installation and maintenance of Solar Photovoltaic (PV) systems. It brings together the Electrical Code, electrical theory, PV system design and best practices, and prepares students to take the NABCEP PV Installer exam. CSU

CNST 111. Carpentry-Rough Framing (4)
Lec-3, lab- 3 P/NP available
Advise: CNST 69; CNST 100 or CNST 1000
An introductory course in the methods and materials necessary to build a wood framed building. This course offers hands-on practice in the framing of simple floors, walls, ceilings, roofs, and stairways. CSU

CNST 112. Carpentry-Advanced Framing (4)
Lec-3, lab-3 P/NP available
Advise.: CNST 69; CNST 100 or CNST 1000; and CNST III or CNST 1011
An advanced course in the methods, materials and seismic requirements necessary to build a wood framed building. This course offers hands-on practice in the framing of more complicated floors, walls, ceilings, roofs, and stairways. CSU

CNST 113. Finish Carpentry (4)
Lec-3, lab-3 P/NP available
Advise.: CNST 69
Designed or prepare students for entry-level work or to upgrade their existing skills in woodworking. Focuses on safety procedures, furniture design, hand and machine tools, materials identification and applications, fabrication processes, and project planning. CSU

CNST 116. Furniture Making & Woodworking (3)
Lec-1, lab-4 P/NP available
Advise.: CNST 69
Designed or prepare students for entry-level work or to upgrade their existing skills in woodworking. Focuses on safety procedures, furniture design, hand and machine tools, materials identification and applications, fabrication processes, and project planning. CSU

CNST 117. Advanced Project Furniture Making (3)
Lec-2, lab-4 P/NP available
Advise: CNST 69; and CNST 116 or CNST 1016
This individualized project-based course is designed for advanced-level students in furniture making, incorporating the furtherance of those skills, (project planning, design, hand and machine tools, materials knowledge) acquired in the basic CNST 116 course. CSU

CNST 118A. Advanced Project Furniture Making I (3)
Lec-2, lab-4 P/NP available
Prereq.: CNST 116
Individualized project-based course designed for advanced-level students in furniture making, incorporating the furtherance of those skills (safety, project planning, design, hand and machine tools, materials knowledge) acquired in the basic CNST 116 course. CSU

CNST 118B. Advanced Project Furniture Making II (3)
Lec-2, lab-4 P/NP available
Prereq.: CNST 118A
Individualized project-based course designed as a continuation to CNST 118A for advanced-level students in furniture making, incorporating the furtherance of those skills (safety, project planning, design, hand and machine tools, materials knowledge) acquired in CNST 116 and CNST 118A. CSU

CNST 120A. Concrete in Residential Construction (.5)
Lec-6, lab-12 (total hrs), field trips P/NP available
Introduction to the materials, tools and equipment used for concrete work in residential construction. Hands-on class on how to mix, form,
pour and work with concrete, with instruction in the safe usage of hand and power tools. CSU  
CNST 120A=ARCH 120A

CNST 120B. Rough Carpentry in Residential Construction (.5)  
Lec-6, lab-12 (total hrs.), field trips  P/NP available  
The basics of wood framing in residential construction for novices and trades people seeking cross over skills. A hands-on class that will demonstrate proper handling of tools and the appropriate use of fasteners in rough carpentry and the construction of small projects. CSU  
CNST 120B=ARCH 120B

CNST 120C. Finish Carpentry in Residential Construction (.5)  
Lec-6, lab-12 (total hrs.), field trips  P/NP available  
Basic knowledge and skills in finish carpentry in residential construction. Identification of tools, building materials, and techniques required for finish carpentry. Demonstrate safe construction practices. Several projects requiring the planning and organizing of work, and the use of measuring, hand and power tools. CSU  
CNST 120C=ARCH 120C

CNST 120D. Masonry and Tile in Residential Construction (.5)  
Lec-6, lab-12 (total hrs.), field trips  P/NP available  
The basic skills for applying masonry and tile in residential construction, including practicing proper use of tools, materials, and techniques. Hands-on completion of several projects requiring planning and organizing is expected. CSU  
CNST 120D=ARCH 120D

CNST 120E. Plumbing in Residential Construction (.5)  
Lec-6, lab-12 (total hrs.), field trips  P/NP available  
This is a hands-on class on the materials and tools used for installing a plumbing system in residential construction; piping for hot and cold water, waste, vent systems, plumbing fixtures and the completion of one or more small projects. CSU  
CNST 120E=ARCH 120E

CNST 120F. Electrical in Residential Construction (.5)  
Lec-6, lab-12 (total hrs.), field trips  P/NP available  
Introduction to the basic skills for electrical work in residential construction, including safety practices. Students will complete several small projects such as the rewiring of outlets, repair and replacement of light fixtures and the identification of circuits and connections found in residential construction. CSU  
CNST 120F=ARCH 120F

CNST 130. Residential Energy and Efficiency Measures (3)  
Lec-2.5, lab-1.5  P/NP available  
This introductory course provides a general overview of residential energy use. It briefly covers residential energy related systems and how building energy efficiencies may be improved. CSU  
CNST 130=ENRG 130

Noncredit Courses:

CNST 1000. Introduction to Construction (90 hrs)  
Overview of trades, design and management, occupations connected to building projects. Introduction to use of project documents, plans and specifications. Introduces relevant green technologies in the construction field. Practice in using measuring, hand and power tools.

CNST 1002. Concrete Applications (105 hrs)  
Prereq.: CNST 100 or CNST 1000  
Coreq.: CNST 69 or previous OSHA Certification  
This course is an introduction to the uses, design and installation of concrete elements in construction. Students will apply classroom theory to real outdoor lab building projects. This class enables students to apply what they’ve learned to other construction courses, as well as to engineering and architecture. Industry safety standards will be strongly emphasized.

CNST 1003. Residential Plumbing (105 hrs)  
Advise: CNST 69 and CNST 100 or CNST 1000  
An introductory course in the methods and materials necessary to install a residential plumbing system. This course offers hands-on practice in the installation of supply, Drain/Waste/Vent (DWV), and gas systems.

CNST 1005. Electrical Code (105 hrs)  
Advise: CNST 109 or CNST 1009  
An in depth coverage of The National Electrical Code, state and local codes. The course instructs the student on how to use the electrical code books and is essential towards the requirements for the California State Electricians Certificates and C-10 State Electrical Contractors License.

CNST 1007. Blueprint Reading (105 hrs)  
Advise: CNST 100 or CNST 1000; MATH E or ET 108A  
This course teaches the skills of blueprint reading and specifications. This course enhances skills of those who have existing knowledge of construction drawings.

CNST 1009. Residential Wiring (105 hrs)  
Advise: TIXX 1000, CNST 100  
A beginning course in residential wiring. This hands-on course teaches the student the rules, methods and materials necessary to install a residential electrical system.

CNST 1011. Carpentry-Rough Framing (105 hrs)  
Prereq.: CNST 69 and CNST 100 or CNST 101  
An introductory course in the methods and materials necessary to build a wood framed building. This course offers hands-on practice in the framing of simple floors, walls, ceilings, roofs, and stairways.

CNST 1012. Carpentry-Advanced Framing (105 hrs)  
Prereq.: CNST 69; CNST 100 or CNST 1000; and CNST 101  
An advanced course in the methods, materials and seismic requirements necessary to build a wood framed building. This course offers hands-on practice in the framing of more complicated floors, walls, ceilings, roofs, and stairways.

CNST 1013. Finish Carpentry (105 hrs)  
Prereq.: CNST 69; CNST 100 or CNST 1000  
A course in the methods, materials and installation techniques necessary to install windows, doors, stairs, siding, cabinets, and their respective trim. This course offers hands-on practice in the fine craftsmanship required for finish-work.

CNST 1016. Furniture Making & Woodworking (105 hrs)  
Coreq.: CNST 69  
Designed to prepare students for entry-level work or to upgrade their existing skills in woodworking. Focus on safety procedures, furniture
design, hand and machine tools, materials identification and applications, fabrication processes, and project planning.

CNST 1017. Adv. Project Furniture Making (105 hrs)
Prereq.: CNST 69; AND CNST 116 or CNST 1016
This individualized project-based course is designed for advanced-level students in furniture making, incorporating the furtherance of those skills, (project planning, design, hand and machine tools, materials knowledge) acquired in the basic CNST 1016 course.

Custodial
TICU 9550. Custodial Training (108 hrs)
Preparation for entry level employment as a custodian. Training in safety, use of tools, equipment, chemicals, materials and supplies, and the proper application of dusting, sweeping, mopping, use of ladders, scaffolds, various floor machines and specialized equipment.

Electricity and Energy Conservation
TIEE 9571. A.C. Electricity (108 hrs)
Prereq.: TIEE 9572/ASSISTANT OF INSTRUCTOR
Review of basic electricity and Study of Alternating Current. Includes: fundamentals of Electromagnetism, Impedance, Inductance and Capacitance. Symbols, laws, diagrams, schematics mathematics and tools (including meters) will be used. Consists of Lectures, Demonstrations and Lab Exercises.

TIEE 9572. D.C. Electricity (108 hrs)
The study of basic Electricity. The difference between Direct Current and Alternating Current. The applications of D.C. Electricity in today's world.

TIEE 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 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.

Other Specialty Courses
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 9709. California and San Francisco Plumbing Code (105 hrs)
Course will define the code requirements of the California and San Francisco Plumbing Code. History of water supply and distribution. Discuss the powers and duties of the Administrative Authority, inspection, testing and fees. Procedure for submitting plans and obtaining permits. Qualifications of a California license Plumbing Contractor. Discuss the terminology of trade. General regulations for installation of a safe plumbing system. Interpret blueprints and isometric drawings.

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

Through the core forty-four units of the Biological Sciences major, students will gain the scientific knowledge necessary to investigate problems and ideas presented in upper division biology courses, as well as to critically evaluate scientific information. The laboratory work will train students to use current laboratory technologies, equipment and techniques to engage in the research process using scientific methods and to investigate research questions safely.

Learning Outcomes
Upon completion of this degree, students will be able to:

• Demonstrate understanding of the processes of science, the scientific method, and the relationship between scientific research and established knowledge.
• Express biological scientific literacy in oral and written communication
• Demonstrate content knowledge in biology.
• Demonstrate fundamental lab skills
• Evaluate biological data, draw reasonable conclusions, recognize the ethical implications of these conclusions, and apply theses conclusions to personal, community, and scientific problems.
• Meet the requirements for transfer to biology programs at UC, CSU or other four-year institutions

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 100A General Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIO 100B General Biology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 101A General College Chemistry</td>
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<td>MATH 110B Calculus II</td>
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<td>PHYC 2A Introductory Physics</td>
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<td>PHYC 2AL Introductory Physics Lab</td>
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<td>PHYC 2B Introductory Physics</td>
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<td>PHYC 2BL Introductory Physics Lab</td>
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<td>Total Units</td>
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</tr>
</tbody>
</table>

**Additional Course Requirements for Students**

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

**Biological Sciences Certificate**

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

Through the core forty-four units of the Biological Sciences Certificate, students will gain the scientific knowledge necessary to investigate problems and ideas presented in upper division biology courses, as well as to critically evaluate scientific information. The laboratory work will train students to use current laboratory technologies, equipment and techniques to engage in the research process using scientific methods and to investigate research questions safely.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Demonstrate an understanding of the processes of science, the scientific method, and the relationship between scientific research and established knowledge.
- Safely and proficiently employ fundamental laboratory and field study practice and utilize appropriate scientific instrumentation to collect, analyze and interpret data.
- Illustrate the interdisciplinary nature of environmental science by outlining contributions from the natural sciences, social sciences, and engineering and technology to the understanding of human impacts on the environment.
- Communicate clearly when writing or speaking about environmental and resource issues demonstrating content knowledge of major environmental science concepts and their social, political, and historical context.
• Meet the requirements for transfer to University of California (UC), California State University (CSU), or other four-year institutions

Courses Required for the Major in Environmental Studies and Science

Course | Units
--- | ---
BIO 31 Introduction to Environmental Science | 3
CHEM 101A General College Chemistry | 5
BIO 100A General Biology | 5
BIO 100B General Biology | 5

Option 1: Environmental Studies and Science, Concentration in Ecology and Conservation

Elective Coursework: One of the following course combinations (4 units)

ECOL 10 Introduction to Ecology | 3
with BIO 4IL Ecology Laboratory | 1
BIO 40 Plants and Animals of California | 3
with BIO 4IL Ecology Laboratory | 1
BIO 40 Plants and Animals of California | 3
with BIO 26 Habitat Restoration Field Studies | 1
BIO 32 Marine Biology | 3
with BIO 32L Marine Biology Laboratory | 1

Option 2: Environmental Studies and Science, Concentration in Environmental Studies

POLS 22 Environmental Politics and Policy | 3
with BIO 25 Ecology of San Francisco Bay | 1

Total Units | 22

Announcement of Courses

Credit, Degree Applicable Courses:

Anatomy

ANAT 14. Introduction to Human Anatomy and Physiology (4)
Lec-3, lab-3
An integrated course covering the fundamental principles of human anatomy and physiology. UC/CSU

ANAT 25. General Human Anatomy (4)
Lec-3, lab-3
P/NP available
Study of the gross and microscopic structure of the human body. UC/CSU

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
P/NP available
The biological nature of humans and the changes that have occurred from prehistoric times to the present. The place of humans in nature, vertebrate and primate evolution, fossil evidence for human antiquity, individual and population genetics, mechanisms of evolution, and human variation. C-ID ANTH 110; UC/CSU

Biology

BIO 9. Human Biology (4)
Lec-3, lab-3
Advised: MATH E1 or MATH E3; or placement in MATH 40 or MATH 840, ESL 140 (or placement in ESL 150), or ENGL 90 (or placement in ENGL 92)

An introduction to scientific and biological principles through the study of humans as exemplary organisms. Lectures and laboratory exercises will explore current scientific issues, develop critical thinking skills, and examine the structure and function of the human body in relation to health and disease. UC/CSU

BIO 11. The Science of Living Organisms (4)
Lec-3, lab-3, field trips
P/NP available
The major concepts of the biological sciences including biochemistry, cells, evolution, genetics, bioenergetics, microbiology, botany, mycology, zoology, ecology, and biotechnology. UC/CSU

BIO 12. Plant Biology (4)
Lec-3, lab-3, field trips
P/NP available
Introduction to structure, function, evolution, classification and ecology of plants. Topics include life history plants, levels of organization, metabolism, form and function, and a survey of major taxa (including fungi and photosynthetic protists). Laboratory exercises are coordinated with lecture topics and may include field exercises. UC/CSU

BIO 14. Plant Ecology (4)
Lec-3, lab-3, field trips
P/NP available
An introductory course examining the principles of habitat restoration and rehabilitation. An analysis of habitat reconstruction techniques. This class will be conducted as a field experience class. The concepts will be developed at specific restoration sites in the San Francisco Bay Area. Students will participate in a restoration activity under the direction of a field ecologist. CSU

BIO 15. The Biology of HIV (3)
Lec-3, field trips
P/NP available
This course presents the biological basis for HIV/AIDS origins and emergence; epidemiology; virus structure and replication; interaction of HIV with the immune system and disease; HIV testing; current prevention, treatment, and cure strategies. UC/CSU

BIO 26. Habitat Restoration Field Studies (1)
Lec-1, field trips
P/NP available
An introductory course examining the principles of habitat restoration and rehabilitation. An analysis of habitat reconstruction techniques. This class will be conducted as a field experience class. The concepts will be developed at specific restoration sites in the San Francisco Bay Area. Students will participate in a restoration activity under the direction of a field ecologist. CSU

BIO 29. Scientific Illustration (1)
Lec-1, field trips
P/NP available
A natural history course in recording and illustrating ecological and behavioral observations in a scientific field journal. Course format consists of an on-campus orientation session followed by in-depth Saturday field trips to various natural habitats in the San Francisco Bay Area. CSU
BIO 31. Introduction to Environmental Science (3)
Lec-3, field trips P/NP available
Prereq.: ENGL 92 or higher
An examination of the scientific and research evidence regarding the causes, consequences, and proposed solutions to environmental and natural resource issues. Study of sustainability and potential solutions from different academic fields including the natural sciences, social sciences and engineering. UC/CSU

BIO 32. Marine Biology (3)
Lec-3, field trips P/NP available
The natural history of California marine plants and animals with emphasis on the interrelationships between marine life and their environment. UC/CSU
BIO 32 = IDST 9

BIO 32L. Marine Biology Laboratory (1)
Lab-3, field trips P/NP available
Coreq.: BIO 32 or IDST 9
A laboratory course, utilizing a laboratory/field trip format, designed to reinforce and augment the student’s understanding of basic principles of marine biology as taught in BIO 32/IDST 9. UC/CSU

BIO 33. Introduction to Conservation Biology (3)
Lec-3 P/NP available
Advis: ENGL 92 or ESL 150 or placement in ENGL 93 or ESL 160
An introduction to the discipline of conservation biology focusing on biodiversity, the threats to biodiversity from human activities and the practical aspects of conserving species, habitats and ecosystem functions. UC/CSU

BIO 40. Plants and Animals of California (3)
Lec-3, field trips P/NP available
Advis: ENGL 92 or ESL 150 or placement in ENGL 93 or ESL 94; or ESL 160
Analysis of California’s natural geographic, biologic and geologic regions. Examine the basic concepts of ecology, geology, and evolution as they relate to the distribution of California’s plants and animals. Assessment of impacts of modern human society on the California biodiversity hotspot and evaluation of mitigating strategies. UC/CSU

BIO 41L. Ecology Laboratory (1)
Lab-3, field trips
Prereq.: Completion or concurrent enrollment in ECOL 10 or BIO 40.
Advis: ENGL 92 or ESL 150 or placement in ENGL 93 or ESL 160
A laboratory course examining the fundamental concepts of ecology and applying these concepts to field observations and experiments. The course will focus on understanding biodiversity and factors influencing the abundance and distribution of living organisms in California and is designed to augment the student’s understanding of concepts taught in Ecology 20 and Biology 40. UC/CSU

BIO 55. Bioethics (3)
Lec-3 P/NP available
Ethical principles will be applied to scientific work and to the emergence of new technologies. Principles to be considered include: professional conduct among scientists, the role of governmental regulation, individual choice, safety, and the rationale for particular areas of research. Attention will be given to genetic engineering of humans and other organisms, cloning, race, stem cells, pesticide use, and other areas of science. UC/CSU

BIO 61. The Biology of Cancer (3)
Lec-3
Advis: ENGL 92 or ESL 150 or placement in ENGL 93 or ESL 160
This course discusses the history of cancer and its molecular and cellular underpinnings. It examines possible causes and progression of cancer, prevention, screening tests, symptoms, diagnosis, and treatment. UC/CSU

BIO 70. Selected Topics in Biology (1-3)
Lec-1, 2, 3, lab-1, 2, 3, field trips P/NP available
Introductory courses; or exploring topics not studied in depth in other classes in biology. Investigation in depth of selected topics in biology: considering current issues and innovations; expanding subjects covered briefly in introductory courses; or exploring topics not studied in depth in other classes in biology. UC/CSU

BIO 70A. Selected in Biology: Botanical Illustration (1)
Lec-20 (total hours), field trips P/NP available
Investigation in depth of selected topics in biology: considering current issues and innovations; expanding subjects covered briefly in introductory courses; or exploring topics not studied in depth in other classes in biology. UC/CSU

BIO 70B. Selected Topics in Biology: Bird Illustration (1)
Lec-20 (total hours), field trips P/NP available
Investigation in depth of selected topics in biology: considering current issues and innovations; expanding subjects covered briefly in introductory courses; or exploring topics not studied in depth in other classes in biology. UC/CSU

BIO 80. Selected Topics in Ecology (1-3)
Lec-1, 2, 3, lab-1, 2, 3, field trips P/NP available
Investigation in depth of selected topics in ecology: considering current issues and innovations; expanding subjects covered briefly in introductory courses; or exploring topics not studied in depth in other classes in biology. UC/CSU

BIO 80C. Topics in Biology-Agroecology (1)
Lec-18 (total hrs), field trips P/NP available
Advis: ENGL 92 or ESL 150 or placement in ENGL 93 or ESL 160
An examination of ecological issues surrounding agriculture. Analysis of ecosystem services provided by sustainable agriculture. Evaluation of different farming methods practiced on local urban farm and of personal food choices.

BIO 81A. Ecology of San Francisco (1)
Lec-1, field trips
Advis: ENGLISH 92 or ESL 150
An examination of abiotic and biotic factors shaping nature in San Francisco. An analysis of plant, animal, and human interactions within the diverse habitat types over time. CSU

BIO 81L. Ecology of San Francisco (1)
Lec-1, 2, 3, lab-1, 2, 3, field trips P/NP available
Investigation in depth of selected topics in ecology: considering current issues and innovations; expanding subjects covered briefly in introductory courses; or exploring topics not studied in depth in other classes in biology. UC/CSU

BIO 91. On-Campus Biology Work Experience (1-8)
Work-5, 10, 15, 20, 25, 30, 35, 40, field trips P/NP available
Prereq.: Consent of biology instructor required
Repeat: BIO 91 and 92 combined, max. credit: 16 units
On-campus college work experience in a project in the fields of biology,
ecology or environmental science subject to the approval and under the supervision of a biology department instructor. CSU

BIO 92. Off-Campus Biology Work Experience (1-8)
Work-5, 10, 15, 20, 25, 30, 35, 40, field trips P/NP available
Prereq.: Consent of biology instructor required
Repeat: BIO 91 and 92 combined, max. credit: 16 units
Off campus college work experience with a community partner in the fields of biology, ecology or environmental science, subject to approval of and under the supervision of a biology department instructor. CSU

BIO 100A. General Biology (5)
Lec-3, conf-2, lab-4
Prereq.: CHEM 101A or demonstration of the exit skills
Advise: BIO 11 or 1 yr. HS Biology; or ENGL 93
A general introduction to cell structure and function, cell biochemistry, cell cycle, principles of molecular and organismal genetics, genetic engineering, and animal form and function. Intended for students majoring in the biological sciences, but open to all qualified students. UC/CSU

BIO 100B. General Biology (5)
Lec-3, conf-2, lab-4, field trips
Prereq.: BIO 100A or demonstration of the exit skills of BIO 100A
A general introduction to evolution, the diversity of life, plant form and function, and ecology. Intended for students majoring in the biological sciences, but open to all qualified students. UC/CSU

BIO 223. Introduction to Environmental Monitoring (1)
Lec-0.5, lab-1.5, field trips P/NP available
Study of regulations, protocol and procedures for collection and storage of air, soil and liquid samples. Quality assurance/quality control, safety, site selection, sample storage and preservations. Practical experience includes use of portable instruments and immunoassay kits for chemical contaminants. Microbiological laboratory techniques for analysis of soil and water samples. CSU

BIO 223=BTEC 223

Ecology

ECOL 10. Introduction to Ecology (3)
Lec-3, field trips P/NP available
Advise: ENGL 92 or ESL 150 or placement in ENGL 93 or ESL 160
A lecture course examining the fundamental concepts of ecology. Application of the scientific method; chemical and energy cycles; effect of the physical and biological environment on community structure; diversity and distribution; population dynamics and interspecific relationships; biodiversity on the genetic, species, and ecosystems level and relevant social ecological problems. UC/CSU
Not recommended to students who have completed BIO 20A

ECOL 10. Ecology and Human Environment. ECOL10=BIO 20

ECOL 20. Introduction to Ecology (4)
Lec-3, lab-3, field trips
Advise: ENGL 92 or ESL 150
Fundamental concepts of ecology; field observations and experiments applying the scientific method; chemical and energy cycles; effect of physical and biological environment on community structure; diversity and distribution; population dynamics and interspecific reactions; biodiversity of the genetic, species, and ecosystems level and relevant social ecological problems. UC/CSU

ECOL 20X. Environmental Toxicology (3)
Lec-3 P/NP available
Prereq.: BIO 11
Advise: ENGL 96 or placement in ENGL 1A
A comprehensive examination of the environmental fate and effect of toxic substances resulting from human activities. Topics include basic principles of toxicology, movement and transformation of toxics in the environment, and examination of the impacts of air/water/soil pollutants. Methods to identify, study, and remediate environmental toxics will be addressed. UC/CSU
ECOL 20X=EMAP 20X

ECOL 80A. Ecology of San Francisco Bay (1)
Lec-1, lab-3, field trips P/NP available
Advise: ENGL 92 or ESL 150 or placement in ENGL 93 or ESL 160
An investigation of the ecological significance of San Francisco Bay and historical and current abiotic and biotic factors shaping it. Identification of habitats and the adaptations of their key microbial, plant and animal components. CSU
Formerly BIO 25

ECOL 80C. Ecology of Golden Gate National Recreation Area (1)
Lec-1, field trips P/NP available
An investigation of the ecological significance of Golden Gate National Recreation Area (GGNRA) and the role of historical and current biotic and abiotic factors in shaping it. Observe and describe the diverse habitats and their associated fauna and flora. Highlight management issues that affect the conservation and restoration of these biological and cultural resources. CSU
Formerly BIO 28

ECOL 80D. Ecology of Point Reyes National Seashore (1)
Lec-1, field trips P/NP available
Advise: ENGL 92 or ESL 150 or placement in ENGL 93 or ESL 160
An investigation of the ecological significance of Point Reyes National Seashore (PRNS) and the role of historic and current biotic and abiotic factors that shape it. Observation of the diversity of habitats within PRNS and description of their associated fauna and flora. CSU

ECOL 80E. Ecology of Coastal Mendocino County (1)
Lec-1, lab-3, field trips P/NP available
Advise: ENGL 92 or ESL 150 or placement in ENGL 93 or ESL 160
An investigation of the ecological significance of coastal Mendocino County and historical and current biotic and biotic factors shaping it. Identification of habitats and the adaptations of their key microbial, plant and animal components. CSU

ECOL 80F. Ecology of the San Francisco Bay Delta (1)
Lec-18 (total), field trips P/NP available
Advise: ENGL 92 or ESL 150 or placement in ENGL 93 or ESL 160
An investigation of the ecological significance of the San Francisco Bay Delta and historical and current abiotic and biotic factors shaping it. Identification of habitats and the adaptations of their key microbial, plant and animal components. CSU
Genetics

GEN 10. Heredity and Evolution (3)
Lec-3 P/NP available
A general survey of the basic principles of genetics and organic evolution with a historical perspective. Classical genetics, molecular genetics, population genetics and evolution, current genetic research and technologies. UC/CSU

GEN 11. Genetics Laboratory (1)
Lab-3, field trips P/NP available
Prereq.: Completion/concurrent enrollment in GEN 10 or 15
Hands-on investigative laboratory experiments encompassing cellular genetics, classical plant and animal genetics, microbial genetics, molecular genetics, biotechnology, forensics, and natural selection. UC/CSU

Microbiology

M B 10. Emerging Diseases (3)
Lec-3, field trips P/NP available
A general education course emphasizing the microbiology, epidemiology and ecology of selected infectious disease agents that threaten human and animal welfare around the globe. It analyzes the influences of social and biological factors on the emergence of new diseases as well as the re-emergence of ancient plagues UC/CSU

M B 12. Introduction to Microbiology (4)
Lec-3, lab-4, field trips P/NP available
Prereq.: CHEM 32 or CHEM 101A or an equivalent course.
This course explores the evolution, structure, function, diversity and medical importance of microbes and infectious disease agents. Emphasis is placed on the interactions of microbes with the environment, animals, plants and other microbes in health and disease. UC/CSU

M B 28X. Environmental Microbiology (4)
Lec-3, lab-4 P/NP available
Prereq.: BIO 11
An introduction to microbial diversity and environmental microbiology. Topics include: microbial cellular architecture, metabolic diversity, biogeochemistry, bioenergetics, and growth; population and community dynamics; ecosystem health; water and soil microbiology; and microorganisms in biodeterioration and bioremediation. The laboratory will emphasize methods used to analyze and detect microbial contamination in environmental samples. CSU
M B 28X=EMAP 28X

M B 51. Public Health Microbiology: Sanitation (2)
Lec-2 P/NP available
Principles of food-borne illness etiology and transmission; food-borne microbial agents resulting in food spoilage, infections and poisonings; sanitary, preventive and managerial practices mandated by public health laws for food service personnel and health inspectors to ensure food safety. CSU

Nutrition

NUTR 12. Introduction to Nutrition for Allied Health (3)
Lec-3 P/NP available
An introductory nutrition course intended for students interested in entering the allied health fields with emphasis on physiology, metabolism of nutrients, metabolic diseases and dietary modification to optimize recovery and health. Students will understand and evaluate dietary intake, nutritional assessment, and nutrition care commonly used at clinics and hospitals. UC/CSU

NUTR 51. Nutrition and Culinary Arts (2)
Lec-2 P/NP available
Nutrition and food concepts relevant to students in the Culinary Arts and Hospitality Management Programs. Review properties of nutrients, common metabolic and digestive problems and the required diet modifications and treatment. CSU
Not intended to student who have completed NUTR 12 or NUTR 52

NUTR 52. Introduction to Nutrition (3)
Lec-3 P/NP available
Emphasis on the practical application of nutrition to everyday life such as planning a healthy diet, assessing one’s nutritional food intake, understanding nutritional labels and useful sources for nutrition information. Scientific principles behind the development of Dietary Reference Intakes (DRIs) and Food Guidelines. UC/CSU
Not intended to student who have completed NUTR 12 or NUTR 51

Physiology

PHYS 1. Introductory Human Physiology (5)
Lec-3, lab-6, field trips
Prereq.: CHEM 32 or 101A
A course in systems physiology with an emphasis on the quantitative aspects of cellular and molecular mechanisms contributing to homeostasis of the human organism. This course is intended for students transferring to four-year institutions and for those entering graduate-level professional allied health programs. UC/CSU
Not intended for students who have completed PHYS 1.

PHYS 12. Introduction to Human Physiology (4)
Lec-3, lab-3
Prereq.: CHEM 32 or 101A
A course in general human physiology which stresses the analysis of normal function of the human body, including the physiology of cells, muscles, the nervous system, sensation, digestion, circulation, respiration, metabolism, excretion, endocrines, and reproduction. This course is intended for students entering allied health professions. UC/CSU
Not intended for students who have completed PHYS 1.

PHYS 67. Exploring Neuroscience: An introduction to the Brain (3)
Lec-3, field trips P/NP available
Advis: ENGL 93 or ESL 160
Designed to expose students to topical questions in neural science, this course will investigate cellular communication, simple reflexes, complex neural networks and complex behaviors such as consciousness, coordinated movement, emotions, motivation, and memory. Intended for all students interested in understanding the science behind the brain. UC/CSU

Zoology

ZOOL 10. Animal Biology (4)
Lec-3, lab-3, field trips P/NP available
An introduction to the biology, evolution, and ecology of animals. Topics include chemistry, cell biology, anatomy, physiology, behavior, evolution, classification, genetics, and the diversity of invertebrate and vertebrate organisms. UC/CSU
Zoology 10 is designed for students not specializing in biology, zoology, botany, or the medical sciences and is recommended for credit to students who have taken BIO 1A, 1B, 11, or PHYS 1
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 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, two digital teleproduction studios, and a digital cable FM radio station. San Francisco’s Educational Access Television Channel 27 and Channel 75 cablecast citywide from the department’s facilities.

Additional Information. Consult the Department Chair for more information at (415) 239-3527.

The Broadcast Electronic Media Arts certificate program is recommended for those seeking to acquire entry-level skills, or upgrade and retool skills, and for lifelong learners preparing for career transition. The department offers nine certificate programs: 1) Broadcast Electronic Media Arts, 2) Broadcast Motion Graphics, 3) Digital Radio, 4) Live Sound, 5) Sound Design, 6) Sound Recording, 7) Television Production, 8) Video Post-Production, and 9) 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 Accomplishment. Students may obtain the Certificate of Accomplishment in Broadcast Electronic Media Arts by completing each course in their program of study with a final grade of “C” or higher.

Audio and Video for the Web Certificate
The Audio and Video for the Web certificate combines the study of creating media content, process and problem solving with tools and techniques of visual communication for broadband distribution. This course of study prepares the student to distribute audio and video content effectively via broadband.

Learning Outcomes
Upon completion of this certificate, students will be able to:

- Describe and analyze the processes involved in creating audio and video content for broadband delivery.
- Discuss, evaluate and analyze the impact internet content has on society.
- Plan, organize and create effective online content that conveys intended message.
- Demonstrate technical skills necessary for creating effective audio and video content for the internet including, but not limited to; recording, editing and compressing to appropriate format.
- Display professionalism and understanding of workforce protocol in communication and behavior.

Students must complete each course with a grade of “C” or higher. Students must complete courses at City College of San Francisco. All courses must be completed within four years.

Courses Required for the Certificate of Accomplishment in Audio and Video for the Web

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<th>Course</th>
<th>Units</th>
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<tr>
<td>BCST 119 Digital Media Skills</td>
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<tr>
<td>BCST 135 Audio for the Web</td>
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<tr>
<td>BCST 136 Video for the Web</td>
<td>1</td>
</tr>
<tr>
<td>BCST 159 Digital Media Portfolio</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

Multimedia Journalism Certificate
This certificate provides students with news research, writing, reporting, and packaging skills for entry-level employment in radio, television, cable, syndicated, Internet, and satellite news organizations. The Multimedia Journalism certificate is recommended for degree holders seeking to upgrade skills for career transition.

Learning Outcomes
Upon completion of the certificate, students will be able to:

- Identify and analyze structure and writing style of material for electronic media news.
- Illustrate various electronic news media writing and announcing techniques through information gathering, writing news stories and on-camera presentation.
- Define terms, methods and practices related to digital video and audio production for electronic newsgathering.
- Produce and assemble broadcast/multimedia news packages (MMJs) and programs.
- Display professionalism and understanding of workforce protocol in the communication and behavior.

Students must complete each course with a grade of “C” or higher. Students must complete 4 of 6 courses at City College of San Francisco. All courses must have been taken within the last four years.
Courses Required for the Certificate of Accomplishment in Multimedia Journalism

Course | Units
--- | ---
First Semester
BCST 119 Digital Media Skills | 3
BCST 110 Introduction to Writing for Electronic Media | 3
BCST 115 Announcing and Performance | 3
Second Semester
BCST 130 Radio News and Public Affairs | 3
BCST 141 Field Video Production | 3
BCST 160 College Internship or BCST 165 Industry Internship | 2
Total Units | 17

Recommended Additional Coursework: BCST 100, 135, 136, JOUR 21, 22, 24, 29, 37

Convergent Media Production Certificate

This certificate focuses on multi-platform and multi-format production concepts, techniques, and technologies using audio, video, web, and storytelling for interactive digital convergent media production.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Integrate industry-standard skills across a range of media for delivery of audio and video content on the Internet.
- Develop, manage and complete professional digital video and audio projects using industry standard software and equipment.
- Develop, implement and manage creative storytelling across platforms and devices.
- Create a distribution and promotional plan for a convergent media product.
- Use critical thinking skills to analyze and critique projects, provide constructive criticism and communicate complex ideas clearly, both in written and verbal form.
- Display professionalism and understanding of workforce protocol in communication and behavior.

Students must complete each course with a final grade of "C" or higher.

Students must complete 40 of the 55-56 units at City College of San Francisco.

All courses must be completed within the last six years.

Courses Required for the Certificate of Achievement in Convergent Media Production

Course | Units
--- | ---
First Semester
SPCH 8 Rhetoric of Popular Culture | 3
BCST 119 Digital Media Skills or VMD 105 Digital Skills for Visual Media | 3
BCST 140 Studio Video Production or BCST 141 Field Video Production | 3
Second Semester
BCST 120 Audio Production | 3
VMD 140 Web Production I | 3
VMD 191 Social Media for Professionals | 3
BCST 110 Writing for Electronic Media or CINE 75 Screenwriting or JOUR 22 Feature Writing | 3
BCST 143 Digital Video Editing - AVID or BCST 144 Digital Video Editing - FCP-PR | 3

Third Semester
BCST 135 Audio for the Web | 1
BCST 136 Video for the Web | 1
BCST 146 Digital Video Effects | 3
VMD 141 Web Production II | 3
JOUR 26 Fundamentals of Public Relations | 3
BCST 124 Digital Audio Production or BCST 126 Sound for Visual Media | 3

Fourth Semester
BCST 159 Digital Media Portfolio | 1
VMD 127 User Experience | 3
BCST 148 - HDTV Studio Production or BCST 149 - HDTV Field Production or CINE 40 - Film Exhibition or JOUR 29 - Magazine Editing and Production | 3
BCST 160 - College Internship or BCST 165 - Industry Internship | 1-2
Electives | 6

Total | 52-53

Select six elective units from course options listed above and/or from this recommended additional coursework list: BCST 128, BCST 147, CINE 24, CINE 25, CINE 30, CINE 54, CINE 56, CINE 60, CINE 72, CINE 136, MUS 29, MUS 30, PHOT 51, PHOT 57, PHOT 102B, VMD 120, VMD 130, VMD 126, VMD 145, VMD 152, VMD 153, VMD 154, VMD 155, VMD 156, VMD 166, VMD 180, VMD 184.

Live Sound Certificate

This certificate provides students with a foundation in the application of live sound in various acoustic spaces. Students learn how to operate and troubleshoot live sound production equipment and are prepared for entry level work doing live sound for theaters, nightclubs, concert halls, sporting events, conferences, conventions, presentations, and live sound distribution via broadcast, cable, wireless, mobile devices and emerging media.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Plan and execute the sound reinforcement set-up for vocals, acoustic and electronic instruments including but not limited to drums/percussion, strings, woodwinds, and brass using microphone and line level devices.
- Configure public address (PA) system for various sized spaces and audience numbers and demonstrate proper placement and distribution of speakers.
- Identify and troubleshoot acoustics of various sized spaces with regard to microphone pick-up and speaker placement.
- Utilize equalization techniques to remedy any problems with acoustics.
- Plan and configure multi-track recorder and video camera for live event recording.
- Display professionalism and understanding of workforce protocol in communication and behavior.

Students must complete each course with a grade of "C" or higher.

Students must complete 4 of 6 courses at City College of San Francisco.

All courses must be taken within the last four years.

Courses Required for the Certificate of Accomplishment in Live Sound

Course | Units
--- | ---
First Semester
BCST 119 Digital Media Skills | 3
BCST 120 Audio Production | 3

Second Semester
BCST 124 Digital Audio Production | 3
VMD 140 Web Production I | 3
VMD 191 Social Media for Professionals | 3
BCST 110 Writing for Electronic Media or CINE 75 Screenwriting or JOUR 22 Feature Writing | 3
BCST 143 Digital Video Editing - AVID or BCST 144 Digital Video Editing - FCP-PR | 3

Third Semester
BCST 135 Audio for the Web | 1
BCST 136 Video for the Web | 1
BCST 146 Digital Video Effects | 3
VMD 141 Web Production II | 3
JOUR 26 Fundamentals of Public Relations | 3
BCST 124 Digital Audio Production or BCST 126 Sound for Visual Media | 3

Fourth Semester
BCST 159 Digital Media Portfolio | 1
VMD 127 User Experience | 3
BCST 148 - HDTV Studio Production or BCST 149 - HDTV Field Production or CINE 40 - Film Exhibition or JOUR 29 - Magazine Editing and Production | 3
BCST 160 - College Internship or BCST 165 - Industry Internship | 1-2
Electives | 6

Total | 52-53

Select six elective units from course options listed above and/or from this recommended additional coursework list: BCST 128, BCST 147, CINE 24, CINE 25, CINE 30, CINE 54, CINE 56, CINE 60, CINE 72, CINE 136, MUS 29, MUS 30, PHOT 51, PHOT 57, PHOT 102B, VMD 120, VMD 130, VMD 126, VMD 145, VMD 152, VMD 153, VMD 154, VMD 155, VMD 156, VMD 166, VMD 180, VMD 184.
BCST 141 Field Video Production ............................. 3
Second Semester
BCST 124 Digital Audio Production .......................... 3
BCST 128 Sound Reinforcement .............................. 3
Choose 2 units from the following:
BCST 160 College Internship
or BCST 165 Industry Internship ............................ 2
Total Units .................................................. 17

**Sound Design Certificate**

This certificate combines the study of audio theory and sound design as used in relation to video, TV, film, radio, video games and multimedia productions. Students learn recording and editing techniques and apply them to the equipment used in audio production facilities and location sound systems. Students who complete this certificate are prepared for entry-level positions in facilities specializing in video and film production, television, radio production, advertising, and theater.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Analyze the visual media and assess the sound post-production needs including, dialog, sound-effects and music.
- Plan, engineer and perform Foley and ADR recording sessions including spotting.
- Edit, sweeten and place sync and ADR dialog, as well as sync, Foley, library and created sound effects in sync with picture.
- Operate a digital audio workstation to edit, signal process, sweeten, arrange and mix-down the D-M-E audio in sync to picture.
- Demonstrate an understanding of the various surround sound formats for mixing sound to picture.
- Display professionalism and understanding of workforce protocol in communication and behavior.

Students must complete each course with a grade of “C” or higher.

Students must complete 4 of 6 courses at City College of San Francisco. All courses must be taken within the last four years.

**Courses Required for the Certificate of Accomplishment in Sound Recording**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>First Semester</td>
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<tr>
<td>BCST 119 Digital Media Skills</td>
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<tr>
<td>BCST 120 Audio Production</td>
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<tr>
<td>BCST 141 Field Video Production</td>
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</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>BCST 124 Digital Audio Production</td>
<td>3</td>
</tr>
<tr>
<td>BCST 126 Sound for Video</td>
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<td>Choose 2 units from the following:</td>
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<tr>
<td>BCST 160 College Internship</td>
<td>2</td>
</tr>
<tr>
<td>or BCST 165 Industry Internship</td>
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<td>Total Units</td>
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</table>

**Broadcast Electronic Media Arts 125**

<table>
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<tr>
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<th>Units</th>
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<tr>
<td>or BCST 165 Industry Internship</td>
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<tr>
<td>Total Units</td>
<td>17</td>
</tr>
</tbody>
</table>

**Sound Recording Certificate**

Students learn recording techniques and how to operate the equipment used in recording commercial music. Courses include hands-on exposure to production processes such as tracking, overdubbing, mixing and mastering by participating in recording sessions. Students are prepared for entry-level positions at recording studios, sound reinforcement companies, mobile on-site music recording companies, radio production facilities, or audio post-production facilities including sound for video games.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Plan and execute the studio set-up for multi-track recording session with microphone and line level devices including but not limited to, vocals, acoustic or electronic instruments, strings, woodwinds, percussion and brass.
- Configure multi-track control room equipment to track and monitor a music recording session and then engineer the session including basic tracks and overdubs.
- Plan, configure and execute a multi-track mix down session.
- Master final product for distribution on industry standard formats.
- Identify and troubleshoot problems with above sessions.
- Display professionalism and understanding of workforce protocol in communication and behavior.

Students must complete each course with a grade of “C” or higher.

Students must complete 4 of 6 courses at City College of San Francisco. All courses must be taken within the last four years.

**Courses Required for the Certificate of Accomplishment in Sound Recording**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>First Semester</td>
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<tr>
<td>BCST 119 Digital Media Skills</td>
<td>3</td>
</tr>
<tr>
<td>BCST 120 Audio Production</td>
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</tr>
<tr>
<td>Second Semester</td>
<td></td>
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<tr>
<td>BCST 124 Digital Audio Production</td>
<td>3</td>
</tr>
<tr>
<td>BCST 160 College Internship</td>
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<tr>
<td>or BCST 165 Industry Internship</td>
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<tr>
<td>Total Units</td>
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</table>

**Recommended Additional Coursework:** BCST 127

**Broadcast Motion Graphics Certificate**

This certificate provides instruction in video editing and the production of motion graphic and digital video effects for broadcast and independent programming. Students completing this certificate program will be qualified for entry-level employment in video production for television, advertising, public relations, education, music, theater, film, entrepreneurial projects and media departments of agencies, businesses, and institutions.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Apply knowledge of digital audio/video formats and file types, efficiently manage logging and capturing and/or transferring of video material.
- Identify the key story focus, primary audience, purpose and goals and employ a variety of visual techniques appropriate to content and genre.

Students must complete each course with a grade of “C” or higher.
Students must complete 4 of 6 courses at City College of San Francisco. All courses must be taken within the last four years.

Courses Required for the Certificate of Accomplishment in Broadcast Motion Graphics

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
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<td>First Semester</td>
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<td>BCST 119 Digital Media Skills</td>
<td>3</td>
</tr>
<tr>
<td>BCST 140 Studio Video Production</td>
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</tr>
<tr>
<td>or BCST 141 Field Video Production</td>
<td>3</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>BCST 143 Digital Video Editing-AVID</td>
<td>3</td>
</tr>
<tr>
<td>or BCST 144 Digital Video Editing-FCP &amp; Premiere</td>
<td>3</td>
</tr>
<tr>
<td>BCST 160 College Internship</td>
<td>2</td>
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<tr>
<td>or BCST 165 Industry Internship</td>
<td>2</td>
</tr>
<tr>
<td>Third Semester</td>
<td></td>
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<tr>
<td>BCST 146 Digital Video Effects</td>
<td>3</td>
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<tr>
<td>BCST 148 HD TV Studio Production</td>
<td>3</td>
</tr>
<tr>
<td>or BCST 149 HD TV Field Production</td>
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<tr>
<td>Total</td>
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</tbody>
</table>

Recommended Additional Coursework: VMD 130, VMD 154, VMD 150

Television Production Certificate

This certificate provides basic video production skills including instruction in preproduction planning, audio and video production competency, program completion and distribution via broadcast, tape, disc, and the Internet. Students completing this certificate program will be qualified for entry-level employment in video production for television, advertising, public relations, multimedia, education, music, theater, film, entrepreneurial projects and media departments of agencies, businesses, and institutions.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Plan, implement, and manage the aesthetic and technical elements of TV studio and video field production through the preproduction, production, and delivery stages.
- Work in a variety of areas within the context of a television studio and field production, including producing, directing, floor manager, camera, lighting, switcher, character generator, teleprompter and audio control.
- Produce and direct a short video production.
- Demonstrate the knowledge of major audio-visual script formats as well as a familiarity with the basic vocabulary of videography including basic shots, angles, editing transitions, and camera movements.
- Apply basic photographic principles as F-stops, depth of field, and focal length and be able to use these principles creatively in their own productions.
- Display professionalism and understanding of workforce protocol of communication and behavior.

Students must complete each course with a grade of “C” or higher. Students must complete 4 of 6 courses at City College of San Francisco. All courses must be taken within the last four years.

Courses Required for the Certificate of Accomplishment in Television Production

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
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<td>First Semester</td>
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<tr>
<td>BCST 119 Digital Media Skills</td>
<td>3</td>
</tr>
<tr>
<td>BCST 140 Studio Video Production</td>
<td>3</td>
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<tr>
<td>BCST 141 Field Video Production</td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>BCST 140 Field Video Production</td>
<td>3</td>
</tr>
<tr>
<td>or BCST 141 Field Video Production</td>
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</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>BCST 143 Digital Video Editing-AVID</td>
<td>3</td>
</tr>
<tr>
<td>or BCST 144 Digital Video Editing-FCP &amp; Premiere</td>
<td>3</td>
</tr>
<tr>
<td>BCST 160 College Internship</td>
<td>2</td>
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<tr>
<td>or BCST 165 Industry Internship</td>
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<tr>
<td>Total</td>
<td>17</td>
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</table>

Recommended Additional Coursework: BCST 120, BCST 126, BCST 143, and BCST 144

Video Post-Production Certificate

This certificate provides instruction in video editing, managing post-production tasks and distribution of video programs via broadcast, tape, disc and the Internet. Students completing this certificate program, will be qualified for entry-level employment in video production for television, advertising, public relations, multimedia, education, music, theater, film, entrepreneurial projects and media departments of agencies, businesses, and institutions.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Plan, edit, and manage the aesthetic and technical elements of video programs through the preproduction, production, and postproduction stages in the context of video editing and finishing.
- Work in a variety of areas within the context of postproduction, including video editor, assistant editor and postproduction management assistant
- Demonstrate knowledge of current digital audio and video file types and formats.
- Apply a variety of video editing techniques related to content; efficiently manage logging and capturing/transferring video media; identify the key story focus, primary audience, purpose and goals.
- Demonstrate knowledge and the ability to finish a video program using color correction, audio finishing and simple motion graphic techniques.
- Display professionalism and understanding of workforce protocol of communication and behavior.

Students must complete each course with a grade of “C” or higher. Students must complete 4 of 6 courses at City College of San Francisco. All courses must be taken within the last four years.

Courses Required for the Certificate of Accomplishment in Video Post-Production

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>First Semester</td>
<td></td>
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<tr>
<td>BCST 119 Digital Media Skills</td>
<td>3</td>
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<tr>
<td>BCST 140 Field Video Production</td>
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<tr>
<td>Second Semester</td>
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<tr>
<td>BCST 143 Digital Video Editing-AVID</td>
<td>3</td>
</tr>
<tr>
<td>or BCST 144 Digital Video Editing-FCP &amp; Premiere</td>
<td>3</td>
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<tr>
<td>BCST 144 Digital Video Editing-FCP &amp; Premiere</td>
<td>3</td>
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<tr>
<td>Third Semester</td>
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<td>BCST 147 Video Postproduction</td>
<td>3</td>
</tr>
<tr>
<td>BCST 160 College Internship</td>
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<tr>
<td>or BCST 165 Industry Internship</td>
<td>2</td>
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<tr>
<td>Total</td>
<td>17</td>
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</tbody>
</table>

Recommended Additional Coursework: BCST 120, BCST 126, BCST 143, and BCST 149
Video Production and Editing Certificate

This certificate provides basic video production and editing craft skills for entry-level employment in video production and editing for television, advertising, public relations, multimedia, education, music, theater, film, entrepreneurial projects and media departments of agencies, businesses, and institutions.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Plan, implement, and manage the aesthetic and technical elements of TV studio and video field production through the preproduction, production, and delivery stages.
- Work in a variety of areas within the context of a television studio and field production, including producing, directing, floor manager, camera, lighting, switcher, character generator, teleprompter and audio control.
- Work in a variety of areas within the context of postproduction, including video editor, assistant editor and postproduction management assistant.
- Demonstrate knowledge of current digital audio and video file types and formats.
- Apply a variety of video editing techniques related to content, efficiently manage logging and transferring video media, identify the key story focus, primary audience, purpose and goals.
- Display professionalism and understanding of workforce protocol in communication and behavior.

**Courses Required for the Certificate of Accomplishment in Video Production and Editing**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>First Semester</td>
<td></td>
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<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 Studio Video Production</td>
<td></td>
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<tr>
<td>or BCST 141 Field Video Production</td>
<td>3</td>
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<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>BCST 110 Introduction to Writing for</td>
<td>3</td>
</tr>
<tr>
<td>Electronic Media</td>
<td></td>
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<tr>
<td>BCST 143 Digital Video Editing-AVID</td>
<td>3</td>
</tr>
<tr>
<td>BCST 165 Industry Internship</td>
<td>2</td>
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<tr>
<td>Total Units</td>
<td>17</td>
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</table>

Digital Radio News and Public Affairs Certificate

This certificate provides students with practical production and performance craft skills for entry-level employment in contemporary radio.

**Learning Outcomes**

Upon completion of the certificate, students will be able to:

- Describe and analyze the history of radio and explain its impact on the structure of radio today.
- Analyze and demonstrate current presentation trends for news, entertainment and public affairs, including the use of social media.
- Research, write and produce audio packages for airing.
- Display professionalism and understanding of workforce protocol in communication and behavior.

Students must complete each course with a grade of “C” or higher. Students must complete 4 of 6 courses at City College of San Francisco. All courses must be taken within four years.

**Courses Required for the Certificate of Accomplishment in Digital Radio News and Public Affairs**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>First Semester</td>
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<tr>
<td>BCST 100 Intro to BCST Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td>BCST 119 Digital Media Skills</td>
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<tr>
<td>BCST 120 Audio Production</td>
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<td>Second Semester</td>
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<tr>
<td>BCST 110 Introduction to Writing for</td>
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</tr>
<tr>
<td>Electronic Media</td>
<td></td>
</tr>
<tr>
<td>BCST 130 Radio News and Public Affairs</td>
<td>3</td>
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<tr>
<td>BCST 160 College Internship</td>
<td>2</td>
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<tr>
<td>or BCST 165 Industry Internship</td>
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<tr>
<td>Total Units</td>
<td>17</td>
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</tbody>
</table>

Digital Radio Performance and Production Certificate

This certificate provides students with practical production and performance craft skills for entry-level employment in contemporary radio.

**Learning Outcomes**

Upon completion of the certificate, students will be able to:

- Describe and analyze the history of radio and explain its impact on the structure of radio today.
- Analyze and demonstrate current presentation trends for news, entertainment and public affairs, including the use of social media.
- Research, write and produce audio packages for airing.
- Display professionalism and understanding of workforce protocol in communication and behavior.

Students must complete each course with a grade of “C” or higher. Students must complete 4 of 6 courses at City College of San Francisco. All courses must be taken within four years.

**Courses Required for the Certificate of Accomplishment in Digital Radio Performance and Production**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>First Semester</td>
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<tr>
<td>BCST 100 Intro to BCST Electronic Media</td>
<td>3</td>
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<tr>
<td>BCST 119 Digital Media Skills</td>
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<tr>
<td>BCST 120 Audio Production</td>
<td>3</td>
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<td>Second Semester</td>
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<tr>
<td>BCST 115 Announcing and Performance</td>
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<td>BCST 131 Radio Production &amp; Performance</td>
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</tr>
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<td>BCST 160 College Internship</td>
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<tr>
<td>or BCST 165 Industry Internship</td>
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<td>Total Units</td>
<td>17</td>
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</table>

Digital Radio Management Certificate

This certificate provides students with practical production and performance craft skills for entry-level employment in contemporary radio.

**Learning Outcomes**

Upon completion of the certificate, students will be able to:

- Describe and analyze the history of radio and explain its impact on the structure of radio today.
- Employ contemporary radio programming and management techniques.
- Research, write and produce audio packages for airing.
• Display professionalism and understanding of workforce protocol in communication and behavior.

Students must complete each course with a grade of "C" or higher.
Students must complete 4 of 6 courses at City College of San Francisco.
All courses must be taken within four years.

Courses Required for the Certificate of Accomplishment in Digital Radio Management

<table>
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<th>Course</th>
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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>
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<tr>
<td>BCST 120 Audio Production</td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCST 150 Special Project</td>
<td>2</td>
</tr>
<tr>
<td>BCST 160 College Internship or BCST 165 Industry Internship</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Units: 13

Recommended courses: MUS 23, 26, and 27R

Announcement of Courses

Students enrolled in Broadcast Electronic Media Arts lecture and laboratory courses may be required to purchase additional materials. Students may be charged a materials use fee.

Credit, Degree Applicable Courses:

BCST 100. Introduction to Electronic Media (3) Lec-3

Advise: ENGL 93 or 94 or placement in ENGL 96

Development and impact of electronic media institutions of radio, television, cable, satellite, internet, and new media technologies as social, vocational, economic, and political forces in American society. The emphasis of this course is on history, organization, operation, occupation, programming, political development, regulation, and business practices. CSU

BCST 101. Media Literacy (3) Lec-3

Advise: SPCH 1A or 11

Critical analysis of structure, economics, aesthetics, language and technical aspects of electronic media such as radio, television, cable, webcast and mobile device programming. Methods of interpreting visual and oral messages present in news, entertainment, sports and advertising. Impact of emerging technologies on program content and form. 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. UC/CSU

BCST 104. Race and Media (3) Lec-3, field trips

Advise: ENGL 93 or 94 or placement in ENGL 96

Historical study of the images of African-Americans, Asians, Hispanics, and other racial groups as projected through mass media. This includes print, film, radio, television, music, cable, Internet and emerging media. Socio-historical-legal analysis of ways in which affected groups have responded to these images. UC/CSU

BCST 105. Gender and Mass Media (3) Lec-3

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 110. Introduction to Writing for Electronic Media (3) Lec-3

Basic introductory course in writing for electronic media. Emphasis on preparing scripts in proper formats, including fundamental technical, conceptual and stylistic issues related to writing fiction and non-fiction scripts for informational and entertainment purposes in electronic media. Includes a writing evaluation component as a significant part of the course requirement. CSU

BCST 115. Announcing and Performance (3) Lec-3

Advise: BCST 120

Introduction to basic theory and practice in interpretation of copy, pronunciation, and announcer’s duties for radio, television, cable and webcast. Study and practice of oral skills for effective communication of meaning in scripts, newscasts and commercial messages with emphasis on development of voice, articulation and pronunciation. CSU

BCST 119. Digital Media Skills (3) Lec-2, conf-1, lab-1

A hands-on overview of computer operations, industry standard software, equipment common to digital video and audio production, media storage and manipulation of audio and video media within the digital realm. Introduction to issues and the impact of new technology in the sound recording, video, multimedia, television, radio and film industries. CSU

BCST 120. Audio Production (3) Lec-3, lab-4

Advise: BCST 119

Introduction to the theory and practice of audio production and recording techniques. Fundamentals of sound design, aesthetics, microphones, signal processing, and digital recording. Hands on experience completing laboratory projects. Students will gain basic knowledge of applied audio concepts, production workflow, equipment functions, audio editing software and career possibilities. CSU

BCST 124. Digital Audio Production (3) Lec-3, lab-3

Prereq.: BCST 120 and BCST 119 or demonstration of their exit skills.

Introduction to the history, theory and practice of basic digital audio production. This course prepares the student for advanced study in audio post production, music recording, internet content and game audio. Overview of industry standard digital audio software and hardware. CSU

BCST 125A. Beginning Sound Recording Studio (4) Lec-3, lab-6

Prereq.: BCST 120

Advise: BCST 119 and 124

This course introduces students to the analog and digital multi-track techniques used in various stages of professional sound recording as
well as the workflow and etiquette required in a professional studio environment. The processes of acquiring basic tracks, overdubbing, editing, and mixing will be examined using tech-enhanced materials. CSU

BCST 125B. Intermediate Sound Recording Studio (4)
Lec-3, lab-6
Prereq: BCST 125A
Advis: BCST 124
Project-based course designed as a continuation of BCST 125A for intermediate-level students furthering their skills in the various stages of professional sound recording and mixing. Practice in the development of workflow and etiquette required in a professional studio environment will be further developed using tech-enhanced materials. CSU

BCST 126. Sound for Visual Media (3)
Lec-3, lab-3, field trips
Prereq.: BCST 124 (may be taken concurrently).
Advis: BCST 140 or 145 or equivalent skills
Hands-on overview and theory 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 for television, Internet, games and emerging media. CSU

BCST 127. Advanced Sound Recording (3)
Lec-3, lab-3, field trips
Prereq.: BCST 124 and BCST 125
Theory and project-intensive course examining and using skills required for mixing and mastering audio. Students produce complex music production and sound-for-visual-media projects and examine digital and analog mixing techniques for various current and emerging media. CSU

BCST 128. Sound Reinforcement (3)
Lec-3, lab-3, field trips
Prereq.: BCST 120
Live sound history, theory, technology, and craft skills with an emphasis on skill and the technical manipulation of sound in acoustic spaces. Includes hands-on live sound production and operations for nightclubs, theaters, large-scale concert venues, and distributed sound systems. CSU

BCST 130. Radio News & Public Affairs (3)
Lec-2, lab-5
Prereq.: Completion/concurrent enrollment in BCST 110.
Advis: BCST 100 and 119
Practical experience in researching, writing, producing and presenting radio news, public affairs, and promotions. Students research stories and write news, public affairs and promotional materials, and produce radio new packages for KCSF Radio, City College of San Francisco’s student managed and student staffed Internet radio station. CSU

BCST 131. Radio Production and Performance (3)
Lec-2, lab-5, field trips
Prereq.: Completion of or concurrent enrollment in BCST 120
Advis: BCST 115 and 119
Practical experience in radio production and on-air announcing. Students gain hands-on experience as announcers, on-air personalities and board operators for KCSF, City College of San Francisco’s Internet radio station. CSU

BCST 133. Digital Radio Programming (3)
Lec-3, lab-1, field trips
P/NP available
Advis: BCST 119
Students 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

Live-on-air and automated digital radio programming.

BCST 135. Audio for the Web (1)
Lec-12, lab-12 (total hrs)
Prereq.: Completion of or concurrent enrollment in BCST 119
Advis: BCST 120
A hands-on class focusing on technical considerations and content issues required to produce and deliver audio over the web. History of audio on the web and its impact on traditional broadcast media. CSU

BCST 136. Video for the Web (1)
Lec-12, lab-12 total hrs
Prereq.: Completion of or concurrent enrollment in BCST 119
Advis: BCST 141 (formerly BCST 145)
A hands-on class focusing on technical considerations and content issues required to produce and deliver video content over the Internet. History of video delivery technology and its impact on traditional broadcast media. CSU

BCST 140. Studio Video Production (3)
Lec-2, lab-4
Advis: BCST 119
Theory and operation of video production equipment and facilities. Video production planning and organization; concept development, and production management. Instruction in camera, audio, lighting, live switching, server operation as well as above-the-line roles such as writer, director, producer, etc. Students acquire knowledge and skills by creating studio-based video programming. CSU

BCST 141. Field Video Production (3)
Lec-3, lab-3, field trips
Prereq.: Completion of or concurrent enrollment in BCST 119
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, gaining skills and familiarity in video production processes, operation of video production equipment and visual storytelling. CSU

Formerly BCST 145

BCST 143. Digital Video Editing: AVID (3)
Lec-3, lab-3
Prereq.: BCST 119; and BCST 140 or 141 (formerly BCST 145)
Digital video editing for video and TV using industry standard AVID Media Composer on a Macintosh platform. Organizing a video edit, digitizing video, creating an EDL, editing theory, principles and aesthetics, titling and 2D/3D effects and output of final program. Students complete several short video editing projects. CSU

BCST 144. Digital Video Editing: FCP & Premiere (3)
Lec-3, lab-3, field trips
Prereq.: BCST 119; and BCST 140 or 141 or CINE 24
An introduction to digital video editing for television, video, and multimedia programs using Apple Final Cut Pro and Adobe Premiere Pro on an Apple Macintosh operating system. This hands-on class focuses on the operation, technology, techniques, and aesthetic process of editing video content with related title and visual effects components. CSU
BCST 146. Video Motion Graphics (3)
Lec-3, lab-3
Prereq.: BCST 119 or VMD 105; and BCST 143 or 144 or VMD 104 or 150 or CINE 56 or PHOT 57 or 60A
An advanced video editing course that builds on prior introductory classes. The focus is on understanding and practicing video editing processes and techniques across a variety of TV and video genres as well as to gain a solid understanding of current video technology as related to processes, formats, visual effects and hardware. CSU

BCST 147. Advanced Digital Video Editing (3)
Lec-3, lab-3
Prereq.: BCST 143 or BCST 144 or CINE 56
Advanced video editing course that builds on prior introductory classes. The focus is on understanding and practicing video editing processes and techniques across a variety of TV and video genres as well as to gain a solid understanding of current video technology as related to processes, formats, visual effects and hardware. CSU

BCST 148. HD TV Studio Production (3)
Lec-3, lab-6, field trips
Prereq.: BCST 140 and Completion/Concurrent Enrollment in BCST 119
Advis: BCST 110, 115, 126, 143; and BCST 143 or 144
Aesthetic and technical elements of studio television production with emphasis on program development. Students collaborate to design, write and produce programming using contemporary broadcast studio standards and technology for cablecast on San Francisco's Educational Access Cable Channel 27, 75, and distribution on the internet. CSU

BCST 149. HD TV Field Production (3)
Lec-3, lab-6, field trips
Prereq.: BCST 141
Advis: BCST 110, 126, 140; and BCST 143 or 144
Advanced aesthetic and technical elements of digital video field production. Students write and produce digital video packages from concept through post-production, and collaborate in teams to create professional quality digital video packages and segments for cablecast on Educational Access Television Channel 27, 75, and distribution on the internet. CSU

BCST 150. Special Project (2)
Conf-1, lab-2, work-3, field trips P/NP available
Students apply theory and skills acquired in electronic media classes to an independent electronic media project acceptable to both student and instructor. CSU
Instructor's Permission Required to Add.

BCST 159. Digital Media Portfolio (1)
Lec-12, lab-24 (total hrs), field trips P/NP available
Prereq.: Completion of or Concurrent Enrollment in BCST 119
Conceptualizing and development of an online portfolio for gaining entry level work in the Broadcast Electronic Media and Sound Recording Industries. Students will refine and present a professional resume. Students will apply best practice in portfolio presentation. CSU

BCST 160. College Internship (1-8)
Work-5, 10, 15, 25, 30, 35, 40 P/NP available
Coreq.: Enrollment in minimum of 7 units of course work (including this course) and Consent of Instructor.
Repeat: 16 units in BCST 160 and BCST 165 Combined

Media related work experience and further career development in a supervised setting. On-campus college work experience in college district media support services such as Broadcast Media Services, Educational Access Television, Audio Visual, Outreach and Recruitment Services and Marketing and Public Information. Resume writing, networking, communication and interview skills. CSU
Formerly BCST 160A

BCST 165. Industry Internship (1-8)
Work-5, 10, 15, 25, 30, 35, 40 P/NP available
Coreq.: Enrollment in minimum of 7 units of course work (including this course) and Consent of Instructor.
Repeat: 16 units in BCST 160 and 165 Combined

Noncredit Course:
BCST 1000. Supervised Training for Broadcast Electronic Media Arts (140 hrs)
A course designed to assist students in achieving course learning outcomes, reinforce classroom learning and improve practical skills in sound recording, sound design, live sound, motion graphics, video production, audio production, radio production, post production, media writing and production planning. Students work on individual and team assignments and projects with faculty available for consultation, clarification and guidance.

Business
Office: Cloud 105
Phone Number: (415) 239-3203
Web Site: www.ccsf.edu/business

Announcement of Curricula

General Information
The Business Department offers two-year degree programs in accounting, administrative support, general business, finance, marketing, paralegal/legal studies, real estate and travel and tourism. Credit certificate programs are available in real estate, microcomputer accounting, general business, finance, international business, marketing, paralegal/legal studies, office technology, real estate, retail management, travel and tourism, travel and tourism destination specialist, and supervision. Noncredit (no tuition fees) two semester certificate programs are available in various areas of administrative/office support, computerized accounting, computer applications, and small business. In addition, a variety of mini-certificates in areas such as word processing (Word), spreadsheets (Excel), web pages for business, and office publishing can be earned in less than a semester.

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. The Business Department offers majors in accounting, administrative support, general business, finance, marketing, paralegal/legal studies, real estate and travel and tourism. Students who complete all courses required for their major and satisfy general College graduation requirements will receive the Associate in Science Degree.

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.

Programs Offered:

Accounting
- Accounting Major
- Microcomputer Accounting Credit Certificate
- Noncredit Certificates:
  - Accounting Assistant
  - Computerized Accounting Specialist
  - QuickBooks for Accounting
  - Specialized Accounting

Administrative Support/Office Technology
- Administrative Support Major
- Office Technology Credit Certificate
- Noncredit Certificates:
  - Administrative Assistant
  - Advanced Word Processing
  - Basic Business Office Skills for Customer Service
  - Basic Business Skills for Medical Office
  - Basic Computer Concepts
  - Basic Word Processing
  - Business Office Publishing Basics
  - Business Office Publishing Specialist
  - Business Office Support Skills, Phase I
  - Business Office Support Skills, Phase II
  - Business Web Pages Basics
  - Business Web Pages Intermediate

Clerical Support Specialist
- Computer Applications for Business
- Construction Administrative Assistant
- Excel Basics
- Excel Specialist
- Microsoft Office Specialist
- Office Receptionist
- PowerPoint Specialist

Finance
- Finance Major
- Finance Credit Certificate

General Business
- Business Administration Major for Transfer
- General Business Major
- General Business Credit Certificate

Green Business
- Green and Sustainable Business Credit Certificate

Marketing
- Marketing Major
- Marketing Credit Certificate

Paralegal/Legal Studies
- Paralegal/Legal Studies Major
- Paralegal/Legal Studies Credit Certificate

Real Estate
- California Real Estate Major
- California Real Estate Credit Certificate

Retail Management
- Retail Management Credit Certificate

Small Business
- Small Business Noncredit Certificate

Supervision and Management
- Supervision and Management Credit Certificate

Travel and Tourism
- Travel and Tourism Major
- Credit Certificates:
  - Destination Specialist
  - Green and Sustainable Travel
  - Travel and Tourism
  - Travel and Tourism Management

Accounting

Accounting Major (AS)

Students who satisfactorily complete the Curriculum in Accounting, a two-year course of study, are qualified for employment as junior accountants in private, public, and civil-service accounting and as junior auditors in private and civil-service accounting. Positions to which graduates have advanced after gaining experience and undertaking further study include those of accounting supervisor, senior accountant, and senior auditor.
The course of study includes instruction in principles of accounting, intermediate accounting, auditing, cost accounting, microcomputer accounting, and income-tax procedure. Students who complete each of the following courses, and complete the Graduation requirements for the AS degree, or the CCSF transfer Associate Degree General Education requirements, will satisfy the requirements for the Accounting Major.

**Learning Outcomes**
Upon completion of the Accounting major, the students will be able to:
- Develop and maintain a financial information system
- Apply uniform commercial law to common business transactions
- Generate and analyze management reports
- Analyze and explain financial statements in oral and written communication
- Prepare individual federal and California income tax returns
- Use standard business software
- Qualify for entry level accounting position

**Courses Required for the Major in Accounting**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
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<tr>
<td>ACCT 1 Intro to Accounting</td>
<td>4</td>
</tr>
<tr>
<td>MABS 60 Intro to Computer Appl. for Business</td>
<td>3</td>
</tr>
<tr>
<td>BSMA 68 Mathematics for Business</td>
<td>3</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
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</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>ACCT 2 Managerial Acct.</td>
<td>4</td>
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<tr>
<td>BSEN 74 Bus Corresp</td>
<td>3</td>
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<tr>
<td>ACCT 59 Federal Income Tax</td>
<td>3</td>
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<tr>
<td>MABS 101 Spreadsheets for Bus/Excel</td>
<td>3</td>
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<tr>
<td>Additional graduation requirements</td>
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<tr>
<td>Third Semester</td>
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</tr>
<tr>
<td>BSL 1 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 51 (fall only) Intermed. Accounting</td>
<td>4</td>
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<tr>
<td>ACCT 55 (fall only) Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 53 Accounting on MicroComp</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 59B Calif Income Tax</td>
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<td>Additional graduation requirements</td>
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<td>Fourth Semester</td>
<td></td>
</tr>
<tr>
<td>BSL 2 Business Law 2</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 52 (spring only) Inter Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 54 (spring only) Auditing</td>
<td>3</td>
</tr>
<tr>
<td>CRER 62 Successful Job Search Techniques</td>
<td>1</td>
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<td>Additional graduation requirements</td>
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<tr>
<td>Total Units</td>
<td>48-49</td>
</tr>
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</table>

**Recommended Additional Coursework:** BSEN 76, SMBS 135

**Microcomputer Accounting Certificate**

The program is designed to prepare students to enter the job market in positions that use the microcomputer for Accounts Receivable, Accounts Payable, Payroll, General Ledger, and other accounting functions.

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

**Learning Outcomes**
Upon completion of the requirements for this certificate, the students will be able to:
- Understand, analyze and explain financial statements
- Demonstrate basic understanding of the fundamentals of double-entry bookkeeping
- Demonstrate competency in business software applications
- Develop and maintain a financial information system
- Qualify for entry level bookkeeping position

Students may obtain the Certificate of Achievement in Microcomputer Accounting by completing each of the following courses with a final grade of “C” or higher.

**Courses Required for the Certificate of Achievement in Microcomputer Accounting**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 10 Intro to Accounting</td>
<td>4</td>
</tr>
<tr>
<td>or ACCT 1 Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>ACCT 53 Acct on Microcomputer</td>
<td>3</td>
</tr>
<tr>
<td>MABS 60 Intro to Computer Appl. for Business</td>
<td>3</td>
</tr>
<tr>
<td>MABS 101 Spreadsheets for Bus/Excel</td>
<td>3</td>
</tr>
<tr>
<td>BSMA 68 Mathematics for Business</td>
<td>3</td>
</tr>
<tr>
<td>CRER 62 Successful Job Search Techniques</td>
<td>1</td>
</tr>
<tr>
<td>Total Units</td>
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</tbody>
</table>

**Accounting Assistant Noncredit Certificate**

**Program Goal:** Prepare the student for entry-level assistant positions in A/R, A/R, billing, payroll, or in the financial services industry, such as bank teller or tax assistant. The student builds soft skills in customer service and communication with applicable computer skills.

**Learning Outcomes**
- Describe and apply accounting principles and concept.
- Describe and apply basic payroll theory and procedures, including withholding and tax reporting.
- Create and maintain financial statements using accounting computer software.
- Apply standard business English to oral and written communication, including grammar, punctuation, mechanics, vocabulary, style and usage.
- Use a variety of business applications software including work processing, spreadsheet and database; discuss current technology and trends.

**Courses Required for the Certificate of Completion in Accounting Assistant**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAPS 111 Orientation to Noncredit Certificates and Programs</td>
<td>15</td>
</tr>
<tr>
<td>ACBO 9201 Accounting I-Proprietorship and Partnership or ACBO 9206 Basic Accounting Concepts I and ACBO 9207 Basic Accounting Concepts II</td>
<td>90</td>
</tr>
<tr>
<td>ACBO 9205 QuickBooks Complete or ACBO 9208 QuickBooks: Level I and ACBO 9209 QuickBooks: Level II</td>
<td>90</td>
</tr>
<tr>
<td>ACBO 9210 Income Tax Prep: Intro or COMP 9245 Computer Literacy - Basic Level</td>
<td>15</td>
</tr>
<tr>
<td>COMP 9932 Excel for Accounting Principles or ACBO 9215 Microsoft Access for Accounting Principles</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9904 Microsoft Excel for Business II or COMP 9867 Microsoft Excel Essentials I and COMP 9895 Microsoft Excel Essentials II and COMP 9888 Microsoft Excel Essentials III</td>
<td>45</td>
</tr>
</tbody>
</table>
Accounting Specialist

Upon completion of this certificate, students will be able to:

### Learning Outcomes

- Use technology (Microsoft Word, Excel and QuickBooks) as a tool to complete essential business office tasks.
- Describe and apply accounting principles and concepts.
- Use a computer to maintain accounting records.
- Demonstrate appropriate language including word choice and sentence variety.
- Identify the steps in the accounting cycle.
- Utilize a variety of business applications software including word processing, spreadsheet, database, computerized accounting.
- Keyboard a minimum of 35 net words a minute.
- Describe and apply accounting principles and concepts.
- Use technology (Microsoft Word, Excel and QuickBooks) as a tool to complete essential business office tasks.
- Identify the steps in the accounting cycle.
- Utilize a variety of business applications software including word processing, spreadsheet, database, computerized accounting.

### Advisory Entrance Requirements

Eligibility for noncredit ESL Level 5/6; typing: 25 net wpm.

### Courses Required for the Certificate of Completion in Computerized Accounting Specialist

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAPS 1111 Orientation to Noncredit Certificates</td>
<td>15</td>
</tr>
<tr>
<td>ACBO 9203 Principles of Accounting (Comprehensive)</td>
<td>15</td>
</tr>
<tr>
<td>or ACBO 9201 Accounting I-Proprietorship &amp; Partnership</td>
<td></td>
</tr>
<tr>
<td>and ACBO 9202 Accounting - Corporate</td>
<td>15</td>
</tr>
<tr>
<td>or ACBO 9206 Basic Acct Concepts I</td>
<td></td>
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<tr>
<td>and ACBO 9207 Basic Accounting Concepts II</td>
<td>180</td>
</tr>
<tr>
<td>and ACBO 9202 Accounting - Corporate</td>
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</tbody>
</table>

### Computerized Accounting Specialist Noncredit Certificate

#### Program Goal

Prepare students for entry- or mid-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. The Student will also learn the accounting functions of spreadsheet programs to assist in the preparation of financial reports.

#### Advisory Entrance Requirements

Eligibility for noncredit ESL Level 5/6; typing: 25 net wpm.

#### Learning Outcomes

Upon completion of this certificate, students will be able to:

- Keyboard a minimum of 35 net words a minute.
- Describe and apply accounting principles and concepts.
- Use a computer to maintain accounting records.
- Demonstrate appropriate language including word choice and sentence variety.
- Utilize a variety of business applications software including word processing, spreadsheet, database, computerized accounting.

#### Courses Required for the Certificate of Completion in Computerized Accounting Specialist

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAPS 1111 Orientation to Noncredit Certificates</td>
<td>15</td>
</tr>
<tr>
<td>ACBO 9203 Principles of Accounting (Comprehensive)</td>
<td>15</td>
</tr>
<tr>
<td>or ACBO 9201 Accounting I-Proprietorship &amp; Partnership</td>
<td></td>
</tr>
<tr>
<td>and ACBO 9202 Accounting - Corporate</td>
<td>15</td>
</tr>
<tr>
<td>or ACBO 9206 Basic Acct Concepts I</td>
<td></td>
</tr>
<tr>
<td>and ACBO 9207 Basic Accounting Concepts II</td>
<td>180</td>
</tr>
<tr>
<td>and ACBO 9202 Accounting - Corporate</td>
<td></td>
</tr>
</tbody>
</table>

### QuickBooks for Accounting Noncredit Certificate

#### Program Goal

Prepare students for entry-level and mid-level clerical office accounting positions. Students will learn skills needed to be competitive in the present job market—Microsoft Word, Excel, and accounting principles with the integration of QuickBooks.

Students who receive this certificate will be qualified to apply for various accounting positions including, but not limited to, bookkeeper, accounts receivable, accounts payable and/or payroll clerk.

#### Learning Outcomes

Upon completion of the QuickBooks for Accounting Noncredit Certificate, students will be able to:

- Identify the steps in the accounting cycle.
- Use technology (Microsoft Word, Excel and QuickBooks) as a tool to complete essential business office tasks.
- Prepare and interpret simple financial statement for businesses.
- Qualify to successfully pass the QuickBooks Certified User Exam (professional exam).

#### Advisory Entrance Requirements

ESL Level 5/6

#### Courses Required for the Certificate of Completion in QuickBooks for Accounting

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACBO 9201 Acctg I - Proprietorship &amp; Partnership</td>
<td></td>
</tr>
<tr>
<td>or both of the following:</td>
<td></td>
</tr>
<tr>
<td>ACBO 9206 Basic Acctg Concepts I</td>
<td>90</td>
</tr>
<tr>
<td>ACBO 9207 Basic Acctg Concepts II</td>
<td></td>
</tr>
<tr>
<td>ACBO 9205 QuickBooks Complete</td>
<td></td>
</tr>
<tr>
<td>or both of the following:</td>
<td></td>
</tr>
<tr>
<td>ACBO 9208 QuickBooks, Level I</td>
<td>90</td>
</tr>
<tr>
<td>ACBO 9209 QuickBooks, Level II</td>
<td></td>
</tr>
<tr>
<td>COMP 9900 Microsoft Excel for Bus I</td>
<td>45</td>
</tr>
</tbody>
</table>
Students will be able to:

**Learning Outcomes**

- Receive the Associate in Science degree in Administrative Support.
- Learn the skills needed to succeed in a challenging office environment.
- Students who complete the curriculum will be able to:
  - Communicate effectively and appropriately in an office environment.
  - Apply computer skills to complete business tasks.
  - Write effective business-related documents.
  - Keyboard a minimum of 45 net words a minute.
  - Qualify for entry-level positions in administrative support.

**Specialized Accounting Skills Noncredit Certificate**

Program Goal. Basic familiarization of specialized accounting skills in the areas of Income Tax Preparation, Accounts Receivable and Payable, and Payroll using QuickBooks. Provides students with a minimum of skills towards employability.

Learning Outcomes

Upon completion of the Specialized Accounting Skills Noncredit Certificate, students will be able to:

- Use various software applications to prepare tax forms.
- Operate QuickBooks relative to Accounts Receivable, Accounts Payable, and Payroll.
- Apply published instructions by the Internal Revenue Service to various tax forms.
- Locate the numeric and operator keys by touch.

Advisory Entrance Requirements. Eligibility for noncredit ESL levels 5/6.

Courses Required for the Certificate of Completion in Specialized Accounting Skills

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACBO 9210 Income Tax Prep Intro</td>
<td>15</td>
</tr>
<tr>
<td>ACBO 9213 QuickBooks A/P, A/R</td>
<td>15</td>
</tr>
<tr>
<td>ACBO 9214 QuickBooks, Payroll</td>
<td>15</td>
</tr>
<tr>
<td>BOSS 5506 Keyboarding: Numeric Keypad</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

Exit Requirements. Successful completion of all courses with a grade of “C” or higher.

**Administrative Assistant/ Office Technology**

**Administrative Support Major (AS)**

This program is designed for students working or planning to work in administrative support positions in industry and government. Areas of emphasis include word processing, spreadsheets, and database management. Computer classes are taught “hands-on” in computer labs. Students have the opportunity to polish their written communication skills as well as learn the computer skills needed to succeed in a challenging office environment. Students who complete the curriculum receive the Associate in Science degree in Administrative Support.

Learning Outcomes

Students will be able to:

- Write effective business-related documents.
- Apply computer skills to complete business tasks.
- Communicate effectively and appropriately in an office environment.
- Keyboard a minimum of 45 net words a minute.
- Qualify for entry-level positions in administrative support.

**Courses Required for the Major in Administrative Support**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>MABS 30 Computer Keyboarding</td>
<td>1-3</td>
</tr>
<tr>
<td>or MABS 35 Speedbdng I: Keyboard*</td>
<td></td>
</tr>
<tr>
<td>MABS 40 Internet Explorer &amp; MS Outlook</td>
<td>3</td>
</tr>
<tr>
<td>BSEN 70 Grammar and Writing Essentials for Business</td>
<td>4</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>MABS 38 Keyboarding with Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>BSEN 74 Written Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BSMA 68 Mathematics of Business</td>
<td></td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
</tr>
<tr>
<td>MABS 391 Word Processing/Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>MABS 101 Spreadsheets for Business/Excel</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 6 Workplace Communication</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
</tr>
<tr>
<td>MABS 67 Database for Business/Access</td>
<td>3</td>
</tr>
<tr>
<td>BSEN 76 Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>CRER 62 Successful Job Search Techniques</td>
<td>1</td>
</tr>
<tr>
<td>MABS 405 Developing Web Sites/FRONTpage</td>
<td></td>
</tr>
<tr>
<td>or MABS 202 Powerpoint Presentations</td>
<td></td>
</tr>
<tr>
<td>or MABS 406 Dev Web Sites/Dreamweaver</td>
<td></td>
</tr>
<tr>
<td>or MABS 407 Dev Web Sites/Expression Web</td>
<td></td>
</tr>
<tr>
<td>or CNIT 101 Operating Systems I/Windows</td>
<td></td>
</tr>
<tr>
<td>or MRKT 145 Comp Marketing Appl</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>36-38</strong></td>
</tr>
</tbody>
</table>

*Completion of program requires a keyboarding speed of 45 wpm. Keyboarding classes may be waived for students who pass the equivalency test of 45 wpm.

**Office Technology Certificate**

The certificate curriculum is a 21-23 unit program designed for students who desire recognition for completing a rigorous course of study in business office skills but who may not be interested in pursuing a degree. Students who complete the following courses with grades of C or higher in each course will receive the Certificate of Achievement in Office Technology.

Learning Outcomes

Students will be able to:

- Write effective business-related documents.
- Apply computer skills to complete business tasks.
- Communicate effectively and appropriately in an office environment.
- Keyboard a minimum of 45 net words a minute.
- Qualify for entry-level positions in office support.

**Courses Required for the Certificate of Achievement in Office Technology**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>MABS 30 Computer Keyboarding</td>
<td>1-3</td>
</tr>
<tr>
<td>or MABS 35 Speedbdng I: Keyboard*</td>
<td></td>
</tr>
<tr>
<td>MABS 40 Internet Explorer &amp; MS Outlook</td>
<td>3</td>
</tr>
</tbody>
</table>

**Additional graduation requirements**

**Second Semester**

MABS 38 Keyboarding with Microsoft Word

BSEN 74 Written Business Communication

BSMA 68 Mathematics of Business

Additional graduation requirements

**Third Semester**

MABS 391 Word Processing/Microsoft Word

MABS 101 Spreadsheets for Business/Excel

SPCH 6 Workplace Communication

Additional graduation requirements

**Fourth Semester**

MABS 67 Database for Business/Access

BSEN 76 Report Writing

CRER 62 Successful Job Search Techniques

MABS 405 Developing Web Sites/FRONTpage

or MABS 202 Powerpoint Presentations

or MABS 406 Dev Web Sites/Dreamweaver

or MABS 407 Dev Web Sites/Expression Web

or CNIT 101 Operating Systems I/Windows

or MRKT 145 Comp Marketing Appl

Additional graduation requirements

Total Units: 36-38

*Completion of program requires a keyboarding speed of 45 wpm. Keyboarding classes may be waived for students who pass the equivalency test of 45 wpm.

**See a counselor for more information on graduation requirements.
Courses Required for the Certificate of Completion in Administrative Assistant

**Program Goal.** Prepare the student for entry-to mid-level administrative support and related positions. Emphasis on developing both hard and soft skills needed to become an effective administrative assistant. Curriculum includes: keyboarding, document formatting, computer applications, customer service, business communication, and office procedures.

Advisory Entrance Requirements: Eligibility for noncredit ESL Level 5/6; typing: 25 net wpm; completion of WOPR 9486

**Learning Outcomes** Upon completion of this certificate, students will be able to:

- Apply standard business English to oral and written communication and to proofreading tasks— including grammar, punctuation, mechanics, vocabulary, style, and usage.
- Identify and apply appropriate behaviors to satisfy customers and clients.
- Operate a variety of office equipment, including computers, peripherals, and non-computerized office machines, such as copiers, postal meters, and electronic calculators.
- Keyboard a minimum of 50 net words a minute.
- Use standard business applications software including word processing, presentation, spreadsheet, accounting, and database.

**Courses Required for the Certificate of Completion in Administrative Assistant**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAPS 1111 Orientation to Noncredit Certificates and Programs</td>
<td>15</td>
</tr>
<tr>
<td>BOSS 5500 Keyboarding for Computers</td>
<td>45</td>
</tr>
<tr>
<td>BOSS 5510 Document Formatting &amp; Production</td>
<td>90</td>
</tr>
<tr>
<td>BOSS 5509 Office Procedures for the 21st Century</td>
<td>45</td>
</tr>
<tr>
<td>BOSS 5508 Advanced Office Procedures for the 21st Century</td>
<td>45</td>
</tr>
<tr>
<td>ACBO 9208 QuickBooks: Level I</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9947 Windows Folder &amp; File Concepts</td>
<td>15</td>
</tr>
<tr>
<td>COMP 9952 Internet &amp; E-mail for the Business Office</td>
<td>15</td>
</tr>
<tr>
<td>COMP 9948 Acrobat Bus Office Doc Conversion</td>
<td>15</td>
</tr>
<tr>
<td>COMP 9867 Microsoft Excel Essentials I</td>
<td>15</td>
</tr>
<tr>
<td>COMP 9895 Microsoft Excel Essentials II</td>
<td>15</td>
</tr>
<tr>
<td>COMP 9888 Microsoft Excel Essentials III</td>
<td>15</td>
</tr>
<tr>
<td>COMP 9928 PowerPoint for Business I</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9901 Microsoft Access for Business I</td>
<td>45</td>
</tr>
<tr>
<td>BOSS 2500 Business Math w/Spreadsheets</td>
<td>45</td>
</tr>
<tr>
<td>BOSS 4503 Business English</td>
<td></td>
</tr>
<tr>
<td>or BOSS 4500 Business English-Level I</td>
<td>90</td>
</tr>
<tr>
<td>and BOSS 4501 Bus English-Level II</td>
<td></td>
</tr>
</tbody>
</table>

*Completion of program requires a keyboarding speed of 45 wpm. Keyboarding classes may be waived for students who pass the equivalency test of 45 wpm.*

**Administrative Assistant Noncredit Certificate**

Program Goal. Prepare the student for entry-to mid-level administrative support and related positions. Emphasis on developing both hard and soft skills needed to become an effective administrative assistant. Curriculum includes: keyboarding, document formatting, computer applications, customer service, business communication, and office procedures.

Advisory Entrance Requirements: Eligibility for noncredit ESL Level 5/6; typing: 25 net wpm; completion of WOPR 9486

**Learning Outcomes** Upon completion of this certificate, students will be able to:

- Establish proper techniques for keyboarding
- Demonstrate effective telephone manners and e-mail etiquette
- Identify customer needs and complaints
- Apply the basics of quality customer service
- Establish proper techniques for keyboarding

**Courses Required for the Certificate of Completion in Basic Business Office Skills for Customer Service**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOSS 3501 Customer Service Skills</td>
<td>15</td>
</tr>
<tr>
<td>BOSS 5500 Keyboarding for Computers</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9950 E-mail Writing</td>
<td></td>
</tr>
<tr>
<td>or COMP 9952 Internet &amp; Email for the Business Office</td>
<td>5-15</td>
</tr>
<tr>
<td>WOPR 9991 Microsoft Word Essentials I</td>
<td>15</td>
</tr>
</tbody>
</table>

**Total Hours** 80-90

**Exit Requirements.** Successful completion of all courses with a passing grade of “C” or higher. Typing: 50+ wpm with 90% accuracy. Minimum attendance of 80% in all classes is required. Completion of certificate coursework within two years

**Financial Assistance.** The Administrative Assistant Certificate Program is eligible for financial assistance. Please consult a counselor for further information.

**Business Skills for the Medical Office Noncredit Certificate**

Program Goal. Prepare students for entry-level medical office positions, such as a receptionist or an admitting clerk. Topics include basic skills in Microsoft Office (Word, Excel, and PowerPoint), basic office/clerical procedures, keyboarding, simple medical terminology. Students will also learn MediSoft an office management software system that streamlines scheduling and billing procedures.

Program Advisories. Completion of noncredit ESLN 3700 or TRST 2322, COMP 9889, and WOPR 9486 or equivalent; type 25 wpm.
Learning Outcomes

• Qualify for entry-level position in a medical office
• Keyboard a minimum of 20+ net words a minute.
• Use technology (MediSoft, Microsoft Word, Excel, and PowerPoint) as a tool to complete essential business office tasks.
• Prepare and interpret simple business statements for the medical office.
• Apply standard business English to oral and written communications. Including grammar, punctuation, Mechanics, vocabulary, style, and usage.

Courses Required for the Certificate of Completion in Basic Business Skills for the Medical Office

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOSS 4500 Business English - Level I</td>
<td>45</td>
</tr>
<tr>
<td>BOSS 4510 Business Communications</td>
<td>45</td>
</tr>
<tr>
<td>BOSS 5500 Keyboarding for Computers</td>
<td>45</td>
</tr>
<tr>
<td>BOSS 5509 Office Procedures for the 21st Century</td>
<td>45</td>
</tr>
<tr>
<td>BUSG 9901 Business Vocabulary</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9900 Microsoft Excel for Business I</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9908 Computer and Web-Based Applications*</td>
<td>270</td>
</tr>
<tr>
<td>COMP 9928 Power Point for Business</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9936 Using Outlook for Office Support, Level I</td>
<td>45</td>
</tr>
<tr>
<td>WOPR 9995 Microsoft Word for Business II</td>
<td>45</td>
</tr>
<tr>
<td>WOPR 9996 Microsoft Word for Business III</td>
<td>45</td>
</tr>
<tr>
<td>Total</td>
<td>720</td>
</tr>
</tbody>
</table>

*Students must complete six sections of COMP 9908- Computer and Web-based Applications (MediSoft Level 1, Level 2, Level 3, Level 4, Level 5, and Level 6).

Exit Requirements. Successful completion of all courses with a passing grade of C or higher. Type 35 net wpm with no more than 10% error rate. (time test administered by keyboarding instructor and submitted with petition). Minimum attendance of 80% in all courses.

Offered by: Mission Center 551-1120

Basic Computer Concepts Noncredit Certificate

Program Goal. To develop basic competency skills using applications such as Microsoft Windows, email, searching the Internet and proper keyboarding techniques.

Program Advisory. Completion of noncredit ESL levels 5/6 or placement in ESL levels 7/8

Learning Outcomes

Upon completion of the Basic Computer Concepts Noncredit Certificate, students will be able to:

• Keyboard a minimum of 20+ net words a minute.
• Use technology as a tool to complete essential business tasks.
• Use standard Internet and emailing practices.

Courses Required for the Certificate of Completion in Basic Computer Concepts

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOSS 5500 Keyboarding for Computers</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9905 Intro to Windows for MS Office Appl</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9921 Intro to Internet for Office Support</td>
<td>45</td>
</tr>
<tr>
<td>Total Hours</td>
<td>135</td>
</tr>
</tbody>
</table>

Basic Word Processing Noncredit Certificate

Program Goal. Develop basic employability in word processing skills to create typical business documents such as letters, memos and reports. Students learn basic editing and formatting skills, creating and formatting headers and footers, tables and references. Noncredit courses.

Advisory Entrance Requirements. Eligibility for noncredit ESL level 5/6

Learning Outcomes

Upon completion of the Basic Word Processing Noncredit Certificate, students will be able to:

• Keyboard a minimum of 25 net words a minute.
• Perform fundamental operations using Microsoft Word.
• Use the mail merge task pane to create data sources, insert merge fields, and generate form letters.
• Utilize appropriate file management techniques.
• Demonstrate proper technique when keyboarding.

Courses Required for the Certificate of Completion in Basic Word Processing

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOSS 5500 Keyboarding for Computers</td>
<td>45</td>
</tr>
<tr>
<td>WOPR 9995 Microsoft Word for Business I</td>
<td>45</td>
</tr>
<tr>
<td>WOPR 9996 Microsoft Word for Business II</td>
<td>45</td>
</tr>
<tr>
<td>WOPR 9997 Microsoft Word for Business III</td>
<td>45</td>
</tr>
<tr>
<td>Total Hours</td>
<td>135</td>
</tr>
</tbody>
</table>

One of the following Word Processing options:

Word Processing

Option 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOPR 9991 Microsoft Word Essentials I</td>
<td>15</td>
</tr>
<tr>
<td>WOPR 9993 Microsoft Word Essentials II</td>
<td>15</td>
</tr>
<tr>
<td>WOPR 9994 Microsoft Word Essentials III</td>
<td>15</td>
</tr>
<tr>
<td>Total Hours</td>
<td>90–135</td>
</tr>
</tbody>
</table>

Option 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOPR 9486 Microsoft Word for Business I</td>
<td>45</td>
</tr>
<tr>
<td>WOPR 9995 Microsoft Word for Business II</td>
<td>45</td>
</tr>
<tr>
<td>Total Hours</td>
<td>90–135</td>
</tr>
</tbody>
</table>

Advanced Word Processing Noncredit Certificate

Program Goal. Increase word processing competency in efficiently producing more complex documents (such as multi-page reports and brochures, mail merge documents, and simple web pages) using Microsoft Word. Noncredit courses.

Learning Outcomes

Upon completion of the Advanced Word Processing Noncredit Certificate, students will be able to:

• Key a minimum of 35 words per minute with 90% accuracy.
• Create a reference document using a master document and sub-document with table of contents and index.
• Create, edit, and run a macro.
• Design and use a template.

Advisory Entrance Requirements. Eligibility for noncredit ESL levels 5/6; Keyboarding 35 wpm net.

Courses Required for the Certificate of Completion in Advanced Word Processing

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOSS 5501 Keyboarding: Skill Development</td>
<td>15–90</td>
</tr>
<tr>
<td>BOSS 5505 Keyboarding Quick</td>
<td>15–90</td>
</tr>
<tr>
<td>WOPR 9996 Microsoft Word for Business III</td>
<td>45</td>
</tr>
<tr>
<td>WOPR 9997 Word Processing - Special Projects</td>
<td>45</td>
</tr>
<tr>
<td>Total Hours</td>
<td>105–180</td>
</tr>
</tbody>
</table>
Business Office Publishing Basics
Noncredit Certificate

Program Goal. To develop basic desktop publishing skills required in business. Noncredit courses.

Advisory Entrance Requirements. Eligibility for noncredit ESL levels 5/6

Learning Outcomes
Upon completion of the Business Office Publishing Basics Noncredit Certificate, students will be able to:

- Perform fundamental operations using MS Publisher.
- Use digital photo-editing software to enhance publications.
- Create basic office publications.

Courses Required for the Certificate of Completion in Business Office Publishing Basics

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 9938 Publisher for Business</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9907 Desktop Publishing for Business II</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9957 PhotoShop Elements I</td>
<td></td>
</tr>
<tr>
<td>or COMP 9959 PhotoShop Elements</td>
<td>15–45</td>
</tr>
<tr>
<td>Total Hours</td>
<td>105–135</td>
</tr>
</tbody>
</table>

Business Office Publishing Specialist
Noncredit Certificate

Program Goal. To develop comprehensive desktop publishing skills necessary for entry- or mid-level office positions in the industry.

Advisory Entrance Requirements. Eligibility for noncredit ESL levels 5/6

Learning Outcomes
Upon completion of the Business Office Publishing Specialist Noncredit Certificate, students will be able to:

- Perform fundamental operations using MS Publisher.
- Use digital photo-editing software to enhance publications.
- Create publications including flyers, newsletters, and brochures.

Courses Required for the Certificate of Completion in Business Office Publishing Specialist

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 9943 Special Projects using Publisher</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9958 PhotoShop Elements II</td>
<td></td>
</tr>
<tr>
<td>or COMP 9959 PhotoShop Elements</td>
<td>15–45</td>
</tr>
<tr>
<td>Total Hours</td>
<td>60–90</td>
</tr>
</tbody>
</table>

Business Office Support Skills, Phase I
Noncredit Certificate

Program Goal. Prepare students for entry-level office positions. Topics to be covered include basic skills in Microsoft Office applications (Windows and File Organization, Word, Excel, Access, and PowerPoint), Data Entry/10-Key, Customer Service, and general office procedures. Students who receive the certificate will be qualified to apply for such positions as: Office Clerk; Junior Office Assistant; Filing Clerk; Shipping and Receiving Clerk; Bank Teller; Desk Clerk; Call Center Representative; Appointment Setter; Receptionist; Customer Service/Dispatch Representative; Office Support; Data Entry Clerk; Legal Records Clerk; Cashier; Entry level Clerical Support; Financial Teller; Front Desk.

Learning Outcomes
Upon completion of the Business Office Support Skills, Phase I Noncredit Certificate, students will be able to:

- Demonstrate accurate keyboard input at a minimum of 30 words per minute and numeric data entry at 175 strokes per minute.
- Use Microsoft Office applications such as Word, Excel, Access, and PowerPoint to produce basic documents.
- Apply basic office procedures to routine office tasks.
- Demonstrate basic knowledge and skills to be successful in an entry-level office position.

Advisory Entrance Requirements. Eligibility for noncredit ESL levels 5/6

Courses Required for the Certificate of Completion in Business Office Skills, Phase I

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOSS 3501 Customer Service Skills</td>
<td>15</td>
</tr>
<tr>
<td>BOSS 4503 Business English</td>
<td></td>
</tr>
<tr>
<td>BOSS 5501 Keyboarding-Skill Development</td>
<td>90</td>
</tr>
<tr>
<td>or BOSS 5502 Clerical Keyboarding</td>
<td></td>
</tr>
<tr>
<td>BOSS 5506 Keyboarding: Numeric Keypad</td>
<td>15</td>
</tr>
<tr>
<td>BOSS 5509 Office Procedures for the 21st Century</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9889 Intro to MS Office Applications</td>
<td></td>
</tr>
<tr>
<td>and COMP 9951 PowerPoint</td>
<td></td>
</tr>
<tr>
<td>OR ALL OF THE FOLLOWING</td>
<td></td>
</tr>
<tr>
<td>COMP 9952 Internet &amp; E-mail for the Business Office</td>
<td></td>
</tr>
<tr>
<td>COMP 9975 Microsoft Office Applications I</td>
<td></td>
</tr>
<tr>
<td>COMP 9976 Microsoft Office Applications II</td>
<td>105</td>
</tr>
<tr>
<td>Total Hours</td>
<td>360</td>
</tr>
</tbody>
</table>

Exit Requirements. Successful completion of all courses with a grade of “C” or higher. Typing 30+ net wpm with no more than a 10% error rate.

Business Office Support Skills, Phase II
Noncredit Certificate

Program Goal. Prepare students for mid- to high-level office positions. Topics to be covered include proficiency in Microsoft Office applications (Windows and File Organization, Word, Excel, Access, and PowerPoint).

Students who receive the certificate will be qualified to apply for such positions as: Office Manager; Mid/Senior Level Staff Assistant; Secretary/Personal Assistant; Assistant Manager; Administrative Assistant; Office Administrator; Legal Secretary; Bilingual receptionist; Executive Assistant; Data Management Secretary.

Learning Outcomes
Upon completion of the Business Office Support Skills, Phase II Noncredit Certificate, students will be able to:

- Demonstrate accurate keyboard input at a minimum of 50 words per minute.
- Use business application software such as Microsoft Word, Excel, Access, and PowerPoint to produce simple to complex documents.
- Demonstrate ability to communicate (both spoken and written) in a business office.

Advisory Entrance Requirements. Completion of Certificate of Competency in Business Office Support Skills, Phase I; Eligibility for noncredit ESL levels 7/8; type 30 wpm.

Courses Required for the Certificate of Completion in Business Office Skills, Phase II

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOSS 4510 Business Communications</td>
<td></td>
</tr>
<tr>
<td>or BOSS 4511 Effective Business Communication</td>
<td>45–90</td>
</tr>
</tbody>
</table>
Business

BOSS 5500 Keyboarding Quick
or BOSS 5501 Keyboarding - Skill Development
or BOSS 5502 Clerical Keyboarding
or BOSS 5503 Keyboarding All Levels ............ 45-180
BOSS 5510 Document Formatting & Production
or both of the following:
COMP 9941 Simulated Projects for MS Office Suite
WOPR 9996 Microsoft Word for Business III ........ 90
COMP 9909 Microsoft Excel for Business III .......... 45
COMP 9910 Microsoft Access for Business II ........ 45
COMP 9928 PowerPoint for Business .................. 45
COMP 9936 Using Outlook for Office Support Level I . 45
Total Hours ...................................... 360-540

Exit Requirements. Successful completion of all courses with a grade of “C” or higher. Typing 50+ net wpm with no more than a 10% error rate.

Business Web Pages-Basics Noncredit Certificate

Program Goal. To develop basic knowledge and skills in web page development that can be applied to an entry-level office position requiring basic web page knowledge.

Advisory Entrance Requirements. Eligibility for noncredit ESL levels 5/6

Learning Outcomes
- Apply computer skills to complete business tasks.
- Use a variety of business software including digital photo-editing, and web development.
- Perform fundamental operations using Adobe Dreamweaver.
- Perform fundamental operations using Adobe Photoshop Elements.
- Perform fundamental operations using Adobe Flash.

Courses Required for the Certificate of Completion in Business Web Pages-Basics

Course Hours
COMP 9917 Building Individual Web Sites (45) or COMP 9918 Building Business Web Sites ........... 45
COMP 9949 Dreamweaver I ......................... 15
COMP 9956 Introductory Flash for Bus/Office ............ 15
One of the following Photoshop Elements options:
Option 1
COMP 9957 Photoshop Elements I ..................... 15
COMP 9958 Photoshop Elements II ................... 15
Option 2
COMP 9959 Photoshop Elements ..................... 45
Total Hours ...................................... 105-120

Business Web Pages-Intermediate Noncredit Certificate

Program Goal. To develop a broader knowledge and skills base in business web page development that can be applied to an entry- or mid-level office position requiring web page skills.

Advisory Entrance Requirements. Eligibility for noncredit ESL levels 5/6

Learning Outcomes
- Use a variety of business software including digital photo-editing, and web development.
- Perform fundamental operations using Adobe Dreamweaver.
- Perform fundamental operations using Adobe Photoshop Elements.
- Create a business web site with a database connection.
- Use web graphic tools.

Courses Required for the Certificate of Completion in Business Web Pages-Intermediate

Course Hours
COMP 9919 Using Dreamweaver for Basic Business Web Pages or COMP 9920 Using Web Expression for Web Pages 45
COMP 9959 Photoshop Elements ........................ 45
COMP 9933 Building Business Web Pages with Adobe Web Standard-Level I .......................... 45
COMP 9934 Building Business Web Pages with Adobe Web Standard-Level II .......................... 45
COMP 9935 Business Web Graphics ........................ 45
COMP 9922 Flash for Bus/Office Presentation ............ 45
Total Hours ...................................... 270

Clerical Support Specialist Noncredit Certificate

Program Goal. Prepare the student for entry-level general office support positions (such as receptionist, file clerk, information or general office clerk, data-entry clerk, shipping and receiving clerk). Students develop both the soft skills and hard skills required to work efficiently, productively and successfully in the modern business office.

Advisory Entrance Requirements: Eligibility for noncredit ESL Level 5/6; typing: 15–20 net wpm.

Learning Outcomes
- Keyboard a minimum of 40+ net words a minute.
- Utilize a variety of business applications software including word processing, spreadsheet, database.
- Actively assist in implementing general office procedure, including records management.
- Use the Internet and standard business procedures.
- Orally present information using appropriate language, style and format.

Courses Required for the Certificate of Completion in Clerical Support Specialist

Courses Hours
AAPS 1111 Orientation to Noncredit Certificates and Programs ............................................. 15
BOSS 5501 Keyboarding: Skill Development ............ 90
BOSS 5510 Document Formatting & Production .......... 90
BOSS 5509 Office Procedures for the 21st Century ........ 45
COMP 9245 Computer Literacy - Basic Level .......... 30
COMP 9952 Internet & E-mail for the Business Office ............................................. 15
WOPR 9486 Microsoft Word for Business I .......... 45
WOPR 9995 Microsoft Word for Business II ........... 45
BOSS 4503 Business English or BOSS 4500 Business English - Level I and BOSS 4501 Business English - Level II .......... 90
BOSS 4511 Effective Business Communication or BOSS 4510 Business Communications .................. 45-90
ACBO 9216 Recordkeeping for the Business Office or BOSS 5508 Advanced Office Procedures for the 21st Century ............................................. 45
Computer Applications for Business Noncredit Certificate

Enrollment in Computer Applications for Business courses is for students interested in all levels of administrative positions including administrative office practices (keyboarding, computer literacy/applications, clerical and general office work, internet research, eBusiness and eOffice web technologies, scheduling and appointment systems, creating and organizing documents, and employee/customer relations). Studies will exit the program with Business English and Business Math skills.

Entrance Advisories. Eligibility for noncredit ESL Level 6+; typing 25 wpm.

Learning Outcomes
- Keyboard a minimum of 35 net words a minute.
- Apply standard business English to oral and written communication, including grammar, punctuation, mechanics, vocabulary, style and usage.
- Use a variety of applications software including word processing, spreadsheet, database, digital photo-editing.
- Apply computer skills to complete business tasks.

Courses Required for the Certificate of Completion in Computer Applications for Business

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAPS 1111 Orientation to Noncredit Certificates</td>
<td>15</td>
</tr>
<tr>
<td>COMP 5501 Keyboarding: Skill Development</td>
<td>90</td>
</tr>
<tr>
<td>COMP 9905 Intro to Windows for MS Office or ALL OF THE FOLLOWING:</td>
<td></td>
</tr>
<tr>
<td>COMP 9245 Computer Literacy - Basic Level</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9964 Microsoft Outlook Essentials</td>
<td>45</td>
</tr>
<tr>
<td>BOSS 3500 Job Preparation</td>
<td></td>
</tr>
<tr>
<td>or LERN 1062 Job Search Skills</td>
<td>15-45</td>
</tr>
<tr>
<td>BOSS 5509 Office Procedures for the 21st Century</td>
<td>45</td>
</tr>
<tr>
<td>BOSS 2500 Business Math w/ Spreadsheets</td>
<td>45</td>
</tr>
<tr>
<td>BOSS 4510 Business Communications</td>
<td>45</td>
</tr>
<tr>
<td>BOSS 4503 Business English</td>
<td></td>
</tr>
<tr>
<td>OR ALL OF THE FOLLOWING:</td>
<td></td>
</tr>
<tr>
<td>BOSS 4500 Business English I</td>
<td></td>
</tr>
<tr>
<td>BOSS 4501 Business English II</td>
<td>90</td>
</tr>
<tr>
<td>Select five courses from one of the following clusters:</td>
<td></td>
</tr>
<tr>
<td>Business Productivity (Office Applications)</td>
<td></td>
</tr>
<tr>
<td>COMP 9965 OpenOffice for Business I</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9966 OpenOffice for Business II</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9967 Google Apps for Business I</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9968 Google Apps for Business II</td>
<td>45</td>
</tr>
<tr>
<td>WOPR 9486 Microsoft Word for Business I</td>
<td>45</td>
</tr>
<tr>
<td>WOPR 9995 Microsoft Word for Business II</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9900 Microsoft Excel for Business I</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9904 Microsoft Excel for Business II</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9901 Microsoft Access for Business I</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9910 Microsoft Access for Business II</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9938 Publisher for Business</td>
<td>45</td>
</tr>
<tr>
<td>Business Productivity (Dynamic Media)</td>
<td></td>
</tr>
<tr>
<td>COMP 9928 PowerPoint for Business</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9969 Dynamic PowerPoint for Business</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9971 Microsoft Visio for Business</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9972 Microsoft Office Project for Business</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9944 Acrobat for Business</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9959 Photoshop Elements</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9922 Flash for Business/Presentation</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9907 Desktop Publishing for Business I</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9899 Desktop Publishing for Business II</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9936 Using Outlook for Office Support</td>
<td>45</td>
</tr>
<tr>
<td>Business Productivity (Web Page Development)</td>
<td></td>
</tr>
<tr>
<td>COMP 9933 Building Web Pages with Adobe Web Standard – Level I</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9934 Building Web Pages with Adobe Web Standard – Level II</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9935 Business Web Graphics</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9919 Using Dreamweaver</td>
<td></td>
</tr>
<tr>
<td>for Basic Business Web Pages</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9920 Using SharePoint Designer</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9922 Flash for Business/Presentation</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9944 Acrobat for Business</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9959 Photoshop Elements</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9936 Using Outlook for Office Support</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9907 Desktop Publishing for Business I</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9899 Desktop Publishing for Business II</td>
<td>45</td>
</tr>
<tr>
<td>Total Hours</td>
<td>615-645</td>
</tr>
</tbody>
</table>

Exit Requirements. Successful completion of all courses with a passing grade; typing 40 wpm in a timed test with 90% accuracy; hold a minimum attendance of 80% in all classes required; completion of certificate coursework within two years.


Construction Administrative Support Noncredit Certificate

Program Goal. Prepare students for entry-level positions in the construction office. Students study the basic procedures of this industry, terminology, job site operation and message handling. Students who complete this certificate will be better prepared for entry-level positions such as: Administrative Support Assistant; Project Coordinator Assistant; Receptionist

Program Advisories. Eligibility for noncredit ESLN 3700 or TRST 2322; type 25 wpm.

Learning Outcomes
- Keyboard a minimum of 30 net words per minute (wpm) with no more than 10% error rate
• Use technology (Microsoft Word, Excel, Outlook, PowerPoint, and QuickBooks) as a tool to complete essential business tasks
• Perform proper accounting procedures for a business
• Qualify for entry-level positions in construction administrative support

Courses Required for the Certificate of Completion in Construction Administrative Support

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACBO 9206 Basic Accounting Concepts I</td>
<td>45</td>
</tr>
<tr>
<td>ACBO 9208 QuickBooks, Level I</td>
<td>45</td>
</tr>
<tr>
<td>BOSS 5511 Office Procedures for the Construction Industry</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9900 Microsoft Excel for Business I</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9904 Microsoft Excel for Business II</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9928 PowerPoint for Business</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9936 Using Outlook for Office Support, Level I</td>
<td>45</td>
</tr>
<tr>
<td>WOPR 9991 Microsoft Word Essentials I</td>
<td>15</td>
</tr>
<tr>
<td>WOPR 9993 Microsoft Word Essentials II</td>
<td>15</td>
</tr>
<tr>
<td>WOPR 9994 Microsoft Word Essentials III</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>360</strong></td>
</tr>
</tbody>
</table>

Recommended Additional Coursework: BOSS 5500

Exit Requirements: Successful completion of all courses with a passing grade of “C” or higher. Type 30 net wpm with no more than 10% error rate (time test administered by keyboarding instructor and submitted with petition). Minimum attendance of 80% in all courses.

Excel Basics Noncredit Certificate

Program Goal: Essential Microsoft Excel skills are developed and practiced such that students establish a basic competency of and employability in working with Excel. Noncredit courses.

Advisory Entrance Requirements: Eligibility for noncredit ESL levels 5/6

Learning Outcomes
• Perform fundamental operations using Microsoft Excel.
• Define basic spreadsheet concepts and terms.
• Use simple macros, formulas, functions, and lists.

Courses Required for the Certificate of Completion in Excel Basics

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1</td>
<td></td>
</tr>
<tr>
<td>COMP 9900 Microsoft EXCEL-Beginning</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9904 Microsoft EXCEL-Intermediate</td>
<td>45</td>
</tr>
<tr>
<td>Option 2</td>
<td></td>
</tr>
<tr>
<td>COMP 9867 Microsoft Excel Essentials I</td>
<td>15</td>
</tr>
<tr>
<td>COMP 9895 Microsoft Excel Essentials II</td>
<td>15</td>
</tr>
<tr>
<td>COMP 9888 Microsoft Excel Essentials III</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>45–90</strong></td>
</tr>
</tbody>
</table>

Excel Specialist Noncredit Certificate

Program Goal: Advanced Microsoft Excel skills are developed and practiced such that students gain a solid competency of Excel and are capable of passing employment testing in this area. Noncredit courses.

Advisory Entrance Requirements: Eligibility for noncredit ESL levels 5/6

Learning Outcomes
• Perform complex operations using Microsoft Excel.
• Integrate Microsoft Excel with accounting principles.

Courses Required for the Certificate of Completion in Excel Specialist

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 9909 Microsoft Excel for Business III</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9932 Excel for Accounting</td>
<td>45</td>
</tr>
<tr>
<td>BOSS 2500 Business Math w/Excel</td>
<td>45–90</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>135–180</strong></td>
</tr>
</tbody>
</table>

Microsoft Office Specialist Noncredit Certificate

Program Goal: Prepares the student for entry-level clerical positions requiring the use of Microsoft Office applications. The student learns and develops the core competencies of Microsoft Word, Excel, Access, Outlook and PowerPoint while progressing through the various levels of each application.

Advisory Entrance Requirements: Eligibility for noncredit ESL 5/6; typing: 25 net wpm.

Learning Outcomes
• Use technology as a tool to complete essential business tasks.

Courses Required for the Certificate of Completion in Microsoft Office Specialist

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAPS 1111 Orientation to Noncredit Certificates and Programs</td>
<td>15</td>
</tr>
<tr>
<td>BOSS 5500 Keyboarding for Computers</td>
<td>45</td>
</tr>
<tr>
<td>BOSS 5510 Document Formatting &amp; Production</td>
<td>90</td>
</tr>
<tr>
<td>WOPR 9486 Microsoft Word for Business I</td>
<td>45</td>
</tr>
<tr>
<td>WOPR 9995 Microsoft Word for Business II</td>
<td>45</td>
</tr>
<tr>
<td>WOPR 9996 Microsoft Word for Business III</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9900 Excel-Beginning</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9904 Excel-Intermediate</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9909 Microsoft Excel for Business III</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9901 Microsoft Access for Business I</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9910 Microsoft Access for Business II</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9936 Using Outlook for Office Support, Lvl I</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9928 PowerPoint for Business</td>
<td>45</td>
</tr>
<tr>
<td><strong>Plus (1) Elective from the following:</strong></td>
<td></td>
</tr>
<tr>
<td>COMP 9940 Excel Special Topics-Beyond Adv</td>
<td>45</td>
</tr>
<tr>
<td>WOPR 9997 Word Processing-Special Projects</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9938 Publisher for Business Desktop Publishing</td>
<td>45</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>645</strong></td>
</tr>
</tbody>
</table>

Exit Requirements: Successful completion of all courses with a passing grade. Typing: 35+ wpm in a timed test with 90% accuracy. Minimum attendance of 80% in all classes is required. Completion of certificate coursework within three consecutive semesters.

Office Receptionist Noncredit Certificate

Program Goal. Prepare students for entry-level front office desk positions. Topics to be covered include Microsoft Office applications (Word, Excel, PowerPoint, Access, and Outlook), data entry, general office procedures, customer service skills, business letters, and email composition.

Students who receive the certificate will be qualified to apply for such positions as: Receptionist, Customer Service Representative, General Office Clerk, or Clerical Support Specialist.

Advisory Entrance Requirements. Completion of noncredit ESL levels 7 or placement in ESL level 8.

Learning Outcomes
Upon completion of this certificate students will:
- Keyboard a minimum of 35 net words a minute.
- Use technology (the Internet, Microsoft Windows, Word, Excel, Access, PowerPoint and Outlook) as a tool to complete essential business tasks.
- Demonstrate proficiency in answering phones, assisting customers, scheduling appointments, responding to email, and handling incoming and outgoing mail and packages.
- Use appropriate writing conventions including formatting, grammar, punctuation, and spelling.
- Qualify for entry-level clerical positions as indicated above.

Courses Required for the Certificate of Completion in Office Receptionist

<table>
<thead>
<tr>
<th>Courses</th>
<th>Course Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAPS 111 Orientation to Noncredit Certificate Programs</td>
<td>15</td>
</tr>
<tr>
<td>BOSS 3502 Customer Services Principles</td>
<td>45</td>
</tr>
<tr>
<td>BOSS 4500 Business English, Level I</td>
<td>45</td>
</tr>
<tr>
<td>BOSS 4511 Effective Business Communication</td>
<td>90</td>
</tr>
<tr>
<td>BOSS 5501 Keyboarding-Skill Development</td>
<td>90</td>
</tr>
<tr>
<td>BOSS 5509 Office Procedures for the 21st Century</td>
<td>45</td>
</tr>
<tr>
<td>BOSS 5510 Document Formatting and Production</td>
<td>90</td>
</tr>
<tr>
<td>COMP 9900 Microsoft Excel for Business I</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9928 PowerPoint for Business</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9947 Windows File and Folder Concepts</td>
<td>15</td>
</tr>
<tr>
<td>COMP 9952 Internet and Email for the Business Office</td>
<td>15</td>
</tr>
<tr>
<td>COMP 9964 Microsoft Outlook Essentials</td>
<td>15</td>
</tr>
<tr>
<td>COMP 9894 Microsoft Access Essentials</td>
<td>15</td>
</tr>
<tr>
<td>WOPR 9486 Microsoft Word for Business I</td>
<td>45</td>
</tr>
</tbody>
</table>

Electives (30 Hours Minimum)
- ACBO 9216 Recordkeeping for the Business Office | 45 |
- BOSS 4501 Business English, Level II | 45 |
- BOSS 5508 Advanced Office Procedures | 45 |
- COMP 9921 Internet & Social Customer Service | 45 |
- COMP 9949 Dreamweaver I | 15 |
- COMP 9957 Photoshop Elements I | 15 |
- COMP 9904 Microsoft Excel for Business II | 45 |
- WOPR 9995 Microsoft Word for Business II | 45 |

Total Hours: 645-660

Exit Requirements. Successful completion of all courses with a grade of "C" or higher. Minimum attendance of 80% in all courses is required.

PowerPoint Specialist Noncredit Certificate

Program Goal. Prepare students for various highly technical duties required in administrative support. The PowerPoint Specialist will create presentations with enhanced visual elements, integrate data with Excel or Word, proofread; perform duties such as grammar, spelling, and data accuracy.

Advisory Entrance Requirements. Completion of noncredit ESL levels 7 or placement in ESL level 8.

Learning Outcomes
Upon completion of this certificate, students will be able to:
- Utilize Microsoft Office applications with Photoshop Elements to create professional presentations.
- Integrate Microsoft Office applications efficiently to produce effective marketing presentations.
- Use technology as a tool to complete essential business tasks.

Courses Required for the Certificate of Completion in PowerPoint Specialist

<table>
<thead>
<tr>
<th>Courses</th>
<th>Course Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOSS 5509 Office Procedures for the 21st Century</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9899 Desktop Publishing I</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9900 Excel for Business I</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9919 Using Dreamweaver for Basic Business Web Pages</td>
<td>45</td>
</tr>
<tr>
<td>or COMP 9920 Using SharePoint Designer for Basic Web Pages</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9928 PowerPoint for Business</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9959 Photoshop Elements</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9969 Dynamic PowerPoint for Business</td>
<td>45</td>
</tr>
</tbody>
</table>

Elective Courses: Choose one of the following:
- ACBO 9208 QuickBooks Level I | 45 |
- BOSS 3502 Customer Service Skills | 45 |
- BOSS 4500 Keyboarding for Computers | 45 |
- BOSS 5508 Advanced Office Procedures | 45 |
- COMP 9904 Microsoft Excel for Business II | 45 |
- COMP 9922 Flash for Business/Office Presentation | 45 |

Total Hours: 360

Exit Requirements. Successful completion of all courses with a grade of "C" or higher. Minimum attendance of 80% in all classes is required.

Finance

Finance Major (AS)

The two-year program leading to the Associate in Science degree is primarily designed for those planning to enter the financial services 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 the discipline of finance before transferring to a four-year college or university.

Learning Outcomes
- Demonstrate competence in core skills (Math, Accounting and Technology) as applied to financial analyses
- Use effective and suitable oral and written communications
- Demonstrate knowledge of the functions and operations of financial markets, institutions and instruments
- Analyze and manage risk
- Value real and financial assets, at the personal and company level
Courses Required for the Major in Finance

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>FIN 130 (fall only) Prin of Bank Operations</td>
<td>3</td>
</tr>
<tr>
<td>BSMA 68 Mathematics for Business</td>
<td></td>
</tr>
<tr>
<td>or MATH 75 Math Analysis for Business</td>
<td></td>
</tr>
<tr>
<td>or MATH 90 Advanced Algebra*</td>
<td>3-5</td>
</tr>
<tr>
<td>GNBS 119 Intro to Business</td>
<td>3</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>FIN 133 (spring only) Money &amp; Banking</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 10 Intro to Accounting</td>
<td>4</td>
</tr>
<tr>
<td>or ACCT 1 Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>ECON 1 Principles of Macroeconomics*</td>
<td>3</td>
</tr>
<tr>
<td>MABS 60 Intro to Computer Appl. for Business</td>
<td>3</td>
</tr>
<tr>
<td>Third Semester</td>
<td></td>
</tr>
<tr>
<td>FIN 136 Intro to Fin Planning</td>
<td>3</td>
</tr>
<tr>
<td>MABS 101 Spreadsheets for Bus/Excel</td>
<td>3</td>
</tr>
<tr>
<td>One elective from those listed below†</td>
<td></td>
</tr>
<tr>
<td>Fourth Semester</td>
<td></td>
</tr>
<tr>
<td>FIN 138 Principles of Investment</td>
<td>3</td>
</tr>
<tr>
<td>MABS 67 Database for Business/Microsoft Access</td>
<td>3</td>
</tr>
<tr>
<td>or CS 101 Intro to Information Systems</td>
<td></td>
</tr>
<tr>
<td>or MRKT 122 Professional Selling</td>
<td></td>
</tr>
<tr>
<td>or MRKT 140 Principles of Marketing</td>
<td></td>
</tr>
<tr>
<td>One elective from those listed below†</td>
<td></td>
</tr>
<tr>
<td>Total Units</td>
<td>43-45</td>
</tr>
</tbody>
</table>

* 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, FIN 110, RE 181, RE 186, SUPV 231, ACCT 2, BSL 1, ECON 3, INTR 170

Finance Certificate

The Certificate of Achievement curriculum is designed for students who desire recognition for completing a rigorous course of study in financial services skills but who may not be interested in pursuing a degree. Students completing the curriculum with grades of C or higher in each course will receive the Certificate of Achievement in Finance.

Learning Outcomes
- Demonstrate competence in core skills (Math, Accounting and Technology) as applied to financial analyses
- Use effective and suitable oral and written communications
- Demonstrate knowledge of the functions and operations of financial markets, institutions and instruments
- Analyze and manage risk
- Value real and financial assets, at the personal and company level
- Make investment decisions, incorporating the appropriate use of credit

Courses Required for the Certificate of Achievement in Finance

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>FIN 110 (fall only) Prin of Risk Management</td>
<td>3</td>
</tr>
<tr>
<td>FIN 130 (fall only) Prin of Bank Operations</td>
<td>3</td>
</tr>
<tr>
<td>FIN 136 Intro to Fin Planning</td>
<td>3</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>FIN 133 (spring only) Money &amp; Banking</td>
<td>3</td>
</tr>
<tr>
<td>FIN 138 Principles of Investments</td>
<td>3</td>
</tr>
<tr>
<td>MABS 67 Database for Business/Microsoft Access</td>
<td>3</td>
</tr>
<tr>
<td>or CS 101 Intro to Information Systems</td>
<td></td>
</tr>
<tr>
<td>or MRKT 122 Professional Selling</td>
<td></td>
</tr>
<tr>
<td>or MRKT 140 Principles of Marketing</td>
<td></td>
</tr>
<tr>
<td>Total Units</td>
<td>30</td>
</tr>
</tbody>
</table>

General Business

Business Administration (AS-T)

The Associate in Science in Business Administration for Transfer is designed to prepare students who wish to transfer to pursue a baccalaureate degree in Business Administration, particularly to the California State University. This program provides the academic foundation required for various areas of business, such as accounting, management, finance, and marketing.

Learning Outcomes

Upon completion of this certificate, students will be able to:
- Use business terms and concepts related to functional areas of business including: marketing, finance, human resources, management, operations, accounting, economics, and international business.
- Examine the external forces (social, economic, technological, competitive, and regulatory) that impact business decisions.
- Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today’s business environment.
- Critically evaluate, analyze, and interpret information to solve problems and make business decisions.
- Meet the academic requirements for transfer to a baccalaureate degree program in business administration.

Degree Requirements

Students who wish to earn the Associate in Science in Business Administration for Transfer (AS-T) must complete 60 CSU transferable units with at least a 2.0 grade point average. This must include the units required for full completion of the IGETC or CSU GE curriculum and the 27 units for the major as specified below.

Each course in the major must be completed with a grade of “C” or better. Courses used to meet the major requirement may also be used to meet IGETC or CSU GE requirements.

Courses Required for the Major in Business Administration for Transfer

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 2 Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ECON 1 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 3 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BSL 1 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 5 Introductory Statistics</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 80 Probability and Statistics</td>
<td></td>
</tr>
</tbody>
</table>

Select TWO of the Following Courses:

MABS 160. Survey of Business Data Processing
or MABS 60 Introduction to Computer Applications for Business
or CNIT 100 Introduction to Computers Using PCs
or CS 101 Intro to Information Systems
Upon completion of this certificate, students will be able to:

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Use business terms and concepts related to functional areas of business including: marketing, finance, human resources, management, operations, accounting, economics and international business.

- Examine the external forces (social, economic, technological, competitive and regulatory) that impact business decisions.

- Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multi-cultural, team-oriented, rapidly-changing environment.

- Critically evaluate, analyze and interpret information to solve problems and make business decisions.

- Analyze the impact of globalization on business and the diverse world of global business.

**Courses Required for the Major in General Business**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GNBS 119 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1 Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2 Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1 Principles of Macroeconomics*</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1 Principles of Macroeconomics*</td>
<td>4</td>
</tr>
<tr>
<td>ECON 5 Introduction to Statistics*</td>
<td>3</td>
</tr>
<tr>
<td>MABS 60 Intro to Computer Appl. for Business</td>
<td>3</td>
</tr>
<tr>
<td>BSL 1 Business Law</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>27</strong></td>
</tr>
</tbody>
</table>

**Recommended Additional Coursework**: BSEN 74, SPCH 1A, BSMA 68, MABS 101 SMBS 135, FIN 136, ECON 10, MATH 110A, MATH 75.

Additional graduation requirements

*Satisfies General Education Breadth Requirements

**General Business Certificate**

This field of concentration is designed to acquaint the student with the business world in general. With additional course work, it can prepare students for either employment or further education. Students with definite career/educational goals are encouraged to follow the appropriate curriculum guide for their specific field of concentration such as Accounting, Finance, Marketing, Real Estate, etc. Students may obtain the Certificate of Accomplishment in General Business by completing each of the following courses with a final grade of "C" or higher:

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Use business terms and concepts related to functional areas of business, including accounting, economics, finance, human resources, international business, management, marketing, and operations.

- Examine the external forces (social, economic, technological, competitive, and regulatory) that impact business decisions.

- Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multi-cultural, team-oriented, rapidly-changing environment.

- Critically evaluate, analyze, and interpret information to solve problems and make business decisions.

- Analyze the impact of globalization on business and the diverse world of global business.

**Courses Required for the Certificate of Accomplishment in General Business**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GNBS 119 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 10 Intro to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>or ACCT 1 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>MABS 60 Intro to Computer Appl. for Business</td>
<td>3</td>
</tr>
<tr>
<td>BSL 1 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1 Principles of Macroeconomics*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Recommended Additional Coursework**: FIN 136, BSMA 68, MABS 140, SUPV 231, BSEN 74.

**Green Business**

**Green & Sustainable Business Certificate**

Companies are looking at green business initiatives as a means of reducing costs, meeting government mandates, and to meet customer expectations. This certificate will provide students of all business disciplines an essential overview of green business concepts.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Classify the major business sectors and the environmental profile and impact of each

- Plan and implement processes and technology to improve their environmental profile and profitability

- Define the role each department within a company plays in making a company greener and more sustainable

**Requirement for the Certificate of Accomplishment**. Students may obtain the Certificate of Accomplishment in Green Business by completing each of the following courses with a final grade of "C" or higher.

**Courses Required for the Certificate of Accomplishment in Green and Sustainable Business**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GNBS 119 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>GNBS 125 Green and Sustainable Business</td>
<td>3</td>
</tr>
<tr>
<td>GNBS 127 Green &amp; Sustainable Organizational Practices</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

A minimum of 6 units of the following courses:

- ACCT 10 Introduction to Accounting
- BSMA 68 Mathematics of Business
- INTR 162 Survey of International Business
- MRKT 140 Principles of Marketing
- MRKT 170 Introduction to Advertising
- MABS 60 Intro to Computer Appl. for Business
- RE 181 Principles of Real Estate
- SMBS 135 Ownership and Operations of a Small Business
SUPV 231 Introduction to Supervision/Management . . . . . 3
TRTV 157 Principles of Travel and Tourism . . . . . . . . 3
TRTV 180 Eco-travel and Tourism . . . . . . . . . . . . . . . . 3
Total Units . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 15

Marketing Major (AS)

Degree Curriculum
The Curriculum in Marketing, a two-year course of study, offers students interested in careers in advertising, professional sales, marketing research, marketing management, 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.

Learning Outcomes
Upon completion of this major, students will be able to:
- Create an integrated marketing communications plan which includes promotional strategies and measures of effectiveness
- Identify core concepts of marketing and the role of marketing in business and society
- Formulate marketing strategies that incorporate psychological and sociological factors which influence consumers
- Analyze marketing problems and provide solutions based on a critical examination of marketing information
- Apply marketing knowledge and skills to real-world experiences on the job

Courses Required for the Major in Marketing

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSMA 68</td>
<td>Mathematics for Business</td>
<td>3</td>
</tr>
<tr>
<td>INTR 163</td>
<td>International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 122</td>
<td>Fundamentals of Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 140</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 145</td>
<td>Computer Mktng Application</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 150</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 170</td>
<td>Fundamentals of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>SMBS 135</td>
<td>Ownership/Operation of Small Business</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>24</td>
</tr>
</tbody>
</table>

Recommended Additional Coursework: BSEN 70, BSEN 74; CS 101; PSYC 1, PSYC 26; SPCH 11, SPCH 12; ACCT 1, ACCT 10.

Marketing Certificate

Students may receive a Certificate of Achievement in Marketing by completing the following courses with a final grade of "C" or better:

Learning Outcomes
Upon completion of the Marketing Certificate, students will be able to:
- Create an integrated marketing communications plan which includes promotional strategies and measures of effectiveness
- Identify core concepts of marketing and the role of marketing in business and society
- Formulate marketing strategies that incorporate psychological and sociological factors which influence consumers
- Analyze marketing problems and provide solutions based on a critical examination of marketing information
- Apply knowledge and skills to real-world experiences on the job

Courses Required for the Certificate of Achievement in Marketing

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSMA 68</td>
<td>Mathematics for Business</td>
<td>3</td>
</tr>
<tr>
<td>INTR 163</td>
<td>International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 122</td>
<td>Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 140</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 145</td>
<td>Computer Mktng Appl</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 150</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 170</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>SMBS 135</td>
<td>Small Business</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>24</td>
</tr>
</tbody>
</table>

Paralegal/Legal Studies

Paralegal/Legal Studies Major (AS)

The work of a paralegal has been recognized by the American Bar Association, state bars, and local bar associations as an important step in helping the legal profession meet the increasing demand for its services and in providing these services more efficiently and promptly. Today's law offices seek paralegals qualified to do certain work under the supervision of an attorney. NOTE: Paralegals may not provide legal services directly to the public except as permitted by law.

Associate in Science Degree

City College of San Francisco trains students in a two-year course of study in Paralegal/Legal Studies. The course of study is designed so that students may satisfy the general education requirements and paralegal course requirements for graduation from the College. Students who satisfy graduation requirements and the courses in Paralegal/Legal Studies with a letter grade of "C" or higher receive the degree of Associate in Science with a Major in the Paralegal/Legal Studies. Students will also be eligible to receive a Certificate of Achievement provided that they complete all courses in the Paralegal/Legal Studies Program with a letter grade of "C" or higher. IMPORTANT NOTE: The paralegal certificate is ONLY awarded upon completion of the general education requirements for the Associate's degree.

Admission. Enrollment is open to all students who are admitted to City College of San Francisco and who have satisfied the prerequisites listed next to each course before enrolling in that course. Students entering the degree program must have placed into ENGL 1A or completed ENGL 96 with a final grade of "C" or higher.

Coursework Transfer. Coursework Transfer. Students may transfer up to 12 units of paralegal courses completed at an ABA-approved paralegal program OR at an accredited college or university in the United States provided that (1) the courses are similar in content and contact hours to our existing courses and (2) the letter grade earned in such courses was a C or higher. Courses completed in law school are not acceptable as these courses do not emphasize or teach paralegal skills. Students transferring coursework completed at another school must furnish an official transcript.

Employment. Those who complete the curriculum satisfactorily are qualified for employment as paralegals in law offices, government offices, and other businesses.

Description of the Major. 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; family law; medical law; debtors' rights and creditors' remedies; corporate law; intellectual property law; immigration law; communications law; and work experience.

General Education Requirements for ABA Certification. The Paralegal/Legal Studies Program is applying for approval from the American Bar Association ("ABA"). The ABA has general requirements.
that are different than those required by CCSF. In preparation to meet the general education requirements, students must see the Paralegal/Legal Studies Program Coordinator about the general education courses that are acceptable to the ABA. Please call 415/239-3508 to speak to the Paralegal/Legal Studies Program Coordinator. Currently, the ABA does NOT accept courses approved for CCSF’s General Education areas as follows:

Area A. Business Mathematics, Computer Science, Design, Microcomputer Applications for Business, and Supervision and Management

Area C. Nutrition and Ornamental Horticulture

Area D. Academic Achievement Personal Success, Health Education, and Physical Education

Area E. Design

Area G. Culinary Arts, Health Education, Nutrition, and Physical Education

Area H. Health Education, Physical Education, and Supervision and Business Management

Learning Outcomes

Upon completion of this degree, students will be able to:

• Write and communicate in formats acceptable in today’s law offices.

• Locate, read, and analyze the law.

• Respond appropriately to issues facing today’s legal professionals.

• Prepare and file pleadings in both the federal and California court systems.

• Function within a law office, use law office software, and interact professionally with clients, employers, co-workers, and third parties.

In addition, students will learn practical skills in law office software and business practice as well as receive instruction in the areas of substantive law. Writing and ethics are taught across the curriculum.

Courses Required for the Major in Paralegal/Legal Studies

Course | Units
--- | ---
P.L.S. Intro to Paralegal Studies (formerly L.A. 51) | 3
P.L.S. 2 Legal Research and Writing I | 3
B.S.L. 1 Business Law | 3
P.L.S. 3 Legal Research & Writing II | 3
P.L.S. 4 Litigation I | 3
B.S.L. 2 Business Law 2 | 3
P.L.S. 5 Litigation II | 3
P.L.S. 6 Law Office Management and Procedures | 3

Elective Courses: Choose 12 units from the following

P.L.S. 7 Corporate Law | 3
P.L.S. 9 Wills, Trusts, and Probate Administration | 3
P.L.S. 10 Environmental Law | 3
P.L.S. 11 Debtors’ Rights and Creditors’ Remedies | 3
P.L.S. 12 Family Law | 3
P.L.S. 13 Intellectual Property | 3
P.L.S. 14 Immigration Law | 3
P.L.S. 15 Medical Law | 3
P.L.S. 16 Paralegal Work Experience | 3
P.L.S. 17 Communications Law | 3
P.L.S. 18 Paralegal Work Experience | 2
P.L.S. 19 Paralegal Work Experience | 1

Total Units | 36

Paralegal/Legal Studies Certificate

The program of study for the Certificate of Achievement in Paralegal/Legal Studies complies with the requirements established under current California law to become a paralegal. The program is designed to prepare students for employment as paralegals. NOTE: Paralegals may not provide legal services directly to the public except as permitted by law.

Admission. Enrollment is open to all interested students who already hold a college degree OR who have completed 30 units of general education or law-related courses with a 2.00 grade point average or higher at an accredited, post-secondary school PRIOR TO admission into our paralegal program. Students entering the certificate program must have placed into ENGL 1A or completed ENGL 96 with a final grade of “C” or higher.

Coursework Transfer. Students may transfer up to 12 units of paralegal courses completed at an ABA-approved paralegal program OR at an accredited college or university in the United States provided that (1) the courses are similar in content and contact hours to our existing courses and (2) the letter grade earned in such courses was a C or higher. Courses completed in law school are not acceptable as these courses do not emphasize or teach paralegal skills. Students transferring coursework completed at another school must furnish an official transcript.

Employment. Those who complete the curriculum satisfactorily are qualified for employment as paralegals in law offices, government offices, and other businesses.

Description of the Certificate. 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; family law; medical law; debtors’ rights and creditors’ remedies; corporate law; intellectual property law; immigration law; communications law; and work experience.

All courses must be taken within a 4-year period.

Learning Outcomes

Upon completion of this degree, students will be able to:

• Write and communicate in formats acceptable in today’s law offices.

• Locate, read, and analyze the law.

• Respond appropriately to issues facing today’s legal professionals.

• Prepare and file pleadings in both the federal and California court systems.

• Function within a law office, use law office software, and interact professionally with clients, employers, co-workers, and third parties.

In addition, students will learn practical skills in law office software and business practice as well as receive instruction in the areas of substantive law. Writing and ethics are taught across the curriculum.

Courses Required for the Certificate of Achievement in Paralegal/Legal Studies

Course | Units
--- | ---
P.L.S. Intro to Paralegal Studies (formerly L.A. 51) | 3
P.L.S. 2 Legal Research and Writing I | 3
B.S.L. 1 Business Law | 3
P.L.S. 3 Legal Research & Writing II | 3
P.L.S. 4 Litigation I | 3
B.S.L. 2 Business Law 2 | 3
P.L.S. 5 Litigation II | 3
P.L.S. 6 Law Office Management and Procedures | 3

Total Units | 36
Real Estate

California Real Estate Major (AS)

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 board licensing examination for a salesperson’s or broker’s license include those of sales agent, rental agent, or property manager for a bank or land-develop 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 Oakland office of the State of California Department of Real Estate at (510) 622-2552.

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. 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.

Learning Outcomes

Upon successful completion of the certificate, students will be able to:

- Define an overview of the basic concepts of California Real Estate.
- Apply tools learned to the California Real Estate market place.
- Demonstrate knowledge of agency and fiduciary responsibility.
- Demonstrate an understanding of real estate opportunities and risk.
- Identify and understand key real estate terms.
- Qualify to take the California Department of Real Estate State Exam.

Students may obtain the California Real Estate Certificate by completing the following courses:

Courses Required for the Certificate of Achievement in California Real Estate

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE 181 Principles of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>RE 184 Real Estate Practice</td>
<td>3</td>
</tr>
<tr>
<td>RE 185 Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>RE 186 Principles of Real Estate Finance</td>
<td>3</td>
</tr>
<tr>
<td>RE 189 Real Estate Economics</td>
<td>3</td>
</tr>
<tr>
<td>RE 191 Principles of Real Estate Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>18</td>
</tr>
</tbody>
</table>

California Real Estate Certificate

The California Real Estate Certificate is currently awarded by 90 community colleges in California. City College of San Francisco participates in this Statewide program and awards the California Real Estate Certificate to any day or evening student who completes a prescribed program of 24-semester units.

A student may complete only those courses required for the California Real Estate Certificate, since this is awarded independently of the Associate in Science degree. However, students who complete the full course of study leading to that degree will automatically have completed the requirements for, and will be awarded, the California Real Estate Certificate.

Entry positions open to graduates who pass the California State board licensing examination for a salesperson’s or broker’s license include those of sales agent, rental agent, or property manager for a bank or land-develop 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 Oakland office of the State of California Department of Real Estate at (510) 622-2552.

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. 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.

Learning Outcomes

Upon successful completion of the program, students will be able to:

- Define an overview of the basic concepts of California Real Estate.
- Apply tools learned to the California Real Estate market place.
- Demonstrate knowledge of agency and fiduciary responsibility.
- Demonstrate an understanding of real estate opportunities and risk.
- Identify and understand key real estate terms.
- Qualify to take the California Department of Real Estate State Exam.

Students may obtain the California Real Estate Certificate by completing the following courses:

Courses Required for the Certificate of Achievement in California Real Estate

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE 181 Principles of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>RE 184 Real Estate Practice</td>
<td>3</td>
</tr>
<tr>
<td>RE 185 Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>RE 186 Principles of Real Estate Finance</td>
<td>3</td>
</tr>
<tr>
<td>RE 189 Real Estate Economics</td>
<td>3</td>
</tr>
<tr>
<td>RE 191 Principles of Real Estate Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td>Total Units</td>
<td>24</td>
</tr>
</tbody>
</table>

The six semester units in the elective courses indicated above must be completed by two real estate courses currently listed.

Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE 182 Escrow Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>RE 183 Real Estate Property Management</td>
<td>3</td>
</tr>
<tr>
<td>RE 187 Real Estate Taxation</td>
<td>3</td>
</tr>
<tr>
<td>RE 192 Advanced Real Estate Appraisal</td>
<td>3</td>
</tr>
</tbody>
</table>
Retail Management

Retail Management Certificate

The Retail Management Certificate introduces students to the fundamentals of business, marketing, and retail. Retail experience is a plus, but is not required to successfully complete this program. The Certificate meets the requirements of the Western Association of Food Chains (WAFCL) Retail Management Certificate program.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Analyze market opportunities
- Recruit and manage people
- Manage supplier relationships
- Promote a retail business using online and offline marketing strategies
- Use the principles of consumer behavior to create a buying experience that will build loyal customers
- Analyze business profitability

Admission. Enrollment is open to all interested students. However, students may be required to satisfy prerequisites before being admitted to certain courses.

Students may obtain the Certificate of Achievement in Retail Management by completing the required 10 courses totaling 31/32 units. Each course must be completed with a grade of “C” or higher or Pass.

Courses Required for the Certificate of Achievement in Retail Management

<table>
<thead>
<tr>
<th>Foundational Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSEN 74 Written Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BSMA 68 Mathematics of Business</td>
<td>3</td>
</tr>
<tr>
<td>MABS 60 Intro to Computer Appl. for Business</td>
<td>3</td>
</tr>
<tr>
<td>SUPV 234 Communication for Bus Mgmt</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Intermediate Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPV 231 Intro to Supervision/Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1 Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>or ACCT 10 Intro to Accounting</td>
<td>4</td>
</tr>
<tr>
<td>MRKT 140 Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advanced Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPV 232 Org Behavior for Supervisors</td>
<td>3</td>
</tr>
<tr>
<td>SUPV 233 Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>FASH 44 Merchandising—Retail Buying</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 31

Small Business

Small Business Noncredit Certificate

Prepares students for a successful start for their own small business and helps current small business owners increase the effectiveness and operation of their business. This program provides instruction in best practices for the spectrum of activities involved in running a small business, including legal structures, marketing, financial statements, technology, greening your business, and management.

Students who receive this certificate will have the basic skills to start a business or work for a small business.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Write a basic business plan including a company description, description of the target market and marketing plan.
- Produce financial statements to determine business feasibility, including a break even analysis, income statement and cash flow statement.
- Describe the infrastructure and systems necessary to launch a simple small business.

Courses Required for the Certificate of Completion in Small Business

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMBU 9419 Developing a Business Plan</td>
<td>18</td>
</tr>
<tr>
<td>SMBU 9467 Getting Started in Business</td>
<td>18</td>
</tr>
</tbody>
</table>

Elective Courses: Choose two of the following:

- SMBU 9476 Green and Sustainable Small Business | 18 |
- SMBU 9792 Small Business Management | 18 |
- SMBU 9793 Small Business Marketing and Sales | 18 |
- SMBU 9799 Technology for Small Business | 18 |

Total: 72

Supervision and Management

Supervision and Management Certificate

Enrollment in these courses is for those who desire to advance to supervisory and/or management positions in business, government, education, non-profit, and community-based organizations and also for those who are currently employed as supervisors and desire to upgrade their supervisory skills.

Learning Outcomes

Upon completion of the Supervision and Management Certificate, students will be able to:

- Recognize, demonstrate, and articulate an understanding of the principal of organizing, planning, directing, and leading staff.
- Apply up-to-date HRM systems, processes, and procedures by demonstrating and evaluating practices concerning recruitment and selection, managing performance for added value, maximizing employee contribution, effective employment relations, and delivering equity and fairness.
- Effectively use both verbal and non-verbal communication skills to articulate and deliver clear, concise, coherent, and persuasive messages through barriers.
- Effectively use critical thinking and problem solving processes to produce sound strategic decisions by identifying, comparing, and contrasting information logically, accurately, and quantitatively.
- Demonstrate knowledge and understanding of the challenges facing women in today’s business world and the ability to analyze current social and political trends from feminist perspectives as well as the ability to synthesize feminist theory and research with contemporary social problems in order to offer effective and ethical strategies for change.

Requirements for the Certificate of Accomplishment. Students may obtain the Certificate of Accomplishment in Supervision and Management by completing the following courses with a final grade of “C” or higher.

Courses Required for the Certificate of Accomplishment in Supervision and Management

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPV 231 Intro to Super/Management</td>
<td>3</td>
</tr>
<tr>
<td>SUPV 232 Organizational Behavior &amp; Dev</td>
<td>3</td>
</tr>
<tr>
<td>SUPV 233 Human Resource Mgmt</td>
<td>3</td>
</tr>
</tbody>
</table>
SUPV 234 Communication for Bus Mgmt .................. 3
SUPV 235 Organizational Leadership
or SUPV 236 Women Leaders at Work .................. 3
Total Units .............................................. 15

Travel and Tourism

Travel and Tourism Major (AS)

The curriculum in Travel and Tourism offers two different Certificates of Accomplishment, as well as a two-year course of study with special emphasis in either Marketing, Management, or Destination Development.

Learning Outcomes

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, consulat 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, and the reference books used in all sectors, how to read and design tour and cruise brochures, common business practices, airline computer operations and formats, and airline computer operations.

The Destination classes are designed to advise the student of all there is to know about travel in a specific region of the world. Students learn about visa requirements, how to get there, competitive airfares to the destination, which tour companies sell the destination, languages, religion, what to see, what to do. Completion of the two-year degree will give students a necessary foundation in computer skills, communication skills in learning to qualify the client, written and spoken English, psychology, anthropology, marketing skills, management styles, and specific tourist destinations in the world.

Learning Outcomes

Upon completion of this program students will be able to:

- Define the component industries of the travel and tourism industry and how they are interconnected
- Plan any type of travel to destinations throughout the world
- Analyze the methods businesses in the travel and tourism industry differentiate themselves to be competitive
- Design a detailed time sensitive day by day itinerary
- Apply the principles of thinking geographically, qualifying the destination and qualifying the client

To successfully complete this Major every class must be completed with a grade of “C” or better.

Courses Required for the Major in Travel and Tourism

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRTV 157 Principles of Travel &amp; Tourism</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 159 Adv. Principles of Travel &amp; Tourism</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 160 Transportation Field Work</td>
<td>1</td>
</tr>
<tr>
<td>TRTV 181 Business Travel</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 182 Tour Management</td>
<td>3</td>
</tr>
<tr>
<td>MABS 60 Intro to Computer Appl. for Business</td>
<td>3</td>
</tr>
<tr>
<td>A minimum of 12 units of the following courses:</td>
<td></td>
</tr>
<tr>
<td>TRTV 155 Meeting and Event Planning</td>
<td>1</td>
</tr>
<tr>
<td>TRTV 171A Destinations: Cities I</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 171B Destinations: Cities II</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 172 Destinations: Natural Wonders</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 173 Destinations: Historical &amp; Archaeological</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 174 Destinations: Cruises</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 175 Destinations: Hotels, Resorts, &amp; Spas</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 175 Destinations: Hotels, Resorts, &amp; Spas</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 176 Destinations: Great Trips</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 180 Destinations: Eco-Travel &amp; Tourism</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>28</td>
</tr>
</tbody>
</table>

Travel and Tourism Certificate

The Certificate of Accomplishment in Travel and Tourism fulfills the needs of two groups: those who desire to prepare for employment in any of the travel related industries including airlines, hotels, tour companies, travel agencies and tourist offices; and those currently employed professionals who wish to improve their on the job skills in this industry.

Learning Outcomes

Upon completion of this certificate students will be able to:

- Define the component industries of the travel and tourism industry and how they are interconnected
- Plan any type of travel to destinations throughout the world
- Analyze the methods businesses in the travel and tourism industry differentiate themselves to be competitive
- Design a detailed time sensitive day by day itinerary
- Apply the principles of thinking geographically, qualifying the destination and qualifying the client

To successfully complete this certificate every class must be completed with a grade of “C” or better.

Courses Required for the Certificate of Accomplishment in Travel and Tourism

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRTV 157 Principles of Travel &amp; Tourism</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 159 Adv. Principles of Travel &amp; Tourism</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 160 Transportation Field Work</td>
<td>1</td>
</tr>
<tr>
<td>TRTV 181 Business Travel</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 182 Tour Management</td>
<td>3</td>
</tr>
<tr>
<td>MABS 60 Intro to Computer Appl. for Business</td>
<td>3</td>
</tr>
<tr>
<td>A minimum of 3 units of the following courses:</td>
<td></td>
</tr>
<tr>
<td>TRTV 171A Destinations: Cities I</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 171B Destinations: Cities II</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 172 Destinations: Natural Wonders</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 173 Destinations: Historical &amp; Archaeological</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 174 Destinations: Cruises</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 175 Destinations: Hotels, Resorts, &amp; Spas</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 175 Destinations: Hotels, Resorts, &amp; Spas</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 176 Destinations: Great Trips</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 180 Destinations: Eco-Travel &amp; Tourism</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>28</td>
</tr>
</tbody>
</table>
Travel and Tourism Management Certificate

The Certificate of Accomplishment in Travel and Tourism Management prepares students to work in management in various aspects of the travel and tourism industry. This program is intended to give students experience in the major areas of the travel and tourism industry and provide them practical exposure to the requirements of management.

Learning Outcomes

Upon completion of this certificate, students will be able:

- Summarize the steps needed in the creation of an eco-system.
- Categorize the major eco-destinations by continent type and level of development.
- Differentiate the needs of business travelers from leisure travelers.
- Arrange and plan a convention and/or an event for a major company.
- Manage all aspects of a guided land tour Including hiring, pay schedule, and dispute resolution.

Courses Required for the Certificate of Accomplishment in Travel and Tourism Management

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRTV 157 Prin of Travel and Tourism</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 159 Adv Prin Travel and Tourism</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 180 Ecological Travel</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 181 Business Travel</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 182 Tour Management</td>
<td>3</td>
</tr>
</tbody>
</table>

A minimum of 2 units of any of the following courses:

- TRTV 155 Meeting and Event Planning         | 1     |
- TRTV 160 Transportation Field Work*         | 1     |
- MABS 202 PowerPoint                        | 3     |

Total Units ....................................... 17

*Repeatable course-max. of 2 units may count towards certificate

Destination Specialist Certificate

Travel and tourism is defined by its destinations. Those professionals who have the greatest knowledge of destinations are those that will have the most opportunity for career advancement. The Destinations Specialist Certificate (15 units) is designed to give students a well-rounded background in the important travel destinations of the world.

Learning Outcomes

Upon completion of this certificate, students will be able:

- Classify the major types of destinations and the profiles of the travelers that visit them
- Plan and write itineraries for any destination
- Analyze the process of development for the tourism industry around the world

To successfully complete this certificate every class must be completed with a grade of "C" or better.

Courses Required for the Certificate of Accomplishment in Travel and Tourism: Destination Specialist

A minimum of 15 units of any of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRTV 171A Destinations: Cities I</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 171B Destinations: Cities II</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 172 Destinations: Natural Wonders</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 173 Destinations: Historical &amp; Archaeological</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 174 Destinations: Cruises</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 175 Destinations: Hotels, Resorts, &amp; Spas</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 176 Destinations: Great Trips</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ....................................... 15

Green and Sustainable Travel Certificate

Green travel and tourism is one of the fastest growing segments of the travel and tourism industry. All companies either have green initiatives in place or arc developing them. There is a great need in the industry for workers to understand the requirements of green travel. Students that have completed this certificate will have an advantage when entering the workplace.

Learning Outcomes

Upon completion of this certificate, students will be able:

- Summarize the steps needed in the creation of an eco-destination.
- Propose new eco-destinations and research localities that have potential as eco-friendly destinations.
- Analyze the roles of governmental bodies and non-governmental organizations in the development and preservation of environmentally sensitive tourist sites.
- Compare the positive and negative impacts of tourism on a particular destination or ecosystem.

Courses Required for the Certificate of Accomplishment in Green and Sustainable Travel

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GNBS 125 Green and Sustainable Business</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 172 Destinations: Natural Wonders</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 173 Destinations: Historical &amp; Archaeological</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 180 Eco Travel &amp; Tourism</td>
<td>3</td>
</tr>
</tbody>
</table>

A minimum of 3 units of the following courses:

- TRTV 157 Principles of Travel & Tourism    | 3     |
- TRTV 159 Adv. Principles of Travel & Tourism | 3 |

Total Units ....................................... 15

Announcement of Courses

Accounting

Credit, Degree Applicable Courses:

ACCT 1. Financial Accounting (4)
Lec-5
Prereq.: ENGL 92 or ESL 72 or 150 or Placement in ENGL 93 or 94; or ESL 160.
Advis: BSMA 66 or 68
Introduction to the accounting information system and recording and reporting of business transactions with a focus on the accounting cycle, terminology, applications of basic principles and theories, classified financial statements and statement analysis for decision makers. Includes issues relating to Balance Sheet valuations, revenue and expense recognition and cash flows. C-ID ACCT 110; UC/CSU

ACCT 2. Managerial Accounting (4)
Lec-5
Prereq.: ACCT 1
of economic information for internal management purposes. C-ID
ACCT 120; UC/CSU

ACCT 10. Introduction to Accounting (4)
Lec-5
Advis: BSMA G, H or J or Placement in MATH 35 or higher; ESL 140 or Placement in ESL 150
Desig: to meet the needs of students in specific occupational programs and as an exploratory course to determine student interest and aptitude in accounting. Emphasis on the principles of double-entry bookkeeping, business and accounting terminology, and the use of various accounting worksheets to calculate and prepare accounting and business reports. CSU
ACCT I may be elected in lieu of ACCT 10 to satisfy the requirement in any curriculum in business.

ACCT 21. Introduction to Budgeting for Community Health and Social Service Providers (1)
Lec-1 P/NP available
This course emphasizes key concepts and techniques of budgeting common to social service programs and agencies, including introduction to budgets and budget development, implementation, record keeping, tracking, reporting and cost analysis. The implications of managing funds and the role of ethics will be examined. CSU

ACCT 51. Intermediate Accounting (4)
Lec-5
Prereq: ACCT 2
Desig: for students who pursue accounting beyond introductory study. A rapid review of fundamentals, with problems in valuation and presentation of assets, and liabilities, together with a study of analytical procedures. The course meets the educational requirements for the Certified Public Accountant (CPA) exam as determined by the California State Board. CSU

ACCT 52. Intermediate Accounting (4)
Lec-5
Prereq: ACCT 51
Desig: for students who pursue accounting beyond introductory study. Course topics include investments, revenue recognition, income taxes, accounting changes, and error analysis. This course may help meet the educational requirement for the Certified Public Accountant (CPA) exam as determined by the California State Board of Accountancy. CSU

ACCT 53. Accounting on the Microcomputer (3)
Lec-3
Prereq: ACCT 10 or ACCT 1.
Advis: MABS 60 AND BSMA 86 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)
Lec-3
Prereq: ACCT 2.
Advis: ACCT 51
Desig: for students who are pursuing accounting beyond introductory study. Covers the objectives, scope and history of external auditing for financial statements. Qualifies as meeting a part of the educational requirements for the Certified Public Accountant exam as determined by the California State Board of Accountancy as of September 2013. CSU

ACCT 55. Cost Accounting (3)
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)
Lec-3
Prereq: ACCT 1
A study of the practices and methods of municipal governmental accounting encompassing terminology, reporting requirements, recording methods and the uses of funds. CSU

ACCT 57. Accounting with QuickBooks (3)
Lec-3
Prereq: ACCT 10 or 1
Instruction in the use of QuickBooks, an integrated computerized accounting system for small business. Topics include new company setup, report preparation, customers and sales, employees and payroll, and purchase transactions. CSU

ACCT 59. Federal Income Tax (3)
Lec-3
Prereq: ACCT 10 or ACCT 1
Desig: for students who want to pursue the study of tax accounting or who want to prepare their own individual tax returns. Topics include tax filing requirements, gross income, itemized deductions, capital gains and losses. This course may help meet the requirement for the Certified Public Accountant (CPA) exam. CSU

ACCT 59B. California Income Tax (1)
Lec-1 P/NP available
Prereq: ACCT 59
Study of California State Income Tax law, income tax problems, and the preparation of California income tax returns. CSU

Noncredit Courses:
ACBO 9201. Accounting I - Proprietorship & Partnership (90 hrs)
Advis: ESL Levels 5/6
Fundamental accounting principles and procedures of a service business organized as a proprietorship or a partnership. Topics include steps in the accounting cycle for a partnership and a partnership such as financial statements, ledgers, journals, cash control systems, and bank reconciliations. The integration of Microsoft Excel and QuickBooks is introduced.

ACBO 9202. Accounting II-Corporate (90 hrs)
Advis: ESL Levels 5/6, ACBO 9201
Fundamental accounting principles and procedures of a merchandising business organized as a corporation. Topics include the accounting cycle for a corporation such as transactions, special journals, ledgers, financial statements, inventory, payroll and taxes. The integration of Microsoft Excel and QuickBooks is introduced.

ACBO 9203. Principles of Accounting - Comprehensive (180 hrs)
Advis: ESL Levels 5/6
Fundamental accounting principles and procedures for both a service and merchandising business. Topics include steps in the accounting
cycle for a proprietorship, partnership and a corporation such as special journals, ledgers, financial statements, inventory, payroll and taxes. The integration of Microsoft Excel and QuickBooks is covered in this course.

ACBO 9205. QuickBooks Complete (90 hrs)
Advis: ESL Levels 5/6
Through simulated practice for various business entities, students will learn to use QuickBooks Pro to perform and complete simple to complex accounting tasks such as accounts receivable and payable, invoicing, and payroll.

ACBO 9206. Basic Accounting Concepts I (45 hrs)
Advis: ESL Level 6+
Introduction to business accounting principles and concepts. Topics include steps in the accounting cycle for a proprietorship such as financial statements, ledgers, journals, cash control systems, and bank reconciliations. The integration of Microsoft Excel is introduced.

ACBO 9207. Basic Accounting Concepts II (45 hrs)
Advis: ACBO 9206 or equivalent, ESL Level 6+
Basic accounting concepts and procedures introduce to students recording business transactions into special journals and subsidiary ledgers for accounts receivables and accounts payables, cash payments and payroll using a manual accounting system; students learn about banking procedures, bank reconciliations, accruals and deferrals and preparing classified financial statements.

ACBO 9208. QuickBooks: Level 1 (45 hrs)
Advis: ACBO 9201, 9203, 9206 or equivalent, COMP 9245, 9905 or equivalent, ESL Level 6+
Service business accounting for a sole proprietorship and payroll simulations using QuickBooks.

ACBO 9209. QuickBooks: Level 2 (45 hrs)
Advis: ACBO 9200, 9203, 9206, 9208 or equivalent, COMP 9245, 9905 or equivalent, ESL Level 6+
Continuation of business accounting for a sole proprietorship and payroll simulations using QuickBooks. The content is essential for preparing students for work or for those planning to further their education in accounting. Students will learn skills needed to be competitive in the present job market.

ACBO 9210. Income Tax Preparation: Intro (15 hrs)
Advis: ESL Level 6 or above
An introduction to the basic mechanism of federal individual income taxation. Topics include: federal income tax history, types of federal tax forms, filing status, what income is reportable and not reportable, and how to complete tax forms 1040EZ, 1040A and 1040 including Schedules A, B, C, D and E.

ACBO 9213. QuickBooks, A/P, and A/R (15 hrs)
Advis: ACBO 9206 or equivalent, COMP 9245, 9905 or equivalent, ESL Level 6 or above
Fundamentals of recording simple accounting transactions in Accounts Payable and Receivable using QuickBooks Pro software. Skills are taught through self-paced modules and projects.

ACBO 9214. QuickBooks: Payroll (15 hrs)
Advis: COMP 9245, 9905, 9947 or equivalent ESL Level 6 or above
Fundamentals of recording simple accounting transactions in Payroll using QuickBooks Pro software. Skills are taught through self-paced modules and projects.

ACBO 9215. Microsoft Access for Accounting Principles (45 hrs)
Advis: ESL Level 5/6
Integrating Microsoft Access with principles of accounting. Topics include queries, reports, tables, forms, using Access to track inventory and customer orders, interpreting financial information and payroll.

ACBO 9216. Record Keeping for the Business Office (45 hrs)
Advis: ESL Level 5/6
Basic business operations and record keeping skills for office support. Topics include record keeping procedures: cash control systems, analyzing budgets and bank reconciliations. The integration of Microsoft Excel is introduced.

**Business English**

Credit, Degree Applicable Courses:

BSEN 70. Grammar and Writing Essentials for Business (4)
Lec-3 P/NP available
Advis: ENGL 92 or ESL 160 or placement in ENGL 93 or 94; or ESL 170
An intensive review of grammar and punctuation usage. Practice in writing effective business documents such as letters, memorandums, and e-mail messages using well-constructed sentences and paragraphs. Practice in applying editing and proofreading skills. CSU

BSEN 74. Written Business Communication (3)
Lec-3 P/NP available
Advis: BSEN 70 or ENGL 92 or ESL 160 or placement in ENGL 93 or ESL 170
Extensive practice in writing and editing business letters, memorandums, e-mail messages, and other business documents. Class discussions on style, structure, goals of written business communication, and cultural diversity in business. Practice in using appropriate English in business documents. CSU

BSEN 76. Business and Technical Report Writing (3)
Lec-3 P/NP available
Advis: BSEN 70 or ENGL 92 or ESL 160 or placement in ENGL 93 or ESL 170
Writing routine and nonroutine reports that present ideas clearly and persuasively, solve problems, and evaluate alternatives. Practice in techniques of primary and secondary research. CSU

Noncredit Courses:

BUSG 9901. Business Vocabulary (45 hrs)
Advis: ESLN 3800
This course is an introduction to the proper usage of business terminology in an office environment. Students will apply business terms to real office settings.

BOSS 4503. Business English (90 hrs)
Advis: ESL 3800
Comprehensive coverage of written communication skills: business grammar, punctuation, business vocabulary, capitalization, composition of business correspondence, spelling, proofreading, and use of office reference materials.

BOSS 4511. Effective Business Communication (90 hrs)
Advis: Basic knowledge of work processing, Completion of business English strongly recommended
A comprehensive lecture-lab course to develop writing skills for the business world. Topics in this course include business letter and business report writing skills.
Business Law
Credit, Degree Applicable Courses:
MABS 1. Business Law I (3)
Lec-3
Prereq.: ENGL 96 or BSEN 70 or placement in to ENGL 1A
The nature, purpose, and sources of law; the historical development of
the law and its function with respect to society and business; contracts,
agency, tort, and personal property. UC/CSU
Formerly CLW 18

MABS 2. Business Law II (3)
Lec-3
Prereq.: BSL 1
Sales, partnerships, corporations, the regulation of business, and negoti-
table instruments. UC/CSU
Formerly CLW 19

Business Mathematics
Credit, Degree Applicable Course:
BSMA 68. Mathematics of Business (3)
Lec-3
Advise: Completion of BSMA G, H, or J or MATH E
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, loan amortization, finan-
cial statements of different business organizations, inventory methods,
insurance, bank reconciliation, and the use of graphs and tables. CSU

Commercial Law
See Business Law

Computer Applications for Business
Credit, Degree Applicable Courses:
MABS 30. Computer Keyboarding (3)
Lec-3
Advise: ENGL 90 or ESL 140
Students learn to keyboard by touch on the computer for efficiency in
executing routine business tasks. Topics include searching the Internet,
maintaining electronic files, and using business applications. Course
also includes basic computer concepts of hardware, software, and the oper-
ating system. CSU

MABS 35. Speedbuilding I: Keyboarding (1)
Lab-5 (8 wks.)
Advise: ENGL 90 or ESL 140
Prereq.: MABS 25, 30 or WDPR 78 or the ability to type
25 words a minute for 3 minutes with no more than 3 errors.
Keyboarding skill development on computer keyboard with associ-
ated software, emphasizing proper technique to develop speed and
accuracy. Drills target individual student deficiencies. Develop proper
control of entire computer keyboard (including alphabetic, number, and symbol keys; numeric keypad) with proper control of the
Space Bar, Enter, Tab, and Shift keys. CSU

MABS 38. Keyboarding with Microsoft Word (3)
Lec-3
Advise: MABS 35 or WDPR 79 or the ability to type 35 words a
minute with no more than one error a minute.
Prereq.: MABS 35 or WDPR 79 or the ability to type 35 words a
minute with no more than one error a minute.
Advise: ESL 72 or 150 or placement in ENGL 92 or ESL 160.
Key, format, proofread, and revise business documents such as letters,
memos, faxes, reports, tables and agendas to acceptable office stan-
dards using Microsoft Word. Learn to interpret and use proofreading
marks and compose brief office messages while continuing to enhance
keyboarding speed and accuracy. CSU

MABS 40. Internet Explorer and Outlook Email (3)
Lec-3
Advise: ENGL 90 or ESL 140.
Use of Internet Explorer to find solutions for common business tasks,
and the use of Microsoft Outlook to send and receive e-mails, set up
contact lists, maintain a calendar, create appointments, schedule meet-
ings, and more. Efficient search techniques are stressed. Also covered
are computer hardware basics and Windows file management. CSU

MABS 60. Introduction to Computer Applications for Business (3)
Lec-3
Advise: MABS 25 or MABS 30.
Introduction to the concepts and skills required for using computer
applications for business. Includes fundamental concepts of hardware,
the operating system, and the most frequently used office applications:
word processing, electronic spreadsheet, database management, pre-
sentations, web browser, and email. UC/CSU

MABS 61. Advanced Microsoft Office for Windows (3)
Lec-3
Advise: MABS 25 or MABS 30.
Prereq.: MABS 60 or demonstration of MABS 60 exit skills.
Creating spreadsheet, database, word processing, and presentation
projects using advanced features in Microsoft Office. Preparing docu-
ments for the World Wide Web by utilizing Office’s built-in tools. CSU

MABS 67. Database for Business/Microsoft Access (3)
Lec-3
Advise: MABS 25, 30
Prereq.: MABS 25, 30 or ability to type 25 wpm; BSMA 66 or 68.
Introduction to a relational dynamic database environment using
Microsoft’s Access relational database software. Experience creating
and modifying business databases, including queries, forms, reports
and macros. CSU

MABS 90. iPad for Business (1)
Lec-18 (total hours), field trips
Advise: MABS 25, 30
Prereq.: MABS 25, 30 or ability to type 25 wpm; BSMA 66 or 68.
Experience in creating, modifying, and printing spreadsheets using
Excel software. Includes creating charts, working with advanced func-
tions, database features, and the use of macros. CSU

MABS 101. Spreadsheets for Business/Excel (3)
Lec-3
Advise: MABS 25, 30 or ability to type 25 wpm; BSMA 66 or 68.
Prereq.: MABS 25, 30 or ability to type 25 wpm; BSMA 66 or 68.
Experience in creating, modifying, and printing spreadsheets using
Excel software. Includes creating charts, working with advanced func-
tions, database features, and the use of macros. CSU

MABS 160. Survey of Business Information Technology (3)
Lec-3
Advise: MABS 25 or MABS 30
Prereq.: MABS 25 or MABS 30
Introduction to the concepts and skills required for creating business
presentations using Microsoft PowerPoint. Topics include planning an
effective presentation, developing on-screen slides; inserting pictures, tables, charts, and diagrams into slides; and constructing a slide show with animation, transitions, sound, and timings. CSU

MABS 391. Word Processing/Microsoft Word (3)  Lec-3  P/NP available  
Prereq.: MABS 35 or the ability to type at least 35 words a minute with no more than one error a minute.  
Advice: ESL 150 or placement in ESL 160.  
Experience creating and editing documents using Microsoft Word including paragraph and page formatting; proofing tools, tables, styles, columns, mail merge, headers/footers. Advanced features include building blocks, references, sharing/protecting documents. CSU Formerly WDPR 391.

MABS 405. Developing Web Sites - FrontPage (3)  Lec-3  P/NP available  
Advice: 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  P/NP available  
Advice: MABS 60
Experience in developing and maintaining a business website with HTML and CSS. Topics include tables, page divisions, links, image, forms, and built-in JavaScript behaviors. CSU

MABS 407. Developing Web Sites-Expression Web (3)  Lec-3  P/NP available  
Advice: MABS 60
Introduction to creating and maintaining business web pages using Microsoft Expression Web. Includes working with hyperlinks, tables, forms, graphics, and sound. Efficient production methods using style sheets and dynamic web templates are covered. Includes publishing a web site to a server computer connected to the Internet. CSU Design and Create Your Own Business Website Using Microsoft Expression Web.

Noncredit Courses:

BOSS 4503. Business English (90 hrs)  
Advice: ESL 3800
Comprehensive coverage of written communication skills: business grammar, punctuation, business vocabulary, capitalization, composition of business correspondence, spelling, proofreading, and use of office reference materials.

BOSS 4510. Business Communications (45 hrs)  
Advice: BOSS 4500 or equivalent, ESL Level 6+
A lecture-lab course to develop basic writing skills for the business world. Topics in this course include the business writing process and traits to improve writing, as well as practice writing emails, memos, letters, instructions and summaries.

BOSS 4511. Effective Business Communication (90 hrs)  
Advice: Basic knowledge of work processing. Completion of business English strongly recommended
A comprehensive lecture-lab course to develop writing skills for the business world. Topics in this course include business letter and business report writing skills.

BOSS 5500. Keyboarding for Computers (45 hrs)  
Advice: ESLN 3400
Students will acquire basic knowledge of the keyboard to interact more efficiently with desktop computers. Instruction covers introduction to the keyboard and development of basic keyboarding skills.

BOSS 5501. Keyboarding: Skill Development (90 hrs)  
Keyboarding skill development on computer keyboard with associated software, emphasizing proper technique. Keyboarding drills target individual student deficiencies. The student will develop touch control of the keyboard and proper typing techniques to build basic speed.

BOSS 5502. Clerical Keyboarding (90 hrs)  
Advice: BOSS 5500, 5501 or 5503
Emphasis on formatting business documents such as reports, letters, and memorandums. Topics also include skill building for accuracy/speed, practice keyboarding and working in a simulated office and learn the ten-key numeric keypad.

BOSS 5503. Keyboarding-All Levels (180 hrs)  
Emphasis on touch control and proper typing techniques to build speed/accuracy. Enhancing keyboarding skills while focusing on formats of business documents such as reports, letters, memorandums and tables.

BOSS 5505. Keyboarding: Quick Course (15 hrs)  
This multilevel course serves as a quick introduction or review of the alphabetic and numeric keys, or a quick speed/accuracy building course. Emphasis is on individual student need. Skills taught through instructor-led and/or self-paced instruction.

BOSS 5506. Keyboarding: The Numeric Keypad (15 hrs)  
Emphasis on the development and mastery of the numeric keypad on the computer keyboard. Students will learn numeric key location, and develop speed and accuracy by touch. This course is useful for data entry accounting, administrative and office support positions requiring numeric input.

BOSS 5507. Data Entry/10 Key (90 hrs)  
Build data entry skills using the ten-key numeric keypad. The use of simulated business projects enhance the learning and development of effective techniques that improve speed and accuracy.

BOSS 5508. Advanced Office Procedures for the 21st Century (45 hrs)  
Prereq.: BOSS 5509
Advanced training in the business office. Topics include ethical and behavioral practices, conducting job searches, coping with stress, strategies for advancement, and perform office procedures in a legal office through a job simulation.

BOSS 5509. Office Procedures for the 21st Century (45 hrs)  
Advice: ESL Levels 5/6
Essential office procedures and competencies in areas such as developing telephone etiquette, records management, handling financial procedures, making travel arrangements, planning meetings, and making oral presentations in order to be successful in the business office.

BOSS 5510. Document Formatting & Production (90 hrs)  
Advice: ESL Level 5/6, BOSS 5500 or equivalent
Hands-on lab class. Students apply proper formatting procedures to produce error-free business documents such as correspondence, reports and tables using applicable word processing software.
BOSS 5511. Office Procedures for the Construction (45 hrs)
_Advise: ESLN 3700 or TRST 2321_
Students learn essential construction office procedures and competencies in areas such as overview of the construction business, business development including sales and marketing, customer service, processing mail, telecommunications, planning meetings and records management.

COMP 9894. Microsoft Access Essentials (15 hrs)
_Advise: COMP 9905 or EQUIVALENT; ESL LEVEL 5/6_
Microsoft Access Essentials I is an introduction to using database software and terminology. Students learn to create the structure of the database, create tables, queries, forms, and reports. Additionally, students learn to create relationships between tables, modify tables, design and establish query criteria, and customize forms and reports.

COMP 9895. Microsoft Excel Essentials II (15 hrs)
_Prereq.: COMP 9867_
_Advise: ESL LEVEL 5/6_
Students learn how to design advanced formulas and functions, basic Excel charting concepts, and techniques for handling multiple worksheets. Students explore 3D worksheets concepts, advanced print features, inserting graphics images on worksheets, and adding SmartArt to worksheets.

COMP 9899. Desktop Publishing for Business I (45 hrs)
_Advise: ESL 6+, COMP 9245, or 9905, or 9889_
This course introduces the student to the basics of desktop publishing for business using such programs as Microsoft Publisher or Adobe InDesign. Students will create business documents for print or electronic distribution including, slide shows, business forms, charts, office stationary, flyers, Web publications, and PDF documents.

COMP 9900. Microsoft Excel for Business I (45 hrs)
_Advise: ESLN 5/6_
A comprehensive introduction to using spreadsheet software to solve business problems. Students learn to set up, format, save and print spreadsheets. Additional topics include using logical and mathematical functions and creating graphs from spreadsheet data.

COMP 9901. Microsoft Access for Business I (45 hrs)
_Prereq.: COMP 9905_
_Advise: ESL LEVEL 5/6_
Students learn database design guidelines to create the structure of the database, which allows them to create tables, queries, forms, and reports. Students learn to edit tables, design and establish query criteria, and customize forms and reports.

COMP 9903. Software Update (15 hrs)
_Advise: WINDOWS OS BASICS, ESL LEVEL 6 OR ABOVE_
An overview course that introduces students to current business software, including, but not limited to Windows/Mac operating systems, MS Office (word processing, spreadsheets, databases, presentations), Internet and E-mail, cloud based business productivity tools, computerized accounting, business graphics or desktop publishing software, Web authoring and animation software, and business multimedia software.

COMP 9904. Microsoft Excel for Business II (45 hrs)
_Advise: ESLN 5/6_
A comprehensive course providing proficiency in using spreadsheet software to solve business problems. Students learn enhanced worksheet design for business applications, database management techniques, and creating and executing simple and complex macros.

COMP 9905. Intro to Windows for MS Office Applications (45 hrs)
_Advise: ESLN 5/6_
An introduction to computer concepts and techniques for beginning computer students. Students will learn to use the Windows operating system to organize and manage data, resources and Office applications. A brief introduction of the Office applications: Word, Excel, PowerPoint, and Access, and a unit on Internet and E-mail is included.

COMP 9906. Microsoft Access Essentials II (15 hrs)
_Prereq.: COMP 9894_
_Advise: ESL LEVEL 5/6_
Students learn how to create reports and forms and use the Report Wizard and the Forms Wizard. Students learn to use macros, design a switchboard, and about PivotTables and PivotCharts.

COMP 9907. Desktop Publishing for Business II (45 hrs)
_Advise: ESL 6+, COMP 9899, 9245, or 9905._
This course further develops the concept of desktop publishing for business by enhancing office publications and making them interactive using such programs as Microsoft Publisher and Adobe InDesign. Students create templates, learn power shortcuts, create a business office newsletter, make interactive slide presentations, add effects, and work with Acrobat Professional.

COMP 9908. Computer & Web-based Applications (45 hrs)
_Advise: TRST 4601 or ESLV 3821; BOSS 5500 or 25 net wpm keyboarding; any hands-on introductory computer course of at least 27 hours or equivalent experience_
Use of the latest state-of-the-art computer and/or web-based software and its applications for business and office procedures. Students work with industry-specific software and explore new features in the latest version of an older software release. Instructor led demonstration with individual work, group work, data entry, and one-on-one tutoring as needed.

COMP 9909. Microsoft Excel for Business III (45 hrs)
_Prereq.: COMP 9904_
_Advise: ESL LEVEL 5/6_
Students learn enhanced worksheet design for business applications, database management techniques, creating and executing simple and complex macros, and debugging recorded macros. Students analyze data with PivotTables and PivotCharts.

COMP 9910. Microsoft Access for Business II (45 hrs)
_Prereq.: COMP 9901_
_Advise: ESL LEVEL 5/6; COMP 9905_
Students create custom reports and forms, use the Report Wizard and the Forms Wizard, and create search criteria for performing searches, queries and sorts. Students learn to use macros, design a switchboard, and about PivotTables and PivotCharts.

COMP 9911. Microsoft Access for Business III (45 hrs)
_Prereq.: COMP 9910_
_Advise: ESL LEVEL 5/6; COMP 9905_
Students create and design forms and reports using design view and create subforms and subreports. Students learn to use advanced form techniques.

COMP 9912. PC Upgrade and Optimization (15 hrs)
_Advise: WINDOWS OS BASICS, ESL LEVEL 6 OR ABOVE_
An overview course that introduces students to the basic concepts of computer components, installing and uninstalling Microsoft Office application software, installing device drivers, installation and use of antivirus and spyware.
COMP 9917. Building Individual Web Sites (45 hrs)
Advise: ESLN 3700 or TRST 2322; and COMP 9245 or COMP 9905
Integrating the individual applications and services contained in Office 97 into a functional unit for building custom solutions to business problems, individually, in a workgroup, and on the Web, using readily available Office 97 capabilities such as data access, reporting, and analysis, information publishing, messaging and query operations, document collaboration, and macros.

COMP 9918. Building Business Web Sites (45 hrs)
Advise: ESLN 3700 or TRST 2322; and COMP 9245 or COMP 9905
Using the Internet for business information gathering and dissemination. Designing, maintaining, and publishing business web sites. Creating web pages and Internet business applications using FrontPage and Office 97.

COMP 9919. Using Dreamweaver for Basic Business Web Pages (45 hrs)
Advise: COMP 9245, 9905, or 9889, ESL LEVEL 6 OR ABOVE
Individualized and instructor-led instruction in the use of web authoring tools to create a personal or business website using Adobe Dreamweaver. Beginning through intermediate skills are taught through self-paced modules and projects; e.g., new site creation, editing, and maintaining the site, image and text insertions and using tables.

COMP 9920. Using SharePoint Designer (Expression Web) for Basic Web Pages (45 hrs)
Advise: WINDOWS OS BASICS, ESL LEVEL 6 OR ABOVE
This is a hands-on, interactive course with instruction in Microsoft SharePoint Designer (Expression Web) web authoring tool to create a personal or business website. Beginning, through intermediate skills are covered through self-paced modules and projects. Topics include new site creation, editing, and maintaining the site, image and text insertions, publishing a site, and using tables, frames and forms.

COMP 9921. The Internet and Social Customer Service (45 hrs)
Advise: WINDOWS OS BASICS, ESL LEVEL 6 OR ABOVE
Introductory course provides increased focus on Internet research skills, including search topics to expand on concepts or find the most recent information about a topic. This course provides a broad understanding of the most up-to-date functions, email and Internet resources, and topics such as social media and customer service.

COMP 9922. Flash for Bus/Olive Presentations (45 hrs)
Advise: COMP 9925, 9245, 9905 or Equivalent, ESL LEVEL 6+ Introduces business office students to the basic concepts of business presentations using Flash. Business students learn introductory techniques in creating storyboards, animated slide shows, ad banners, and Web pages. Students are also introduced to basic publishing concepts for viewing their work in the Flash Player and creating CD-ROMs.

COMP 9928. PowerPoint for Business (45 hrs)
Advise: WINDOWS OS BASICS, ESL LEVEL 6 OR ABOVE
Instruction in the fundamentals of PowerPoint, the presentation graphics application of Microsoft Office. It is designed for the office professional or other serious computer user. Topics include creating a PowerPoint slide show, adding visuals to enhance a slide show, customizing a presentation, and delivering a presentation.

COMP 9932. Excel for Accounting Principles (45 hrs)
Advise: ACBO 9203, WINDOWS OS BASICS, ESL LEVEL 6 OR ABOVE
Instruction in the utilization of Microsoft Excel (spreadsheet software) as it relates to accounting principles. Students will have practice in formatting, formulas, and functions, charts/graphics, worksheet manipulation, database and macro commands.

COMP 9933. Building Business Web Pages with Adobe Web Standard - Level I (45 hrs)
Advise: WINDOWS OS BASICS, ESL LEVEL 6 OR ABOVE
Hands-on instruction using a step-by-step and/or a project-oriented approach to developing a business web site using Adobe Web Standard Software with core functions in Dreamweaver, Fireworks, Flash, and ColdFusion. An online marketing or product information online interface would be developed.

COMP 9934. Building Business Web Pages with Adobe Web Standard - Level II (45 hrs)
Prereq.: COMP 9933 or 9919 or 9918 or Equivalent
Advise: WINDOWS OS BASICS, ESL LEVEL 6 OR ABOVE
Hands-on instruction using a step-by-step and/or a project-oriented approach to familiarizing students with Adobe Web Standard and Web Content Management Software for the development of dynamic, interactive eBusiness web applications. Emphasis is on software functions without programming.

COMP 9935. Business Web Graphics (45 hrs)
Advise: WINDOWS OS BASICS, ESL LEVEL 6 OR ABOVE
Hands-on instruction using a step-by-step and/or a project-oriented approach to creating web graphics using Adobe web authoring tools such as Fireworks, Flash, and Photoshop Elements. Topics include graphic layout, backgrounds, rollovers, banners, and navigational elements; digitizing media and image optimization.

COMP 9936. Using Outlook for Office Support, Level I (45 hrs)
Advise: WINDOWS OS BASICS, ESL LEVEL 6 OR ABOVE
A hands-on lecture and lab course that introduces Outlook-Microsoft's desktop information management application. Topics include e-mail basics, creating a personal schedule, task list and a contact list using Outlook's features of Contacts, Calendar, Inbox, and Tasks.

COMP 9937. Using Outlook for Office Support, Level II (45 hrs)
Advise: COMP 9936, WINDOWS OS BASICS, ESL LEVEL 6 OR ABOVE
Interactive instruction in intermediate desktop management skills that reinforce concepts taught in COMP 9936. New topics include searching for messages; setting and removing filters on messages, using message formats, stationery, and delivery options to customize messages; learning how to export personal folders onto a floppy disk and later import subfolders for further updating; archiving mail messages, and creating unique e-mail signatures for multiple accounts.

COMP 9938. Publisher for Business Desktop Publishing (45 hrs)
Advise: ESLN 3700 or TRST 2321, COMP 9245 or COMP 9905
This is a lecture and lab course which introduces students to the basic concepts of desktop publishing using Microsoft Publisher. Students will create business publications, such as, advertising, flyers, newsletters, trifold brochures, business cards, envelopes and letterheads.

COMP 9940. Excel Special Topics - Beyond Advanced (45 hrs)
Advise: COMP 9909, WINDOWS OS BASICS, ESL LEVEL 6 OR ABOVE
A course designed for the office/business professional or other serious computer user to provide topics beyond the advanced level in Excel, the spreadsheet application of Microsoft Office. Topics include creating macros, formula auditing, data validation, using Solver, Scenario Manager, Pivot Tables, and Pivot Charts.

COMP 9941. Simulated Projects for MS Office - Self-Paced (45 hrs)
Advise: COMP 9909, 9910, 9921, 9928, 9936; WDPR 9995, or Equivalent, ESL LEVEL 6 OR ABOVE, KEYBOARDING 35+ wpm, OFFICE TECHNOLOGY, CLERICAL KEYBOARDING, or DOCUMENT PRODUCTION
A self-paced office projects course geared to enhance one's working knowledge of Microsoft Office Suite applications. Students will complete real-world simulated projects requiring the use of Microsoft Word, Excel, PowerPoint, Outlook and Access, or any integration of the products. Students will analyze real-world business problems and then apply appropriate media and strategy solutions, utilizing the Internet, multimedia and graphics to enhance document design, layout, functionality, and appearance.

COMP 9942. Microcomputer Lab (45 hrs)
An instructor-supervised computer lab for currently enrolled Business Department students. Students will work independently on assignments given in other Business Department credit and noncredit classes.

COMP 9943. Special Projects Using Publisher (45 hrs)
Advisement: COMP 9938 or equivalent; ESL Level 6
Create publications from topics related to the business world using MS Publisher software. Projects may include flyers, newsletters, brochures and other topics.

COMP 9944. Acrobat for Bus/Office (45 hrs)
Advisement: COMP 9245, 9905 or equivalent; ESL Level 6+
An introductory hands-on project based course teaching business office students PDF document conversion, document consolidation, interactive form creation, PDF optimization, redaction, security, electronic PDF distribution, and portfolio development. Students will create interactive business/office forms/office forms for electronic distribution.

COMP 9947. Windows Folder and File Concepts (15 hrs)
Advisement: ESL Level 5/6 or above
Fundamentals of efficient management of electronic files/folders in a business office using a Windows or Mac based operation system. Students create file and folder naming conventions, learn to view and navigate through levels of folders, setup a cloud storage system, and organize folders in removable storage devices.

COMP 9948. Acrobat Bus/Office Doc Conversion (15 hrs)
Advisement: COMP 9245, 9905 or equivalent; ESL Level 6+
An introductory course teaching the business office students PDF document conversion, document consolidation, Adobe PDF creation, security, and interactive from development. Students will combine and convert business office documents from various file formats for electronic PDF distribution.

COMP 9949. Dreamweaver I (15 hrs)
Advisement: COMP 9245, 9905, 9947 or equivalent; ESL Level 6+
A hands-on course using a step-by-step approach to web page development. Students tour the interface, define a site, create a simple template, create files and folders, insert text and images, create links, insert and modify tables.

COMP 9950. E-mail Writing (5 hrs)
Advisement: ESL Level 6 or above
Provides the students with hands-on instruction in establishing an e-mail account and practicing transmitting and receiving e-mail messages.

COMP 9951. PowerPoint (15 hrs)
Advisement: COMP 9942, 9905, 9947 or equivalent; ESL Level 6+
Instruction in the fundamentals of PowerPoint, the presentation graphics application of Microsoft Office. The course is designed for the office/business professional and other computer users. Topics include creating and editing a PowerPoint slide show, adding visuals to enhance a slide show, customizing a presentation, and delivering a presentation.

COMP 9952. Internet and E-mail for the Business Office (15 hrs)
Advisement: COMP 9942, 9905, 9947 or equivalent; ESL Level 6+
Introductory course to provide familiarity of the Internet and email. Topics covered include an introduction to the Internet and email, browser features, navigating the Web, cloud computing services, and evaluate websites for clarity, content, and credibility.

COMP 9956. Introductory Flash for the Bus/Office (15 hrs)
Advisement: COMP 9245, 9905 or equivalent; ESL Level 6+
Introductory course in Flash for the Bus/Office is designed for business students on how to use Flash to create files that can be imported in PowerPoint presentations and for use on the Web. Information obtained in this short course will enable the business student to quickly produce a basic presentation for office use.

COMP 9957. Photoshop Elements I (15 hrs)
Advisement: COMP 9245, COMP 9905, or equivalent; ESLN 5/6
An introduction to image file management and digital image editing software. Students are introduced to file naming conventions and organization, bitmap file formats, and various digital editing modes. Students will learn to organize and enhance business graphics for personal portfolio development and business office work.

COMP 9958. Photoshop Elements II (15 hrs)
Advisement: COMP 9245, COMP 9905, COMP 9957; ESLN 5/6
An introduction to digital image editing software to create business office graphics for Web and desktop publishing. Students apply auto correct features, make selections, repair exposure problems, combine images, reframe, retouch and recompose images, and share and export digital graphic files in various formats.

COMP 9959. Photoshop Elements (45 hrs)
Advisement: ESLN 3700 or TRST 2322; and COMP 9245 or COMP 9905
Fundamental digital image software course. Students learn to organize, digitally edit, and create business office images for web page development, desktop publishing, and a personal portfolio. Students repair exposure problems, create selections, auto correct, reframe, retouch, recompose, and share and export image files in various file formats.

COMP 9964. Microsoft Outlook Essentials (15 hrs)
Advisement: COMP 9905, ESL Level 5/6 or above
Hands-on lecture/lab introduces the business student to the basics of Outlook-Microsoft's desktop information management application. Students will explore the basic concepts of using Outlook for email; create contact lists, task lists, calendars, and appointments.

COMP 9965. OpenOffice for Business I (45 hrs)
Advisement: ESL 6+, COMP 9245, or 9905, or 9889
Students will learn to create business documents with Writer, presentations with Impress, graphics with Gallery and Draw, as well as create business documents for the Web. Students will be able to download, install, and use OpenOffice free of charge on their personal computers.

COMP 9966. OpenOffice for Business II (45 hrs)
Advisement: ESL 6+, COMP 9245, or 9965, or 9905
Students will learn to create business spreadsheets with Calc, databases with Base, graphs with Gallery and Draw, as well as create business documents for the web. Students will be able to download, install, and use OpenOffice free of charge on their personal computers.
COMP 9967. Google Apps for Business I (45 hrs)
ADVIS: ESL 6+, COMP 9245, or COMP 9905, or COMP 9889
Google Apps for Business I is a hands-on lecture and lab course that introduces students to free Web-based email, time management, Web page creation, and file collaborative tools. Students learn basic concepts of emailing; create multiple calendars and Web pages to plan meetings and activities; and collaborate on business projects in real-time.

COMP 9968. Google Apps for Business II (45 hrs)
ADVIS: ESL 6+, COMP 9245, or COMP 9905, or COMP 9889
Google Apps for Business II is a hands-on lecture and computer lab course that introduces students to free web-based word processor, spreadsheet, presentation, and web page development tools. Students will create, edit, and upload/download web documents while collaborating in real-time with other users.

COMP 9969. Dynamic PowerPoint for Business (45 hrs)
ADVIS: ESL 6+, COMP 9245, or 9905, or 9889
A hands-on business lecture and lab course introduces the business student to concepts beyond those taught in a basic PowerPoint course. Business students can use the concepts to dynamically enhance their business PowerPoint presentations for greater audience impact.

COMP 9971. Microsoft Visio for Business (45 hrs)
ADVIS: ESL 6+, COMP 9245, or COMP 9905, or COMP 9889
A hands-on business lecture and computer lab course introducing business students to the concepts of flow charting, workflow diagrams, streamline business processes, and create business diagrams.

COMP 9972. Microsoft Office Project for Business (45 hrs)
ADVIS: ESL 6+, COMP 9245, or COMP 9905, or COMP 9889
This hands-on business lecture and lab course covers Microsoft Office Project, a standard in project management software. Business students learn to use the software to manage projects more efficiently and effectively. Topics include business project planning and set-up, project schedule, communicating project information, assigning resources and costs, tracking progress and closing the project.

COMP 9995. MS Office Applications I (45 hrs)
ADVIS: COMP 9905, 9952, and 9947 or EQUIVALENT; ESL LEVEL 5/6
An introduction to Microsoft Office applications in Word, Excel, Access, and PowerPoint. Topics include Microsoft Office basics, formatting business letters, creating and editing worksheets and databases, PowerPoint presentations, and additional hands-on simulated projects.

COMP 9976. MS Office Applications II (45 hrs)
ADVIS: COMP 9975 OR EQUIVALENT; ESL LEVEL 5/6
An intermediate level course of Microsoft Office applications in Word, Excel, Access, and PowerPoint. Topics include creating a flyer and table in Word, analyzing data in Excel, creating forms and queries in Access, and building a PowerPoint presentation with animation, tables, and charts. The integration of Microsoft Office applications is introduced.

WOPR 9486. Microsoft Word for Business I (45 hrs)
PREREQ.: COMP 9905
ADVIS: ESL LEVEL 5/6
Students learn to create, format, edit, and save business documents using Word tools. Topics include themes, tables, graphics, and managing and printing documents.

WOPR 9487. Word: Tables (5 hrs)
ADVIS: COMP 9245, 9905 OR EQUIVALENT, WOPR 9486, 9991 OR EQUIVALENT; ESL LEVEL 6+
Introduces intermediate and advanced concepts of Microsoft Word Table feature. Advanced skills are taught through instructor-led and self-paced instruction.

WOPR 9488. Word: Templates and Forms (5 hrs)
ADVIS: WOPR 9486 OR EQUIVALENT; ESL LEVEL 6+
Course introduces advanced concepts of Microsoft Word’s Templates and Forms features. Create customized documents such as letters, envelopes and reports. Advanced skills are taught through instructor-led and self-paced instruction.

WOPR 9990. Word Processing (Multi-Level) (90 hrs)
ADVIS: BOSS 4503; BOSS 5503
Beginning to advance Microsoft Word course focusing on essential word processing skills as required in a business office. Students learn to prepare, format, maintain documents, create tables, merge documents, and create business letters.

WOPR 9991. Microsoft Word Essentials I (15 hrs)
ADVIS: ESL LEVELS 5/6
Beginning Microsoft Word focusing on fundamental word processing skills as required in a business office. Students learn to prepare, format, maintain documents, create tables, insert pictures and objects.

WOPR 9993. Microsoft Word Essentials II (15 hrs)
ADVIS: ESL LEVELS 5/6, WOPR 9991 OR EQUIVALENT
An intermediate Microsoft Word course which includes more advanced methods of customizing paragraphs and pages, merging documents, automating and customizing formatting, customizing themes and formatting using styles.

WOPR 9994. Microsoft Word Essentials III (15 hrs)
ADVIS: WOPR 9993
Advanced Microsoft Word course focusing on topics such as customizing columns, illustrating documents with graphics, formatting files using Office Web apps (cloud service), and customizing templates.

WOPR 9995. Microsoft Word for Business II (45 hrs)
PREREQ: WOPR 9486
ADVIS: ESL LEVEL 5/6
Students learn to create custom documents, tables, watermarks, and insert WordArt, and text boxes. Students create a data source and learn to create form letters and mailing labels to use with a mail merge.

WOPR 9996. Microsoft Word for Business III (45 hrs)
PREREQ: WOPR 9995
ADVIS: ESL LEVEL 5/6
Students learn to create custom documents containing a table of contents, sections, index references and an index. Students create macros, fill-in forms, master documents, subdocuments and outlines.

WOPR 9997. Word Processing - Special Projects (45 hrs)
PREREQ: WOPR 9996
ADVIS: ESL LEVEL 5/6
Students learn to perform different topics like a mail merge using custom documents that they have created. Students learn to use a table of contents, sections, indexing, and the outline feature.
Finance

Credit, Degree Applicable Courses:
FIN 110. Principles of Risk Management (3)
Lec-3
The fields of risk, risk management, and insurance, including the legal
elements of risk and contracts. Designed for any business student who
is interested in learning about risk management, legal contracts, and
financial risk, as well as those interested in the insurance industry. CSU

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)
P/NP available
Lec-3
The nature and significance of money in both a historical and contem-
porary sense. Emphasis on the commercial banking process and the
Federal Reserve. Financial institutions other than commercial banks;
international payment problems. CSU

FIN 136. Introduction to Financial Planning (3)
P/NP available
Lec-3
Nothing happens without a plan, and this class will help you develop
financial plans in your personal life to buy a house, invest, and understand
the importance of starting to save for retirement right away! This class is
also useful as preparation for university-level classes in Finance. CSU

FIN 138. Principles of Investment (3)
P/NP available
Lec-3
The principles and practices in the investment field and successful
investment policies for the individual investor. The risks and problems
in establishing an investment program, sources of investment informa-
tion, and tools utilized in security and market analysis. An analysis of
the securities markets, investment companies, mutual funds, and indi-
vidual stocks and bonds. CSU

International Business

Credit, Degree Applicable Courses:
INTR 162. Survey of International Business (3)
Lec-3
This course provides an overview of international business focusing
on global perspective of international trade and investment, financial
markets, business issues and strategies in the global economy,
international marketing and business operations of multinational cor-
porations. CSU

INTR 163. International Marketing (3)
P/NP available
Lec-3, field trips
Advise: ENGL 93 or PLACEMENT IN ENGL 96
Marketing execution in an international environment. Impact of cul-
tural, economic, legal, and political environments on creating, pricing,
promoting, and distributing products/services. Role of global trade
organizations on international marketing strategy. CSU

INTR 167. International Law (3)
Lec-3
An introduction to the legal aspects of International Business, includ-
ing U.S. trade laws, contracts, transactions, technology transfers,
intellectual property protection, shipping documents, insurance,
finance, economic communities, and dispute resolution. CSU

INTR 170. International Finance (3)
Lec-3
An introduction to the financial decisions impacting International
Business, including assessing the current economic environment,
computing foreign exchange rates, analyzing foreign exchange risks,
learning how to calculate time value of money of global assets, and
considering current and prior issues impacting international finance.
CSU

INTR 172. International E-Business: Resources and Tools (3)
P/NP available
Advise: MABS 30 or equivalent keyboarding and computer
skills; ENGL 92 or ESL 160
A practical exploration of conducting successful international busi-
ness using the tools and resources of today’s Internet, including
E-commerce marketing, product and trade data access, search engines,
web site alternatives, transportation tracking, governmental resources
and assistance, electronic submission of customs documentation,
electronic payments, internet software tools and business related hardware options. CSU

**Marketing**

**Credit, Degree Applicable Courses:**

**MRKT 122. Professional Selling (3)**  
Lec-3  
P/np available  
**Advis: ENGL 93 or ESL 160; or Placement in ENGL 96 or ESL 170**  
The fundamentals of selling in a professional environment. Students learn to identify target markets, prospect for clients, write a sales plan, develop a sales strategy, identify and resolve conflicts of interest, make an oral presentation, respond effectively to objections, ask for a commitment, and manage a sales force. CSU

**MRKT 140. Principles of Marketing (3)**  
Lec-3  
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  
**Required for all Marketing and Fashion Merchandising majors.**

**MRKT 145. Computer Marketing Applications (3)**  
Lec-3  
P/np available  
Introduction to desktop publishing and presentation software using Microsoft Office professional applications. Design and create professional marketing materials such as newsletters, brochures, flyers, logos, business forms, and animated sideshow presentations. CSU

**MRKT 150. Consumer Behavior (3)**  
Lec-3  
P/np available  
Introduction to the core concepts and applications of contemporary consumer behavior. Consumer behavior topics include needs and motives, personality, perception, learning, attitudes, cultural influence that lead to understanding consumer decision-making and behavior. Explores the impact of consumer behavior on marketing strategies and promotional tactics. CSU

**MRKT 170. Introduction to Advertising (3)**  
Lec-3  
Exploration of the role of advertising in the marketplace. Topics include elements of a successful advertising campaign and targeting an audience. Also includes the procedures needed for advertising production, such as efficient planning, selection and coordination of media, sales promotion, and product display. CSU  
**Required for all Marketing and Fashion Merchandising majors.**

**Paralegal/Legal Studies**

**Credit, Degree Applicable Courses:**

**PLS 1. Introduction to Paralegal Studies (3)**  
Lec-3  
**Prereq: ENGL 96 or Placement in ENGL 1A.**  
What is a paralegal? This course will answer this question and cover the following: the American legal system, the role of the paralegal, the relationship between paralegal and attorney, legal terminology, and substantive areas of law. CSU

**PLS 2. Legal Research and Writing I (3)**  
Lec-3  
**Prereq: ENGL 96 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

**PLS 3. Legal Research and Writing II (3)**  
Lec-3  
**Prereq: PLS 1 and 2.**  
Students will learn the proper techniques of researching primary and secondary authorities of law. Students will receive extensive practice in the techniques of writing legal memoranda. CSU

**PLS 4. Litigation I (3)**  
Lec-3  
**Prereq: PLS 1, 2, and BSL 1; and completion or concurrent enrollment in PLS 3**  
Introduction to civil litigation process from client interview through appeal, including drafting of various litigation documents. This course will deal mostly with California civil procedure, although reference to federal civil procedure may occasionally be made. CSU

**PLS 5. Litigation II (3)**  
Lec-3  
**Prereq: PLS 3, PLS 4 and BSL 1**  
In the investigation segment, students study case intake, investigation of facts, effective witness interviewing, and investigation of opponent’s claims. In the discovery segment, students prepare interrogatories, requests for production of documents, requests for admission, and other discovery documentation. In trial preparation, students learn how paralegals assist in trials. CSU

**PLS 6. Law Office Management and Procedures (3)**  
Lec-3  
**Prereq: PLS 1, 2, 3, 4, BSL 1, and MABS 60 (or demonstration of MABS 60 exit skills)**  
Topics include 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. PLS 6 is the Capstone course for the paralegal degree and certificate. CSU

**PLS 7. Corporate Law (3)**  
Lec-3  
**Prereq: PLS 3 and BSL 1**  
This course covers legal aspects of various business enterprises, including corporations, sole proprietorships, partnerships, and joint ventures. The emphasis is on common procedural and organizational aspects, legal issues, and the role of the attorney and the paralegal in approaching these issues. CSU

**PLS 9. Wills, Trusts, and Probate Administration (3)**  
Lec-3  
**Prereq: PLS 3 and BSL 1**  
This course teaches the fundamental principles of the law of wills and trusts, including simple will and trust forms; the organization and jurisdiction of a California probate court; the administration of estates in California probate courts, including gift inheritance, and estate taxes. CSU

**PLS 10. Environmental Law (3)**  
Lec-3  
**Prereq: PLS 3 and BSL 1**  
This course will cover the fundamentals of federal and California environmental law. Students will study the major regulatory programs of environmental law; the agencies implementing environmental law;
PLS 11. Debtors' Rights and Creditors' Remedies (3)
Lec-3
Prereq.: PLS 3, 4 and BSL 1
This course focuses on collection issues related to litigation and how judgments are enforced. Before taking this course, students should already know what a complaint and answer are, how to serve a summons and complaint, and how to do discovery. CSU

PLS 12. Family Law (3)
Lec-3
Prereq.: PLS 3.
Students learn about marital dissolutions, annulments, adoptions, domestic violence and paternity matters, and how these matters are handled from beginning to end. Students will have the opportunities to use the requisite Judicial Council forms and Dissomaster software to calculate child and spousal support. CSU

PLS 13. Intellectual Property (3)
Lec-3
Prereq.: PLS 3 and BSL 1
This course focuses on the principles of intellectual property law in trademarks, copyrights, and patents including international conventions and differences between ideas and expression of ideas, fair-use doctrine, trade secrets, and the notion of public domain. CSU

PLS 14. Immigration Law (3)
Lec-3
Advise: PLS 3 and BSL 1
This course is a practice-oriented overview of immigration law, with an emphasis on immigration procedures and practices of Citizenship and Immigration Services, San Francisco District Office, the California Service Center, and the Immigration Court. The course covers family and employment visas, political asylum, naturalization, non-immigrant visas, and removal. CSU

PLS 15. Medical Law (3)
Lec-3
Prereq.: PLS 3 and BSL 1
This course applies general business law, including the law of contracts, corporate legal structures, and antitrust liability, to the establishment of health-care organizations. It also addresses 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

PLS 16. Paralegal Work Experience (3)
Work-min. paid supervised 225 hours or unpaid supervised 180 hrs. plus coordin. conf. and ind. meetings
Prereq.: PLS 1, 2, 3, and 4
PLS 16 provides actual work experience in a legal setting to students completing the Paralegal/Legal Studies Program. Students will work with real attorneys and paralegals, practice the skills learned in the paralegal classes, and gain experience working in a legal environment. CSU

PLS 17. Communications Law (3)
Lec-3
Advise: Completion of BCST 100, 103, BSL 1, 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

PLS 18. Work Experience (2)
Work-minimum supervised 150 hrs. or unpaid supervised 120 hrs. plus coordinating conferences and individual meetings
Prereq.: PLS 1, 2, 3, and 4
PLS 18 provides actual work experience in a legal setting to students completing the Paralegal/Legal Studies Program. Students will work with real attorneys and paralegals, practice the skills learned in the paralegal classes, and gain experience working in a legal environment. CSU

PLS 19. Work Experience (1)
Work-minimum paid supervised 75 hrs. or unpaid supervised 60 hrs. plus coordinating conferences and individual meetings
Prereq.: PLS 1, 2, 3, and 4
PLS 19 provides actual work experience in a legal setting to students completing the Paralegal/Legal Studies Program. Students will work with real attorneys and paralegals, practice the skills learned in the paralegal classes, and gain experience working in a legal environment. CSU

PLS 20. Introduction to Careers in Law (1)
Lec-1
This course is open to all students and will introduce students to the many careers in today's law offices: what education is needed, what employers expect, and how to pursue this career. NOTE: PLS 20 is NOT part of the Paralegal/Legal Studies degree and certificate programs. CSU

Real Estate
Credit, Degree Applicable Courses:
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 California state 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 relationships to agency, contracts, rentals, basic rent rules, rent control, tenant selection, insurance, repairs and maintenance, evictions, discrimination, landlord and tenant rights, public and private housing facilities, and government participation and regulations. CSU

RE 184. Real Estate Practice (3)
Lec-3, field trips
Day-to-day functions and operations of the real estate broker and salesperson. The duties and responsibilities of real estate brokerage including listing, prospecting, advertising, marketing, financing, sales techniques, escrow, ethics, and compliance of state and federal regulations. CSU
R E 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

R E 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 and lending criteria. CSU

R E 187. Real Estate Taxation (3)
Lec-3
This course encompasses Federal and California State income tax and other tax laws influencing the purchase, sale, exchange, and use of real property. Topics include depreciation, capital gains, installment sales, pre-paid interest, and tax saving opportunities. Tax planning, federal gift and estate taxes, and transfer taxes are explored. CSU

R E 189. Real Estate Economics (3)
Lec-3
Use of economic analysis as the basis for prudent real estate purchases and investments. Students will explore the impact of financing and government policies with respect to investment markets. Review the economic advantages and disadvantages of various types of real estate purchases and investment. CSU

R E 191. Principles of Real Estate Appraisal (3)
Lec-3
Basic course in real estate valuation with emphasis on residential property. Topics include: valuation principles; appraisal process; analysis of city, neighborhood and site data; architectural style; depreciation; market data valuation, cost and income approaches; correlation of approaches and final estimate of value; the appraisal report; and the professional appraiser. CSU

R E 192. Advanced Real Estate Appraisal (3)
Lec-3
Advanced study in appraisal and valuation techniques with emphasis on income, commercial, and industrial properties. Evolutions of rental income sheets and analysis of expenses. Review types of narrative reports Case testimony reports for the governmental agencies. CSU

R E 193. Real Estate Computer Applications (3)
Lec-3
Exploration of basic computer functions, using the latest computer software in the real estate appraisal, property management, finance, escrow, sales, listings, record keeping and other related areas of real estate. Students will have an opportunity to use software to create or complete real estate documents. CSU

Noncredit Courses:

SMBU 9419. Developing a Business Plan (18 hrs)
Benefits of developing a business plan for a small business. Introduction to the parts of a successful business plan, creation of common financial statements and drafts of several sections of the plan.

SMBU 9467. Getting Started in Business (18 hrs)
An overview of the considerations involved in starting a new business. Entrepreneur and small business characteristics; business licenses and permits; legal structures for business; strategy development and industry and competitor analysis.

SMBU 9476. Green & Sustainable Small Business (18 hrs)
An exploration of the major types of green certifications and the process of achieving them, as well as the obstacles and opportunities small businesses face in implementing and maintaining sustainable practices that are economically, ecologically and socially sound.

SMBU 9477. eBay for Your Small Business (9 hrs)
Create an online presence for your small business using eBay. Learn how to become a seller, research and create winning listings, use PayPal, deal with shipping and complete sales.

SMBU 9792. Small Business Management (18 hrs)
An introduction to basic administration and management concepts and procedures for small business, including an overview of the rights and responsibilities of employees and employers.

SMBU 9793. Small Business Marketing and Sales (18 hrs)
A practical, targeted study of how to develop and implement a successful marketing and sales strategy for small business.

SMBU 9799. Technology for Small Business (18 hrs)
An introduction to important basic software and hardware tools for entrepreneurs such as website management, blogging, point of sale, databases and IT security.

Supervision and Business Management

Credit, Degree Applicable Courses:

SUPV 231. Introduction to Supervision/Management (3)
Lec-3
Concepts of supervision and management including planning, organizing, recruiting, training, decision-making, communication, employee relations, motivation, discipline, rewards/incentives, and grievances. CSU

SUPV 232. Organizational Behavior for Supervisors (3)
Lec-3
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
This course focuses on 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
TRTV 171A. Destination: Cities I (3)
Lec-3
Examination of the numerous features that make selected cities in Western Europe, South America and Africa great destinations to visit. TRTV 171A and B may be taken in any order or independently. CSU

TRTV 171B. Destinations: Cities II (3)
Lec-3
Examination of the numerous features that make selected cities in Eastern Europe, North America, and Australasia great destinations to visit. CSU

TRTV 172. Destinations: Natural Wonders (3)
Lec-3
One of the oldest and fastest growing segments of the travel and tourism industry are trips to the natural wonders of the world. The student will learn what types of natural wonders exist, where they are located, steps to preserving them, and how to plan trips to visit them. CSU

TRTV 173. Destinations: Historical and Archaeological (3)
Lec-3
An analysis of the historical and archaeological travel destinations of the world. Travelers want to find a connection to their heritage. Learn all the “must see” places for the well traveled. More people travel to historical and archaeological sites than any other segment of the travel industry. CSU

TRTV 174. Destinations: Cruises (3)
Lec-3
An in-depth analysis and evaluation of all types of cruises, including large and small cruise ships, boats, barges, ferries, freighters, and sailing vessels with particular emphasis on the cruise experience as a destination. What are the benefits of cruise travel and who offers the best itineraries. CSU

TRTV 175. Destinations: Hotels, Resorts and Spas (3)
Lec-3
Learn all there is to know about the accommodation segment of the travel and tourism industry. What makes a great hotel, resort, or spa? How do hotel rating systems work? Where are the top properties located, and how do you get the best rates for your clients? CSU

TRTV 176. Destinations: Great Trips (3)
Lec-3
An introduction to the world’s greatest trips, based on lists produced annually by the leading authorities in the travel and tourism industry. An overview of all the top trips offered by air, sea, and land worldwide. A must class for anyone interested in traveling or planning a career in travel and tourism. CSU

TRTV 180. Eco-Travel & Tourism (3)
Lec.-3
Ecological and green travel is the fastest growing segment of the travel industry. Learn what makes a destination green, the differences between green, sustainable, and ecological travel, and how destinations are developed with green objectives in mind. CSU

TRTV 181. Business Travel (3)
Lec.-3
What does the business traveler need and how does it differ from the leisure traveler? Learn about special contract agreements and the of the business traveler An ideal class for administrative assistants and anyone working in the business world. CSU

TRTV 157. Principles of Travel and Tourism (3)
Lec-3
An overview of the components and satellite industries that make up the business of Travel and Tourism: airlines, hotels and resorts, ground transportation, bus, rail, cruise lines, tour companies, etc. Emphasis on the specific and basic terminology of the industry, on researching the development of a destination, packaging and then selling it. The course is 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
P/NP only
ADVISE: CONSENT OF THE TRANSPORTATION AND TRAVEL PROGRAM
REPEAT: MAXIMUM CREDIT: 2 UNITS
On the job laboratory training in customer service with airlines, travel agencies, and other passenger service companies. Placement of students is determined according to cooperating firm’s requirements. CSU

TRTV 234. Communication for Business Management (3)
Lec-3
P/NP available
Concepts, strategies, and models to help improve communication, writing, presentations, speeches, teamwork, and negotiating skills. CSU

TRTV 235. Organizational Leadership (3)
Lec-3
P/NP available
This course explores collaborative and inclusive leadership and management styles along with the vision and values needed to effectively lead successful organizations. Examines strategies for developing and encouraging skills that enable leaders and managers to succeed in business, government, nonprofits, education, and community-based organizations. UC/CSU

TRTV 236. Women Leaders at Work (3)
Lec-3
P/NP available
This course explores women’s leadership, management, and communication styles and the vision and values women leaders bring to an effective environment in business, education, government and community organizations. Examines strategies for developing and encouraging skills that enable and allow women leaders and managers to succeed. CSU

TRTV 240. Introduction to Retirement Planning (3)
Lec-3
P/NP available
This course explores the fundamentals of retirement planning including but not limited to initial savings, investment decisions, withdrawals at retirement age, working during retirement, non employment emotional outlets and managing expectations. Examines strategies for developing an effective individual retirement plan that will enable students to effectively prepare for retirement whether the retirement date is a short or long term goal. CSU

Travel and Tourism

Credit, Degree Applicable Courses:
TRTV 155. Meeting and Event Planning (1)
Lec.-1, field trips
Learn to plan a meeting, seminar, training session, convention, trade show, or product launch. CSU

TRTV 157. Principles of Travel and Tourism (3)
Lec-3
An overview of the components and satellite industries that make up the business of Travel and Tourism: airlines, hotels and resorts, ground transportation, bus, rail, cruise lines, tour companies, etc. Emphasis on the specific and basic terminology of the industry, on researching the development of a destination, packaging and then selling it. The course is 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
P/NP only
ADVISE: CONSENT OF THE TRANSPORTATION AND TRAVEL PROGRAM
REPEAT: MAXIMUM CREDIT: 2 UNITS
On the job laboratory training in customer service with airlines, travel agencies, and other passenger service companies. Placement of students is determined according to cooperating firm’s requirements. CSU

TRTV 171A. Destination: Cities I (3)
Lec-3
Examination of the numerous features that make selected cities in Western Europe, South America and Africa great destinations to visit. TRTV 171A and B may be taken in any order or independently. CSU

TRTV 171B. Destinations: Cities II (3)
Lec-3
Examination of the numerous features that make selected cities in Eastern Europe, North America, and Australasia great destinations to visit. CSU

TRTV 172. Destinations: Natural Wonders (3)
Lec-3
One of the oldest and fastest growing segments of the travel and tourism industry are trips to the natural wonders of the world. The student will learn what types of natural wonders exist, where they are located, steps to preserving them, and how to plan trips to visit them. CSU

TRTV 173. Destinations: Historical and Archaeological (3)
Lec-3
An analysis of the historical and archaeological travel destinations of the world. Travelers want to find a connection to their heritage. Learn all the “must see” places for the well traveled. More people travel to historical and archaeological sites than any other segment of the travel industry. CSU

TRTV 174. Destinations: Cruises (3)
Lec-3
An in-depth analysis and evaluation of all types of cruises, including large and small cruise ships, boats, barges, ferries, freighters, and sailing vessels with particular emphasis on the cruise experience as a destination. What are the benefits of cruise travel and who offers the best itineraries. CSU

TRTV 175. Destinations: Hotels, Resorts and Spas (3)
Lec-3
Learn all there is to know about the accommodation segment of the travel and tourism industry. What makes a great hotel, resort, or spa? How do hotel rating systems work? Where are the top properties located, and how do you get the best rates for your clients? CSU

TRTV 176. Destinations: Great Trips (3)
Lec-3
An introduction to the world’s greatest trips, based on lists produced annually by the leading authorities in the travel and tourism industry. An overview of all the top trips offered by air, sea, and land worldwide. A must class for anyone interested in traveling or planning a career in travel and tourism. CSU

TRTV 180. Eco-Travel & Tourism (3)
Lec.-3
Ecological and green travel is the fastest growing segment of the travel industry. Learn what makes a destination green, the differences between green, sustainable, and ecological travel, and how destinations are developed with green objectives in mind. CSU

TRTV 181. Business Travel (3)
Lec.-3
What does the business traveler need and how does it differ from the leisure traveler? Learn about special contract agreements and the of the business traveler An ideal class for administrative assistants and anyone working in the business world. CSU
Learning Outcomes
counseling services and courses will guide students to:
• contribute to society in meaningful ways. To this end, our program of
careers. Additionally, we endeavor to assist students to reflect on and
earn certificates, transfer, and to create and to maintain meaningful
to assist students to develop skills to succeed in college, graduate,
Within the Continuing Student Counseling Department, we strive
Mission Statement
Formerly CDCD
Web Site: www.ccsf.edu/cdc
Phone Number: (415) 239-3117
Office: MU 39
Career Development
Office: MU 39
Phone Number: (415) 239-3117
Web Site: www.ccsf.edu/cdc
Formerly CDCD

TRTV 182. Tour Management (3)
Lec-3, field trips
ADVISOR: TRTV 157 or TRTV 159
Learn how to develop, price, market, manage and account for all components of a special interest guided tour. Negotiate with airlines, hotels, ground operators and other suppliers for pricing and terms. At the completion of this course the student will be able to plan a profit-able guided tour. CSU

Word Processing
See curricula and course listings under Computer Applications for Business in this section of the catalog.

Work Experience
Critical analysis and practical application of topics related to career development in contributing to a satisfying life. Helpful to people considering a career change or undecided about a college major. UC/CSU

Credit, Degree Applicable courses:
CRER 60. Creating Career Options (3)
Lec-3, field trips
Repeat: max. 6 units

• Investigate ways to contribute to society.
• Recognize and value diversity within themselves and among others.

Announcement of Courses
Credit, Degree Applicable courses:
CRER 60. Creating Career Options (3)
Lec-3, field trips

• Apply research skills while taking action to create academic, career, and life options.

Career Development

CRER 61. Orientation to Career Success (1)
Lec-1

• Compare and contrast college majors and transfer institutions
• Construct and take proactive steps to manage and overcome academic and personal obstacles.
• Compare and contrast college majors and transfer institutions thoroughly before making a decision.
• Identify and analyze their rights and responsibilities.
• Investigate ways to contribute to society.

CRER 62. Successful Job Search Techniques (1)
Lec-1

CRER 63. Career Counseling for Work Experience (1)
Lec-1

CRER 64. Financial Planning for Academic/Career Success (1)
Lec-1

CRER 65. Career Coaching for Youth Workers (3)
Lec-3, field trips

Noncredit Course:
LERN 1062. Job Search Skills (15 hrs)
A job search-course that teaches skills to generate employment options through self assessment, the use of interview techniques, cover letter and resume development, and job search strategies.

Announcement of Courses
Credit, Degree Applicable courses:
CRER 60. Creating Career Options (3)
Lec-3, field trips

• Apply research skills while taking action to create academic, career, and life options.

CRER 61. Orientation to Career Success (1)
Lec-1

CRER 62. Successful Job Search Techniques (1)
Lec-1

CRER 63. Career Counseling for Work Experience (1)
Lec-1

CRER 64. Financial Planning for Academic/Career Success (1)
Lec-1

CRER 65. Career Coaching for Youth Workers (3)
Lec-3, field trips

Noncredit Course:
LERN 1062. Job Search Skills (15 hrs)
A job search-course that teaches skills to generate employment options through self assessment, the use of interview techniques, cover letter and resume development, and job search strategies.
Chemistry
Office: Science 236
Phone Number: (415) 239-3377
Web Site: www.ccsf.edu/chemistry

Learning Outcomes
Upon completion of courses in chemistry, students will be able to:

- Successfully participate in upper division course work in thermodynamics, quantum mechanics, as well as organic, inorganic, and nuclear chemistry.
- Assess data presented and use those data to evaluate the quality of conclusions.
- Combine available chemical compounds, microscale glassware, gas chromatography/mass spectrometry, visible, UV, infrared and nuclear magnetic resonance spectroscopy to conduct multi-step organic syntheses from the planning through implementation and structural verification.
- Obtain, purify, identify, and quantify organic chemical compounds from their natural plant sources.
- Answer complex questions through analysis of data generated by multiple pieces of scientific laboratory instrumentation.
- Evaluate risks of environmental exposure after analyzing environmental samples and quantitatively determining the abundance of inorganic and organic components.
- Use current technology to access, organize, and apply relevant chemical information.
- Apply mathematical representations to describe chemical systems and phenomena.
- Apply the language of chemistry to communicate an understanding of chemistry in written and oral form.

Announcement of Courses
Credit, Non-Degree Applicable Courses:
CHEM C. Calculations in Chemistry (1)
Lec-3, lab-3 P/NP only
COREQ: CHEM 101A.
Illustration and discussion of problem-solving methods for calculations in CHEM 101A. Recommended as a supplement to be taken concurrently with CHEM 101A for students who need additional help. RECOMMENDED AS A SUPPLEMENT TO BE TAKEN CONCURRENTLY WITH CHEM 101A FOR STUDENTS WHO NEED ADDITIONAL HELP.

Credit, Degree Applicable Courses:
CHEM 32. Introduction to Medical Chemistry (4)
Lec-3, lab-3 P/NP available
Basic concepts of inorganic and organic chemistry, biochemistry, and physics as they apply to the chemistry and physics of the human body. CSU
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 PHYSIOLOGY 12 AND MB 12. STUDENTS TAKING A MAJOR THAT REQUIRE TWO SEMESTERS OF CHEMISTRY SHOULD ENROLL IN CHEM 101A OR 103A AND ENROLL IN CHEM 40.

CHEM 33. Adv Med Chem and Biotechnology (4)
Lec-4, lab-2 PREREQ: CHEM 32 OR CHEM 208A, OR CHEM 212A; AND MATH 40 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. UC/CSU

CHEM 40. Introduction to Chemical Principles (4)
Lec-3, conf-1, lab-3 PREREQ.: MATH 40 or ET/BTEC 108A or PLACEMENT IN MATH 60 Introducory chemistry. Nomenclature, stoichiometry, gases acids/bases, solution, solids, atomic/molecular structure. 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 PLAN TO ENROLL IN CHEM 101A OR 103A ARE ADVISED TO TAKE MATH 60 CONCURRENTLY.

CHEM 40. Introduction to Chemical Principles (4)
Lec-3, conf-1, lab-3 PREREQ.: MATH 40 or ET/BTEC 108A or PLACEMENT IN MATH 60 Introducory chemistry. Nomenclature, stoichiometry, gases acids/bases, solution, solids, atomic/molecular structure. 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 PLAN TO ENROLL IN CHEM 101A OR 103A ARE ADVISED TO TAKE MATH 60 CONCURRENTLY.

CHEM 65A. Introduction to GC-MS (.5)
Lec-7, lab-6 (total hrs) P/NP available
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 (.5)
Lec-7, lab-6 (total hrs) P/NP available
Principles and applications of HPLC, with a focus on uses in biotechnology, qualitative and quantitative analysis, and method development using a computer interface. CSU

CHEM 65C. Introduction to Capillary Electrophoresis (.5)
Lec-7, lab-6 (total hrs) P/NP available
Principles and 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 (.5)
Lec-7, lab-6 (total hrs) P/NP available
Principles and practical applications of atomic absorption (AA) spectroscopy, including environmental analysis and identification of unknown elements, and quantitative analysis of elements and ions. CSU
CHEM 85. Seminar in Chemistry (1)
Lec-1.5  P/NP available
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. UC/CSU

CHEM 90. Laboratory Projects in Chemistry (.5)
Lab-1.5, field trips  P/NP available
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 91. Laboratory Projects in Chemistry (1)
Lab-3, field trips  P/NP available
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 40, 50, or an Advanced Placement test score of 3 or higher, or placement in CHEM 101A/103A by examination and advising; AND MATH 60 or placement in any math course higher than MATH 60. Stoichiometry, solubility, solutions, gas behavior, thermochemistry, atomic structure, periodic table, chemical bonding, molecular structure, solids and liquids, and an introduction to chemical equilibrium. C-ID CHEM 110; C-ID CHEM 120S (CHEM 101A + 101B); UC/CSU

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. C-ID CHEM 120S (CHEM 101A + CHEM 101B); UC/CSU

CHEM 101L. General Chemistry Lab I (2)
Lab-6
Prereq.: A lecture course equivalent to CHEM 101A
The laboratory component of CHEM 101A. CSU

CHEM 101L. General Chemistry lab II (2)
Lab-6
Prereq.: A lecture course equivalent to CHEM 101B
The laboratory component of CHEM 101B. CSU

CHEM 102L. General Chemistry Lab II (2)
Lab-6
Prereq.: A lecture course equivalent to CHEM 101B
The laboratory component of CHEM 101B. CSU

CHEM 102L. General Chemistry lab II (2)
Lab-6
Prereq.: A lecture course equivalent to CHEM 101B
The laboratory component of CHEM 101B. CSU

CHEM 103. General Chemistry for Engineering (4)
Lec-4, lab-3
Prereq.: CHEM 40, 50, or an Advanced Placement test score of 3 or higher, or placement in CHEM 101A/103A by examination and advising; AND MATH 60 or placement in any math course higher than MATH 60. Thermochemistry, atomic structure, periodic properties, bonding, solid-state structures, fundamentals of organic chemistry. CHEM 103 is designed for students majoring in all engineering programs except chemical engineering.

CHEM 103A. General Chemistry for Engineering (4)
Lec-4, lab-3
Prereq.: CHEM 40, 50, or an Advanced Placement test score of 3 or higher, or placement in CHEM 101A/103A by examination and advising; AND MATH 60 or placement in any math course higher than MATH 60. Thermochemistry, atomic structure, periodic properties, bonding, solid-state structures, fundamentals of organic chemistry, solution chemistry, thermodynamics, kinetics, equilibrium, acids and bases, and electrochemistry. UC/CSU

CHEM 105. Organic Chemistry (4)
Lec-3, lab-6
Prereq.: CHEM 101B
The fundamentals of quantitative analysis. Solubility, acid-base, redox, complex formation equilibria and their applications in volumetric and gravimetric analysis. UC/CSU

CHEM 106. Organic Chemistry (4)
Lec-3, lab-6
Prereq.: CHEM 101B
The fundamentals of quantitative analysis. Solubility, acid-base, redox, complex formation equilibria and their applications in volumetric and gravimetric analysis. UC/CSU

CHEM 107. Organic Chemistry (4)
Lec-3, lab-6
Prereq.: CHEM 101B
The fundamentals of quantitative analysis. Solubility, acid-base, redox, complex formation equilibria and their applications in volumetric and gravimetric analysis. UC/CSU

CHEM 108. Organic Chemistry (4)
Lec-3, lab-6
Prereq.: CHEM 101B
The fundamentals of quantitative analysis. Solubility, acid-base, redox, complex formation equilibria and their applications in volumetric and gravimetric analysis. UC/CSU

CHEM 109. Organic Chemistry (4)
Lec-3, lab-6
Prereq.: CHEM 101B
The fundamentals of quantitative analysis. Solubility, acid-base, redox, complex formation equilibria and their applications in volumetric and gravimetric analysis. UC/CSU

CHEM 208A. Organic Chemistry (4)
Lec-3, lab-3
Prereq.: CHEM 101A or 103A
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 premedical students. C-ID CHEM 150; UC/CSU

CHEM 208B. Organic Chemistry (4)
Lec-3, lab-3
Prereq.: CHEM 208A or 212A
The continuation of CHEM 208A. The second semester of a one-year course for students not majoring in chemistry or biochemistry. UC/CSU

CHEM 208L. Organic Chemistry Lab I (1)
Lab-3
Prereq.: A lecture course equivalent to CHEM 208A or 212A
The laboratory component of CHEM 208A. CSU

CHEM 208L. Organic Chemistry Lab I (1)
Lab-3
Prereq.: A lecture course equivalent to CHEM 208A or 212A
The laboratory component of CHEM 208A. CSU
Learning Outcomes

Students will understand appropriate practice and planning necessary to meet the needs of children in group settings.

Students will become prepared to work in group or individual settings with children and youth.

Students will understand appropriate practice and planning necessary to meet the needs of children in group settings.

Early Childhood Education Major (AS-T)

Associate in Science in Early Childhood Education for Transfer. This degree is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major. A student graduating with an Associate in Science in Early Childhood Education for Transfer (Early Childhood Education AS-T) may transfer to a CSU Campus to complete a Bachelor’s Degree in Early Childhood Education, Child and Adolescent Development, Family and Consumer Sciences, Human Communication, Human Services, Liberal Studies or related fields.

Learning Outcomes

Upon completion of the AS-T courses, students will be able to:

- Understand and describe stages of child growth and development, including brain development, sensory motor development, cognitive development, language development, physical development and social-emotional development.

- Examine the role of families and communities in the lives of children and youth, including secure relationships, community resources, diverse family structures, inclusion and the development of a community commitment to social justice.

- Describe developmentally appropriate practice and diverse philosophical approaches in early childhood settings.

- Understand and describe the fundamental importance of play, sensory learning, inclusion and nurturing and responsive relationships.

- Compare and apply practices that promote professional and personal integrity among children, families, staff and colleagues including reflective practice, collaboration and teamwork strategies.

- Design and apply cross-cultural skills and knowledge to develop curriculum, communicate with families, build relationships with families and support the positive identity development of culturally diverse children and families.

- Describe safe and healthful environments in early education settings and in the community.

- Evaluate and demonstrate formal and informal observations and assessments of children to document development, play, growth and learning.

- Meet the requirements for transfer to a CSU campus for a Bachelor degree program in Early Childhood Education, Child and Adolescent Development or a related field.

Degree Requirements: Students who wish to earn the Associate in Science in Early Childhood Education for Transfer (AS-T) must complete 60 CSU transferable units with at least a 2.0 grade point average. This must include the units required for full completion of the IGETC or CSU GE curriculum and the 24 units for the major as specified below. Each course in the major must be completed with a grade of “C” or better. Courses used to meet the major requirement may also be used to meet IGETC or CSU GE requirements.

Courses Required for the Major in Early Childhood Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 65 Orientation to ECE Principles and Practice</td>
<td>.3</td>
</tr>
<tr>
<td>CDEV 67 Child, the Family, and the Community</td>
<td>.3</td>
</tr>
<tr>
<td>CDEV 53 Child Growth and Development</td>
<td>.3</td>
</tr>
</tbody>
</table>
CDEV 66 Intro to Early-Childhood Curriculum ........... 3
CDEV 93 Cultural Diversity in ECE ................................ 3
CDEV 73 Observing and Assessing Children ............ 3
CDEV 92 Health, Safety, and Nutrition in Early Childhood Programs ........................................ 3
CDEV 72 Supervised Field Experience in Early Childhood .................................................. 3
Total ................................................................. 24

**Child Development Major (AS)**

**Admission.** Enrollment is open to all students interested in working with children in Early Childhood Programs or in gaining knowledge needed to become employed in related professions such as K-12 teacher, recreation worker, paraprofessional, youth worker or to transfer for further study.

**Associate in Science Degree.** The Child Development Program is designed so that students may satisfy the requirements for graduation from the College.

**Learning Outcomes**

Upon completion of the Associate of Science degree in Child Development and Family Studies, students will be able to:

- Understand and describe stages of child growth and development, including brain development, sensory motor development, cognitive development, language development, physical development and social-emotional development.
- Examine the role of families and communities in the lives of children and youth, including secure relationships, community resources, diverse family structures, inclusion and the development of a community commitment to social justice.
- Describe developmentally appropriate practice and diverse philosophical approaches in early childhood settings.
- Understand and describe the fundamental importance of play, sensory learning, inclusion and nurturing and responsive relationships.
- Compare and apply practices that promote professional and personal integrity among children, families, staff and colleagues including reflective practice, collaboration and teamwork strategies.
- Design and apply cross-cultural skills and knowledge to develop curriculum, communicate with families, build relationships with families and support the positive identity development of culturally diverse children and families.
- Describe safe and healthful environments in early education settings and in the community.
- Evaluate and demonstrate formal and informal observations and assessments of children to document development, play, growth and learning.

**Courses required for the major in Child Development and Family Studies**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 65 Orientation to ECE Principles and Practice</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 67 Child, the Family, and the Community</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 53 Child Growth and Development 3</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 66 Intro to Early-Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 93 Cultural Diversity in ECE</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 73 Observing and Assessing Children</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 92 Health, Safety, and Nutrition in Early Childhood Programs</td>
<td>3</td>
</tr>
</tbody>
</table>

CDEV 72 Supervised Field Experience in Early Childhood .................................................. 3

**Required Electives (6 units):**

6 units of Child Development (CDEV) coursework ........ 6

Total ......................................................... 30

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.S. Degree.

**Child Development: Administration Certificate**

A "Certificate of Achievement" will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.

**Learning Outcomes**

Upon completion of this certificate students will be able to:

- Understand and describe stages of child growth and development, including brain development, sensory motor development, language development, cognitive development, physical development and social-emotional development.
- Examine the role of families and communities in the lives of children and youth, including secure relationships, community resources, diverse family structures and the development of a community commitment to social justice.
- Describe developmentally appropriate practice and diverse philosophical approaches in a range of settings for children and youth.
- Identify the basic competencies and general regulatory requirements needed to administer a child development program.
- Define the components of supervision needed to lead a child development program.

**Courses Required for the Certificate of Achievement in Child Development: Administration**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 53 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 65 Orientation to ECE Principles and Practice</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 66 Intro to Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 67 The Child, Family, and Community</td>
<td>3</td>
</tr>
</tbody>
</table>

**Area of Specialization: Administration**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 90 Early Childhood Admin I</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 91 Early Childhood Admin II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ................................................. 18

**Child Development: Appreciating Diversity Certificate**

A "Certificate of Accomplishment" will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.

**Learning Outcomes**

Upon completion of this certificate students will be able to:

- Recognize and define practices that support inclusion and equity in settings for children.
- Consider diverse perspectives and experiences when designing curriculum for children.
Courses Required for the Certificate of Accomplishment in Child Development: Appreciating Diversity

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 93 Cultural Diversity in ECE</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 76 Supporting LGBT Families in Edu Settings</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 74 Children with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 77 Diverse LGBT Issues</td>
<td>3</td>
</tr>
<tr>
<td>IDST 80A Diversity: Racism</td>
<td>5</td>
</tr>
<tr>
<td>IDST 80C Diversity: Sexism</td>
<td>5</td>
</tr>
<tr>
<td>IDST 80D Diversity: Heterosexism</td>
<td>5</td>
</tr>
<tr>
<td>IDST 80E Diversity: Ableism</td>
<td>5</td>
</tr>
<tr>
<td>IDST 80F Diversity: Classism</td>
<td>5</td>
</tr>
<tr>
<td>IDST 80G Diversity &amp; Social Justice: Transphobia</td>
<td>5</td>
</tr>
<tr>
<td>IDST 81B Diversity: Anti-Semitism/Anti-Arabism</td>
<td>1</td>
</tr>
<tr>
<td>IDST 81A Diversity: Ageism and Adultism</td>
<td>1</td>
</tr>
<tr>
<td>Total Units</td>
<td>9</td>
</tr>
</tbody>
</table>

Child Development: Family Childcare Certificate

A "Certificate of Accomplishment" will be granted upon successful completion of the required number of units in course work. A grade of "C" or better is required in all certificate courses.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Describe basic components and responsibilities of college courses about early childhood development.
- Define the elements of family childcare and describe the regulatory requirements in place for home-based childcare.
- Consider the developmental needs of children when planning curriculum for family childcare settings.

The Family Childcare Certificate requires completion of 6 units from the courses listed below:

Courses Required for the Certificate of Accomplishment in Child Development: Family Childcare

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 30 Health and Safety in FCC</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41P Mixed Ages in FCC</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41O Outdoor Learning in FCC</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41N Music and Movement in FCC</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41K Infant/Toddler Curriculum in FCC</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41J Infant/Toddler Development in FCC</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41V Exploring Math in FCC</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41F Serving Children with Special Needs in FCC</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41W Exploring Science in FCC</td>
<td>1</td>
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<tr>
<td>Total Units</td>
<td>6</td>
</tr>
</tbody>
</table>

Child Development: Infant/Toddler Care Certificate

A "Certificate of Achievement" will be granted upon successful completion of the required number of units in course work. A grade of "C" or better is required in all certificate courses.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Identify and describe stages of child growth and development, including brain development, sensory motor development, language development, cognitive development, physical development and social-emotional development.
- Examine the role of families and communities in the lives of children and youth, including secure relationships, community resources, diverse family structures and the development of a community commitment to social justice.
- Describe developmentally appropriate practice and diverse philosophical approaches in infant/toddler settings.
- Differentiate the critical elements of developmental needs for infants and toddlers.
- Develop an understanding of infant and toddler development when caring for infants and toddlers.
- Examine and analyze appropriate curriculum choices for infants and toddlers.

Courses Required for the Certificate of Achievement in Child Development: Infant/Toddler Care

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 53 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 65 Orientation to ECE Principles and Practice</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 66 Intro to Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 67 The Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>Elective courses: 6 units required from following courses:</td>
<td></td>
</tr>
<tr>
<td>CDEV 61 Infant/Toddler Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 62 Infant/Toddler Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 85 Relationship-based Infant Toddler care</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>18</td>
</tr>
</tbody>
</table>

Child Development: Practitioner Certificate

A "Certificate of Achievement" will be granted upon successful completion of the required number of units in course work. A grade "C" or better is required in all certificate courses. CDEV 72, Supervised Field Experience, is strongly recommended for those students planning to work in early childhood classroom settings with children.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Understand and describe stages of child growth and development, including brain development, sensory motor development, language development, cognitive development, physical development and social-emotional development.
- Examine the role of families and communities in the lives of children and youth, including secure relationships, community resources, diverse family structures and the development of a community commitment to social justice.
• Describe developmentally appropriate practice and diverse philosophical approaches in a range of settings for children and youth.
• Demonstrate depth of knowledge in one specific area of early childhood curriculum or programs.
• Define best practices and professional competencies in either Health, Safety and Nutrition; Observation and Assessment; or Interactions with Children.

Courses Required for the Certificate of Achievement in Child Development: Practitioner

<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 ECE Principles and Practice</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 66 Intro to Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 67 The Child, Family, and Community</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses: 3 units required from following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 68 Interactions with Children</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 73 Observing and Assessing Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 92 Health, Safety and Nutrition In ECP</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses: 3 units required from following depth courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 64 Intro to Stress and Coping in ECE</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 98 Sensory-Motor Development and Activities</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 106 Exploring Science in ECP</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 107 Introduction to Child Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 108 Communicating with Parents and Guardians</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 110 Jumpstart and Preschool Children</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 18

Child Development: Pre-Teacher Certificate

A “Certificate of Accomplishment” will be granted upon successful completion of the required number of units of coursework. A grade of “C” or better is required in all certificate courses.

Learning Outcomes

Upon completion of this certificate, students will be able to:

• Understand and describe stages of child growth and development, including brain development, sensory motor development, language development, cognitive development, physical development and social-emotional development.
• Examine the role of families and communities in the lives of children and youth, including secure relationships, community resources, diverse family structures and the development of a community commitment to social justice.
• Describe developmentally appropriate practice and diverse philosophical approaches in early childhood settings.
• Analyze and examine the impact of federal and state policies on children and families and advocacy strategies in the field of early childhood education.

Courses Required for the Certificate of Accomplishment in Child Development: Pre-Teacher

The Pre-Teacher Certificate requires completion of 15 units from the courses listed below:

<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 67 The Child, the Family &amp; the Community</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 71 Elementary Supervised Field Experience</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 75 High School Supervised Field Experience</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 150 Orientation to Education</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses: 3 Units Required from the Following Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 120 Special Education K-12</td>
<td>3</td>
</tr>
<tr>
<td>P SC 11 Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>P SC 11L Physical Science Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>LERN 53A Test Prep: Standard Exams-CBEST Engl</td>
<td>0.5</td>
</tr>
<tr>
<td>LERN 53B Test Prep: Standard Exams-CBEST Math</td>
<td>0.5</td>
</tr>
<tr>
<td>LERN 53C Test Prep: Standard Exams-CSET Engl</td>
<td>0.5</td>
</tr>
<tr>
<td>LERN 53D Test Prep: Standard Exams-CSET Math</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Total Units: 15

Child Development: Professional Development and Advocacy Certificate

A Certificate of Achievement will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.

Learning Outcomes

Upon completion of this certificate, students will be able to:

• Understand and describe stages of child growth and development, including brain development, sensory motor development, language development, cognitive development, physical development and social-emotional development.
• Examine the role of families and communities in the lives of children and youth, including secure relationships, community resources, diverse family structures and the development of a community commitment to social justice.
• Describe developmentally appropriate practice and diverse philosophical approaches in early childhood settings.
• Analyze and examine the impact of federal and state policies on children and families and advocacy strategies in the field of early childhood education.

Courses Required for the Certificate of Achievement in Child Development: Professional Development and Advocacy

<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 ECE Principles and Practice</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 66 Intro to Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 67 The Child, Family, and Community</td>
<td>3</td>
</tr>
</tbody>
</table>

Area of Specialization: Professional Development and Advocacy

Elective Courses from the following (at least 1 unit):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 41B Mentor Teacher Seminar</td>
<td>5-1</td>
</tr>
<tr>
<td>CDEV 41C Mentor Director Seminar</td>
<td>5-1</td>
</tr>
<tr>
<td>CDEV 41D Professional advising-CDEV Permit</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41L Advocacy and Professional Standards</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 86 Advanced Supervised Field Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses from the following (3-5 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 41M Substitute Teaching In ECE Programs</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41U Dual Language Learning in EC</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 44 Environ Rating Scale Family Child Care</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 45 ITERS &amp; ECERS Rating Scales</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 46 Teacher Child Interactions Using CLASS</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 80 Literacy Development - School Age Child</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 81 Early Literacy Development-Preschool</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 87 Promoting Social Emotional Competence</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 94 Literacy Development in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 105 Superv Adults in Early Childhood Prog</td>
<td>2</td>
</tr>
</tbody>
</table>
CDEV 1H4 Work Exp in Child Development .................. 1-3
ESL 51A ESL for Child Development ....................... 3
Total Units .................................................. 18

### Child Development: School-Age Care Certificate

A "Certificate of Achievement" will be granted upon successful completion of the required number of units in course work. A grade "C" or better is required in all certificate courses.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Understand and describe stages of child growth and development, including brain development, sensory motor development, language development, cognitive development, physical development and social-emotional development.
- Examine the role of families and communities in the lives of children and youth, including secure relationships, community resources, diverse family structures and the development of a community commitment to social justice.
- Describe developmentally appropriate practice and diverse philosophical approaches in a range of settings for children and youth.
- Recognize and describe the unique characteristics of child development settings for older, school-age children in out-of-school time settings.
- Examine best practices and integrate core school-age development competencies into programming elements.

**Courses Required for the Certificate of Achievement in Child Development: School-Age Care**

<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 ECE Principles and Practice</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 66 Intro to Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 67 The Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td><strong>Area of Specialization: School-Age Care</strong></td>
<td></td>
</tr>
<tr>
<td>CDEV 95 School-Age Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 97 School-Age Child Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

### Child Development: Violence Intervention in Early Childhood Certificate

A "Certificate of Achievement" will be granted upon successful completion of the required number of units in course work. A grade of "C" or better is required in all certificate courses.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Examine and articulate the impact of violence and trauma on children and families.
- Assess violence prevention and intervention strategies for children, families and communities.
- Demonstrate individualized interventions for children who have experienced trauma.

**Courses Required for the Certificate of Achievement in Child Development: Violence Intervention in Early Childhood**

<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 Curriculum</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 and Their Families</td>
<td>3</td>
</tr>
<tr>
<td><strong>Area of Specialization: Violence Intervention</strong></td>
<td></td>
</tr>
<tr>
<td>CDEV 101 Intro to Violence Intervention</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 72 Supervised Field Exp. in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

### Child Development: Youth Worker Certificate

A certificate of achievement will be granted upon successful completion of the required number of units in coursework. A grade of "C" or better is required in all certificate courses.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Examine the role of families and communities in the lives of children and youth, including secure relationships, community resources, diverse family structures and the development of a community commitment to social justice.
- Define the emerging field of youth worker and examine the variety of settings where youth are served.
- Consider the developmental needs of older children and youth when planning curriculum for youth programs in the community.
- Demonstrate a knowledge of best practices and articulate core youth development competencies.

**Courses Required for the Certificate of Achievement in Child Development: Youth Worker**

<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>or CDEV 97 School-Age Child Growth &amp; Development</td>
<td></td>
</tr>
<tr>
<td>CDEV 67 The Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 65 Youth Development and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 78 Supervised Field Experience in Community Youth Organizations</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 79 Youth Program Development</td>
<td>3</td>
</tr>
<tr>
<td><strong>Electives: Students must complete at least 3 units from the following courses:</strong></td>
<td></td>
</tr>
<tr>
<td>IDST 80A Diversity: Racism</td>
<td>5</td>
</tr>
<tr>
<td>IDST 80C Diversity: Sexism</td>
<td>5</td>
</tr>
<tr>
<td>IDST 80D Diversity: Heterosexism</td>
<td>5</td>
</tr>
<tr>
<td>IDST 80E Diversity: Ableism</td>
<td>5</td>
</tr>
<tr>
<td>IDST 80F Diversity: Classism</td>
<td>5</td>
</tr>
<tr>
<td>IDST 80G Diversity &amp; Social Justice: Transphobia</td>
<td>5</td>
</tr>
<tr>
<td>IDST 81B Diversity: Anti-Semitism/Anti-Arabism</td>
<td>1</td>
</tr>
<tr>
<td>IDST 81A Diversity: Ageism and Adultism</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 99 Sensory Process Disorder in Children</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 121 AD/HD</td>
<td>1</td>
</tr>
</tbody>
</table>
Upon completion of this certificate, students will be able to:

**Learning Outcomes**

**Option 1: Early Intervention Focus**

Courses Required for the Certificate of Achievement in Special Education: Early Intervention Focus or K-12 Focus, requires completion of the required number of units in coursework. A grade of "C" or better is required in all certificate courses. The Special Education Certificate: Early Intervention Focus or K-12 Focus, requires completion of 18 units total, including the 12 required units below and 6 additional units from the courses listed under "Electives."

**Electives:** Students must complete at least 3 units from the following courses:

- ADMJ 51 Juvenile Procedures
- ADMJ 59 Organized Crime and Gangs
- CDEV 95 School-Age Curriculum
- CDEV 97 School-Age Development (If not counted as Core Course)
- CDEV 100 Violence and Its Impact on Children and Their Families
- HLTH 38 Trauma Response and Recovery
- HLTH 67 Syst. of Prevent. HIV
- HLTH 116 Conflict Resolution Skills in the Healthcare Work Place
- HLTH 103 Drugs and Society
- WOMN 54 Politics of Sexual Violence
- WOMN 55 Ending Sexual Violence-Peer Educators
- CRER 68 Career Coaching for Youth Workers

**Total Units:** 24

**Special Education: Early Intervention or K-12 Focus Certificate**

A Certificate of Achievement will be granted upon successful completion of the required number of units in coursework. A grade of "C" or better is required in all certificate courses. The Special Education Certificate: Early Intervention Focus or K-12 Focus, requires completion of 18 units total, including the 12 required units below and 6 additional units from the courses listed under "Electives."

**Courses Required for the Certificate of Achievement in Special Education: Early Intervention or K-12 Focus**

**Option 1: Early Intervention Focus**

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Understand and describe stages of child growth and development, including brain development, sensory motor development, language development, cognitive development, physical development and social-emotional development.
- Examine the role of families and communities in the lives of children and youth, including secure relationships, community resources, diverse family structures and the development of a community commitment to social justice.
- Describe developmentally appropriate practice and diverse philosophical approaches in K-12 settings.
- Understand and describe differentiated teaching strategies for creating inclusive K-12 classrooms and engaging children with diverse learning styles, strengths and needs.
- Demonstrate an understanding of various special needs and describe appropriate interventions.

**Course** | **Units**
--- | ---
CDEV 66 Introduction to Early Childhood Curriculum | 3
CDEV 74 Children with Special Needs | 3

**Required Electives (6 units from the following)**

- CDEV 96 Understanding Children with Difficult Behaviors in Early Childhood Programs
- CDEV 41T Early Care for Children with Autism
- CDEV 99 Sensory Processing Disorder in Children
- CDEV 121 Children with AD/HD
- CDEV 122 Social Emotional Disturbance
- CDEV 123 Learning Disabilities
- CDEV 124 Individualized Education Plans
- CDEV 125 Children’s Mental Health
- AMSL 1A Elementary Sign Language

**Total Units:** 18

**Special Education: K-12 Special Education Focus**

A Certificate of Achievement will be granted upon successful completion of the required number of units in coursework. A grade of "C" or better is required in all certificate courses. The Special Education Certificate: K-12 Special Education Focus, requires completion of 18 units total, including the 12 required units below and 6 additional units from the courses listed under "Electives."

**Electives:** Students must complete at least 3 units from the following courses:

- CDEV 41T Early Care for Children with Autism
- CDEV 96T Understanding Children with Difficult Behaviors in Early Childhood Programs
- CDEV 99T Sensory Processing Disorder in Children
- CDEV 121T Children with AD/HD
- CDEV 122T Social Emotional Disturbance
- CDEV 123T Learning Disabilities
- CDEV 124T Individualized Education Plans
- CDEV 125T Children’s Mental Health
- AMSL 1A Elementary Sign Language

**Total Units:** 18

**Introduction to Child Development Careers Noncredit Certificate**

Entry level jobs in child development are available for English language learners and those with lower levels of basic skills. In-home caregivers, nannies, family childcare providers and teacher aides
are often recruited based on proficiency in languages other than English, cultural competency and a genuine desire to work with young children.

Parents, individuals exploring careers with children and current non-credit students benefit when child observation opportunities in college-level program are paired with vocational ESL course and basic skills level courses that focus on the specific vocabulary and language needs of those working with children.

This paired certificate between the ESL, Transitional Studies and Child Development Departments allows for non-credit students to enroll in courses that facilitate direct interactions with children, exposure to children in group settings and observations of developmental ages and stages paired with language and literacy development in English.

Learning Outcomes

Upon successful completion of this program a student will be able to:

- Orally describe five key components of group setting for young children.
- Utilize 50 common English vocabulary words used in the CDEV field.
- Define several differences between the ages and stages of development in young children.
- Assess self-interest in continuing coursework in the field.

This non-credit certificate functions as the first rung of the career ladder for those interested in working with children. The next step would include enrollment in bi-lingual credit CDEV courses paired with ESL classes or credit classes paired with basic skills level courses and then the full complement of credit instruction leading to certification.

Courses Required for the Certificate of Completion in Introduction to Child Development

Course: ___________________ Hours: ______________

CDEV 8101 State Preschool Program ........................................ 72
or CDEV 8100 Child Observation ........................................ 54
or CDEV 8002 Parents and Infants ......................................... 54
or CDEV 8003 Infant Development ......................................... 54

AND

ESLV 3833 ESL for Child Development A ................................... 85
or ESLV 3834 Vocational ESL for Child Dev ............................ 85
or ESLV 4833 Vocational ESL for Child Dev ............................ 45
or TRST 1322 Academic Reading and Writing ....................... 90

Total Hours ................................................................. 99-162

Announcement of Courses

Credit, Degree Applicable Courses:

CDEV 11B. Pediatric Preventive Health Education (.5)
Lec-8 (total hrs.) P/NP available
Introduction in recognition and management of preventive health practices, prevention health policies and injury prevention in the child care setting. Course fulfills the partial requirement of AB243 mandated Health and Safety Training established by State EMS Authority for child care providers. Qualified participants are awarded a CCSF Pediatric Prevention Health Education Training certificate of completion. CSU

CDEV 11C. First Aid Care for III Children (.5)
Lec-8 (total hrs.) 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

Formerly HLTH 11C

CDEV 11D. Child Care Disaster Prep (.5)
Lec-8 (total hrs.) P/NP available
Training for childcare personnel on how to develop their own program plan for disaster management and emergency preparedness. Instruction in preparing for and effectively dealing with, and recovery from emergency and crisis situations. A City College of San Francisco Childcare Disaster Preparedness certificate of attendance will be awarded to those who qualify. Fulfills the partial continuing education requirement of the AB 243 mandated Health and Safety Training established by the State EMS Authority for Childcare Providers. CSU

Formerly HLTH 11D. Students enrolled in this course will be assessed a $5 lab/material fee for CPR and First Aid cards and other certifications

CDEV 11E. Child Passenger Safety (.5)
Lec-8 (total hrs.) P/NP available
Training for students in the fields of Health and/or Child Development, childcare providers and child safety advocates on Child Passenger Safety covering the legal, practical and policy aspects of safely transporting children. Includes an overview of Child Passenger Safety regulations, appropriate selection and installation of restraint systems, resources and development of an agency child transportation policy. CSU

Formerly HLTH 11E. Students enrolled in this course will be assessed a $5 lab/material fee for CPR and First Aid cards and other certifications.

CDEV 41. Selected Topics in Child Development (1)
Lec-1, field trips P/NP available
Investigation in depth of selected topics in Child Development. CSU

CDEV 41B. Issues in Child Development: The Mentor Teacher Seminar (.5-1)
Lec-8-16 (total hrs.) P/NP available
Beginning early childhood Mentor Teachers attend monthly seminars to explore issues related to their new role as supervisors of early childhood student teachers and practicum students. Seminar content will be individualized to meet the needs of Mentor Teacher participants.

Topics to include: supervision issues, assessment & observation, providing positive feedback in the ECE setting, mentoring strategies, antibias curriculum and cultural issues, developmentally appropriate practice, brain development and curriculum, advocacy and community resources. CSU

CDEV 41C. Issues in Child Development: The Mentor Director Seminar (.5-1)
Lec-8-16 (total hrs.) P/NP available
Directors, site supervisors and other administrators of early childhood programs attend monthly seminars to explore current issues related to professional development, including quality improvement efforts, advocacy, supervision of staff, consumer education, licensing and permitting requirements, legal issues in child care, facilities development issues, marketing and advertising, local resource information and the
mentoring of colleagues. Seminar content will rotate to meet the ongoing needs of participants. CSU

CDEV 41D. Issues in Child Development: The Child Development Permit and Professional Growth Advising (1)  
Lec-16 (total hrs.)  P/NP available  
Overview of the Child Development Permit Matrix, including the application process, and requirements for education and experience. Emphasis of the role of the Professional Growth Advisor using the California Early Childhood Educator (ECE) Competencies. CSU

CDEV 41E. Starting A Large Family Child Care or Center (1)  
Lec-16 (total hrs.)  P/NP available  
Requirements for opening a child care center or family child care or expanding an existing family child care. Emphasis on space and programmatic considerations, including those unique to San Francisco. Strategies for the provision of quality, developmentally appropriate and culturally relevant services to children and families. CSU

CDEV 41F. Serving Children with Special Needs in Family Child Care (1)  
Lec-16 (total hrs.)  P/NP available  
An overview of the range of developmental differences of children with special needs with an emphasis on the role of the family child care provider in designing environments to accommodate special needs; sharing community support strategies and resources for families; and in the Individualized Education Plan (IEP) process. CSU

CDEV 41G. Communicating with Families in Family Child Care (1)  
Lec-16 (total hrs.)  P/NP available  
The value of positive family-provider communication. Techniques and strategies for communicating the developmental needs of children with a variety of social, economic, cultural and family structures factors are considered. CSU

CDEV 41H. Issues in Child Development: Environments in Family Child Care (1)  
Lec-16 (total hrs.)  P/NP available  
Developmentally appropriate environments in home-based group care for children at various ages and stages, and areas of development. The role of the licensed family child care provider in supporting growth and development, particularly in physical and sensory motor development, through design of the environment. CSU

CDEV 41I. Advanced Business Practices in Family Child Care (1)  
Lec-16 (total hrs.)  P/NP available  
Overview of the operation of a family child care. Information on continuous compliance with licensing requirements, procedures for a successful business, marketing and meeting the developmental needs of young children in group care. CSU

CDEV 41J. Infant/Toddler Development in Family Child Care (1)  
Lec-16 (total hrs.)  P/NP available  
Introduce the developmental patterns from the prenatal to toddler years for family child care providers; enhance their skills in caring for young children in a home care setting. CSU

CDEV 41K. Infant/Toddler Curriculum in Family Child Care (1)  
Lec-16 (total hrs.)  P/NP available  
Theory and practice of the care and education of the very young child with an emphasis on the significance of the early years and how children learn. The importance of quality care, relationships and planning curriculum and environments that meet the needs of young children in family child care settings will be stressed. CSU

CDEV 41L. Advocacy & Professional Standards in ECE (1)  
Lec-16 (total hrs)  P/NP available  
Professional standards in child development including quality rating scales, the profession's code of ethics, and strategies for advocacy. CSU

CDEV 41M. Sub-Teaching in ECE Programs (1)  
Lec-3  P/NP available  
Emphasis on strategies for working with children, staff, administrators and families in new and rotating child care settings. CSU

CDEV 41N. Music and Movement in Family Child Care (1)  
Lec-1  P/NP available  
Integrating music and movement activities into the family child care curriculum for infants, toddlers and preschoolers. Opportunities for physical, cognitive and social-emotional and cultural learning will be covered along with effective strategies for facilitating small group activities. CSU

CDEV 41O. Outdoor Learning in Family Child Care (1)  
Lec-16 (total hrs), field trips  P/NP available  
An exploration of outdoor learning opportunities for young children in home-based child care based on the developmental needs of infants, preschoolers and school-age children. Active and sensory play, discoveries in nature, imaginative and creative arts, safety standards, design elements, community resources for equipment, materials and financial or labor assistance. CSU

CDEV 41P. Mixed Ages in Family Child Care (1)  
Lec-1  P/NP available  
An exploration of the benefits and challenges of meeting the developmental needs of mixed ages of children in family child care. Environmental adaptations for time together and time apart, daily planning and flexibility, and effective strategies to maximize the benefits will be examined and practiced. CSU

CDEV 41Q. Advancing Careers in Family Child Care (1)  
Lec-16 (total hrs)  P/NP available  
Emphasis is on public policy and funding trends, detailed business analysis, and long term program and business planning. This course will enable experienced Family Child Care Providers to navigate through changing times. CSU

CDEV 41R. Recruiting Infants Into Family Child Care (1)  
Lec-16 (total hrs)  P/NP available  
Special focus for family child care providers on marketing and outreach strategies to attract and keep families who seek quality infant care. The development of promotional materials and communication skills will emphasize relationships to parents of infants. CSU

CDEV 41S. Learning Activities in Family Child Care (1)  
Lec-16 (total hrs)  P/NP available  
An examination of learning activities during play and routine care in Family Child Care that addresses the standards of the Family Daycare Rating Scale. Materials, arrangement, scheduling and caregiver strategies that support language and reasoning, problem solving, concept development and socialization will be emphasized. CSU

CDEV 41T. Early Care for Children with Autism (1)  
Lec-1  P/NP available  
Overview of the unique characteristics and needs of young children with Autism Spectrum Disorder (ASD). The role of the paraprofessional in an exceptional needs setting will be examined. Early intervention strategies will be emphasized. CSU
CDEV 41U. Dual Language Learning in Early Childhood (1)
Lec-1
Emphasis is on the acquisition of second languages in Dual Language and Bilingual Early Care and Education programs. Current cross-cultural research on language acquisition, best practices for language curriculum development and strategies for authentic assessment and home/school connections will be emphasized. CSU

CDEV 41V. Exploring Math in Family Child Care (1)
Lec-1
An exploration of the developmental sequence of early mathematical concepts and their application in the family child care setting. Selection of materials, the development of activities and games to foster math learning and the practice of using teachable moments during daily routine and play experiences. CSU

CDEV 41W. Exploring Science in Family Child Care (1)
Lec-16 (total hrs)
An active exploration of the materials and strategies that can support young children's interest in how the world works. Emphasis on the natural and physical sciences and the promotion of inquiry-based experiences in family child care. CSU

CDEV 44. Environ Rating Scale Family CC (1)
Lec-1
Overview of the Family Child Care Environmental Rating Scale (FCCERS) for Family Child Care Providers in multi-age groupings. Family Child Care Providers face increasing mandated use of standardized environmental rating scales. This course is designed to support current practitioners in using the Family Child Care Environment Rating Scale-Revised (FCCERS-R) in family child care programs. CSU

CDEV 45. ITERS & ECERS Rating Scales (1)
Lec-1
Early Care and Education programs face increasing mandated use of standardized environmental rating scales. This course is designed to support current practitioners in using the Early Childhood Environmental Rating Scale-Revised Edition (ECERS-R) and the Infant Toddler Environmental Rating Scale-Revised Edition (ITERS-R). CSU

CDEV 46. Teacher-Child Interactions in Early Care and Education Using the Classroom Assessment Scoring System (CLASS) (1)
Lec-16 (total hrs)
Overview of the Classroom Assessment Scoring System (CLASS) with an emphasis on the importance of adult-child interactions for development and learning outcomes and the analysis of classroom practice.

CDEV 53. Child Growth and Development (3)
Lec-3
ADVICE: ESL 130 or ENGL 90 or ENGL 91 or Placement in ESL 140 or ENGL 92
Major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception to adolescence, with an emphasis on interactions between maturational processes and environmental factors. Developmental theory, investigative research methodologies, observation of children, evaluation of individual differences and analysis of development at various stages. C-ID CDEV 100; UC/CSU

CDEV 61. Infant/Toddler Growth and Development (3)
Lec-3
ADVICE: ESL 130 or ENGL 90 or ENGL 91 or Placement in ESL 140 or ENGL 92
Physical/sensory-motor, social-emotional, and cognitive/language development of prenatal throughout the first three years will be studied with an emphasis on interactions between genetic and environmental factors. Brain development research and major developmental theories are guidance for practice. Caring adults as a foundation for all development will be emphasized. CSU

CDEV 62. Infant/Toddler Care in Group Settings (3)
Lec-3
ADVICE: ESL 130 or ENGL 90 or ENGL 91 or Placement in ESL 140 or ENGL 92
Introduction to relationship-based care in infant/toddler programs supported by current brain development research. Curriculum planning is based on observation, meeting infants/toddlers' needs and providing positive guidance. Focus is on primary care, continuity of care, individualized care in small groups. CSU

CDEV 64. Introduction to Stress and Coping in Early Childhood and Elementary School Programs (3)
Lec-3
ADVICE: ESL 130 or ENGL 90 or ENGL 91 or Placement in ESL 140 or ENGL 92
Overview of theories, issues, concerns and concepts related to the origins of stress; exploration of stress reduction techniques and coping strategies designed for young children and teachers in early childhood and elementary school programs. CSU

CDEV 65. Orientation to ECE Principles and Practice (3)
Lec-3
ADVICE: ESL 130 or ENGL 90 or ENGL 91 or Placement in ESL 140 or ENGL 92
Principles of developmentally appropriate practices applied to programs and environments; the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting development across all domains for all children. Historical roots of early childhood programs and the evolution of professional practices promoting advocacy, ethics and professional identity. C-ID ECE 120; CSU

CDEV 66. Introduction to Early Childhood Curriculum (3)
Lec-3
ADVICE: ESL 130 or ENGL 90 or ENGL 91 or Placement in ESL 140 or ENGL 92
Appropriate curriculum and environments for children from birth to age 6. Teachers' roles in supporting development and joy of learning for all children using observation and assessment and emphasizing the essential role of play through language, literacy, social/emotional learning, physical/motor activity, sensory learning, art, creativity, math and science. C-ID ECE 130; CSU

CDEV 67. The Child, the Family, and the Community (3)
Lec-3
ADVICE: ESL 130 or ENGL 90 or ENGL 91 or Placement in ESL 140 or ENGL 92
An examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizing historical and socio-cultural factors. The processes of
socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. C-ID CDEV 110; UC/CSU

CDEV 68. Interactions with Children (3)
Lec-3
Advise: ESL 130 or ENGL 90 or ENGL 91 or Placement in ESL 140 or ENGL 92
Children's interactions and their relationship with teachers; dynamics of social interaction in the context of child growth and development; motivation and management of children's social behavior; working in childcare settings; current trends in care. CSU

CDEV 71. Elementary Supervised Field Experience (3)
Lec-1, conf-2, work-5
Advise: ESL 130 (or Placement in ESL 140) or ENGL 90 (or Placement in ENGL 92)
Repeat: CDEV 71, 72, 75, 78, 81, 112, and 113 combined, maximum credit: 16 units
Supervised fieldwork in diverse public elementary school. Practical classroom experiences linking theory and practice, professionalism and comprehensive understanding of elementary school children and various roles of adults. Assessment and curriculum emphasized, as students design, implement and evaluate experiences for development and learning for elementary school children. CSU

CDEV 72. Supervised Field Experience in Early Childhood (3)
Lec-1, conf-2, work-5
Prereq.: CDEV 53, 65, 66 and 67
Advise: ESL 130 (or Placement in ESL 140) or ENGL 90 (or Placement in ENGL 92)
Repeat: CDEV 71, 72, 75, 78, 81, 112, and 113 combined, maximum credit: 16 units
A demonstration of early childhood teaching competencies under guided supervision. Practical classroom experiences linking theory and practice, professionalism, and comprehensive understanding of children and families. Child centered, play-oriented teaching, learning, assessment and curriculum emphasized as students design, implement and evaluate experiences for development and learning for all young children. C-ID ECE 210; CSU

CDEV 73. Observing and Assessing Young Children (3)
Lec-3
Advise: ESL 130 or ENGL 90 or 91 or Placement in ESL 140 or ENGL 92
This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. C-ID ECE 200; CSU

CDEV 74. Children with Special Needs (3)
Lec-3, field trips
Advise: ESL 130 or ENGL 91 or Placement in ESL 140 or ENGL 92
Early childhood teachers and paraprofessionals will explore the developmental strengths and needs of young children 0-5 with special needs and inclusion strategies and techniques for partnering with families. CSU

CDEV 75. High School Supervised Field Experience (3)
Lec-1, conf-2, work-5
Advise: ESL 130 (or Placement in ESL 140) or ENGL 90 (or Placement in ENGL 92)
Repeat: CDEV 71, 72, 75, 78, 81, 112 and 113 combined, maximum credit: 16 units
This course provides supervised fieldwork in high school or middle school classrooms with children or youth. Lab hours in actual classrooms will be combined with lectures covering observation, evaluation and curriculum planning strategies, the role of the adult and the student-learner. An overview of the California Curriculum Content Standards will be included. This course will fulfill the pre-admissions field experience requirement for CSU/UC Credential Programs for future secondary teachers. UC/CSU

CDEV 76. Supporting LGBT Families in Educational Settings (3)
Lec-3
Advise: CDEV 67
Analysis of issues and challenges faced by lesbian, gay, bisexual and transgender (LGBT) families in educational settings and exploration of the role of educators and educational programs in creating inclusive environments. CSU
CDEV 76=LGBT 76

CDEV 77. Diverse LGBT Issues in ECE (3)
Lec-3
Prereq.: CDEV 76
Building upon CDEV 76, students will create inclusive curriculum for children, develop workshop sessions for caregivers/staff, learn about diverse religious and cultural experiences in lesbian, gay, bisexual and transgender (LGBT) communities, examine the relationships between culture, religion and LGBT issues, and develop skills to engage in dialogue about controversial issues. CSU

CDEV 78. Supervised Field Experience in Community Youth Organizations (3)
Lec-1, conf-2, work exp.-5
Advise: ESL 130 (or Placement in ESL 140) or ENGL 90 (or Placement in ENGL 92)
Repeat: CDEV 71, 72, 75, 78, 81, 112 and 113 combined, maximum credit: 16 units
Supervised work experience in youth serving agencies to make connections between theory and practice. Observation and evaluation of school-age children and youth, planning group activities and the role of adults in youth programs will be examined in this course. This course fulfills the requirement for the Community Youth Certificate. CSU

CDEV 79. Youth Program Development (3)
Lec-3
Advise: ESL 130 or Placement in ESL 140, or ENGL 90 or Placement in ENGL 92
Students will explore the various aspects of programming for youth ages 9-15 including curriculum planning, observation, evaluation and assessing developmental needs. Youth settings and programs will be examined emphasizing the cultivation of an assets based model of youth development and leadership principles. This course fulfills the requirement for the Community Youth Certificate. CSU

CDEV 81. Early Literacy Development-Preschool Child (1)
Lec-17.5 (total hrs)
Advise: ENGL 93 or 94; or ESL 160 or 82 or Placement in ENGL 96 or ESL 170
Strategies in preschool to develop language, pre-reading and pre-writing skills. Selecting books and materials; engaging children in shared literary experiences, promoting skills and early experiments with print. Issues and strategies for second language learners. CSU

CDEV 85. Relationship-based Infant/Toddler Care (3)
Lec-3
Prerequisites: CDEV 72
Students will learn about relationship-based care that supports infant/toddler social-emotional development, learning during routine care and play activities, and development of language and communication. The parent-provider partnership is explored as key to understanding children and keeping them connected to the family and culture. CSU

CDEV 86. Advanced Supervised Field Experience in the Early Childhood Setting (3)
Lec-1, conf-2, work-5, field trips
Prerequisites: CDEV 72
Building upon CDEV 72, students will further their practical teaching experience in the early childhood setting. Explores intentional teaching, personalizes students' teaching experiences and expands their reflective, self-evaluative abilities. CSU

CDEV 87. Promoting Social and Emotional Competence in Young Children (3)
Prerequisites: CDEV 72
Students will learn strategies to promote children's social and emotional development and tools to address challenging behaviors and mental health needs. Course includes interrelated levels of practice in developing positive relationships with children, families and colleagues; creating supportive environments; utilizing social and emotional teaching strategies to provide intensive, individualized interventions. CSU

CDEV 90. Early Childhood Education Administration I (3)
Prerequisites: CDEV 53
A course focusing on the business and administrative aspects of operating early childhood education programs. Explores regulatory requirements including legal issues to analyze impact on center operations and specific management tools used to reflect upon current business practices. CSU

CDEV 91. Early Childhood Education Administration II (3)
Prerequisites: CDEV 53
Administration, supervision and management of early childhood programs. Emphasis on human relations including staffing, family involvement; and developing communication guidelines for director/teacher, teacher/teacher, teacher/family and managing the daily operations of program. CSU

CDEV 92. Health, Safety, and Nutrition in Early Childhood Programs (3)
Prerequisites: CDEV 53
Introduction to laws, regulations, standards, curriculum, policies and procedures related to health safety and nutrition for all children. Components that ensure physical health, mental health and safety for children and staff and the importance of collaboration with families and health professionals. Focus on integrating concepts into planning and program development. C-ID ECE 220; CSU

CDEV 93. Cultural Diversity in Early Childhood Education (3)
Prerequisites: CDEV 53
Theoretical and practical implications of social identity, oppression and privilege for young children, families, programs, and teaching. Strategies for culturally and linguistically appropriate anti-bias approaches supporting all children in a diverse society. Self-examination and reflection on social identity, stereotypes and bias, social and educational access, media and schooling. C-ID ECE 230; CSU

CDEV 95. School-Age Childcare Curriculum (3)
Prerequisites: CDEV 53
Understanding child development and family concerns essential in planning a developmentally appropriate school-age child care program. Explores relationships with children and families, age appropriate activities, positive guidance and planning the environment. CSU

CDEV 96. Understanding Children with Challenging Behaviors (3)
Prerequisites: CDEV 53
Overview of issues related to children who exhibit challenging behaviors in early childhood programs. Explores current brain research, theories in preventing challenging behaviors, intervention approaches, the importance of nurturing relationships and reflective practices. CSU

CDEV 97. School Age Child Growth and Development (3)
Prerequisites: CDEV 53
Human growth and development, ages five to twelve, and early and mid-adolescence, covering physical, cognitive, language, and social development. Developmental theories and issues affecting the lives of school age children in contemporary society. Required for the Certificate of Achievement in Child Development: Youth Worker and School Age Care. CSU

CDEV 98. Sensory-Motor Development and Activities in Early Childhood Programs (3)
Prerequisites: CDEV 53
Overview of sensory motor development in young children; developmentally appropriate sensory motor activities and experiences; and the relationship of physical, cognitive, and social-emotional development to brain development in young children. CSU

CDEV 99. Sensory Processing Disorder in Children (1)
Prerequisites: CDEV 53
Overview of issues related to Sensory Processing Disorder in young children, with an emphasis on early identification and intervention strategies. The class will explore how children with autism, development dyspraxia, ADHD and other neurodevelopmental disabilities are affected by Sensory Processing Disorder (SPD). CSU
CDEV 100. Violence and Its Impact on Children and Their Families (3)
Lec-3
P/NP available
An Exploration of violence and its impact on the physical and psychological well-being of children, families, early childhood teachers and others. Emphasis is on early relationships and how they affect a child's worldview, plus practitioner self-care and multi-cultural awareness. CSU

CDEV 101. Intro to Violence Intervention (3)
Lec-3
An overview of violence prevention strategies that are appropriate for early childhood programs. This course focuses on developing skills of educators to respond to families and children who experience high levels of stress and chronic violence. CSU

CDEV 105. Adult Supervision & Mentoring in Early Care and Education (2)
Lec-2
Prereq: CDEV 90 or 91
Advis: ENGL 91 or ESL 130 or Placement in ENGL 92 or ESL 140
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 relationships to new teachers while simultaneously addressing the needs of children, parents and other staff. CSU

CDEV 106. Exploring Science in Early Childhood Education (3)
Lec-3
Advis: CDEV 66
Early childhood teachers will explore materials and teaching strategies that support young children's interest in and understanding of science and the natural world. CSU

CDEV 107. Introduction to Child Nutrition (3)
Lec-3
Overview of child nutrition issues, with an emphasis on practical skills and approaches to influence positive eating behaviors that promote optimal health and nutrition. Topics include basic nutrition principles, planning healthy meals and snacks, food safety, childhood obesity, physical activity, nutrition education, child nutrition programs and food assistance resources. CSU
CDEV 107 = HLTH 177

CDEV 108. Communicating with Parents and Guardians (3)
Lec-48 (total hrs)
Advis: ESL 130 or ENGL 90 or ENGL 91 or Placement in ESL 140 or ENGL 92
An overview of the importance of communication in childcare and school settings. Family needs, differences, challenges and expectations are stressed, with special attention paid to cultural, racial, economic, gender and family structure differences and their impacts on communication strategies. The value of positive parent-teacher relationships in the provision of quality childcare and education is analyzed, and communication techniques and strategies are explored. CSU

CDEV 108A. Practical Mathematics I (3)
Lec-2.5, lab-1.5
Concepts, techniques and applications of arithmetic and elementary algebra emphasizing applications to practical problems. Interactive and traditional problem solving methods. Class interactive group exercises applying mathematical techniques to various applications and real world problems.
CDEV 108A = ET 108A = BTEC 108A

CDEV 108B. Practical Mathematics II (3)
Lec-2.5, Lab-1.5
Concepts, techniques, and applications of intermediate algebra and introductory trigonometry emphasizing real world applications. Interactive group exercises and traditional lecture - problem-solving methods. Demonstration of mathematical concepts by showing how they are applied to various fields such as medical, business, industrial, and scientific. Emphasis on problem solving and the application of mathematics to real world problems. CSU
CDEV 108B = ET 108B

CDEV 110. Jumpstart and Preschool Children (3)
Lec-3, field trips
Intensive practice in observations, interactions and set-up of preschool environments that support literacy and language development. Lectures, readings, films and discussions on how to work with young children. CSU

CDEV 114. Work Experience in Child Development (1-3)
Work-5, 10, 15
Prereq: CDEV 71 or 72 or 75 or 78 or 110
Repeat: Maximum of 6 units of WRK EXP
This course will provide on or off-campus experience in early childhood/child development, K-12 classroom, after-school or youth work settings. The focus will be on providing practical experience in the methods and principles of teaching in early childhood and school-age classrooms. Emphasis will be placed on the role of the teacher in the field experience setting. CSU

CDEV 120. Special Education K-12 (3)
Lec-3
Advis: ESL 130 or ENGL 90 or ENGL 91 or Placement in ESL 140 or ENGL 92
Introduction to basic issues in special education K-12 including laws, Individual Educational Plans (IEPs), collaboration strategies, common disabilities, inclusion strategies, behavior management and curriculum adaptation. CSU

CDEV 121. Children with AD/HD (1)
Lec-1
Advis: ESL 130 or ENGL 90 or ENGL 91 or Placement in ESL 140 or ENGL 92
Explore behaviors, strengths, and needs of children with AD/HD and develop teaching strategies that support them and their families. Conventional and alternative approaches to diagnosis and treatment as well as prevention and inclusion strategies will be explored. CSU

CDEV 122. Social Emotional Disturbance (1)
Lec-1
Advis: ESL 130 or ENGL 90 or ENGL 91 or Placement in ESL 140 or ENGL 92
This course will explore the definitions of social-emotional/behavior disturbance (SED), educational implications of the diagnosis of SED, the understanding of behavior from brain development, sensory, and emotional perspectives; and prevention/intervention strategies for supporting children diagnosed with SED. CSU

CDEV 123. Learning Disabilities (1)
Lec-1
Advis: ESL 130 or ENGL 90 or ENGL 91 or Placement in ESL 140 or ENGL 92
Explore common learning disabilities including dyslexia and other visual and auditory processing disorders. Identify multi-sensory strategies for teaching children with learning disabilities; learn how to adapt
community resources.

CDEV 124. Individualized Education Plans (1)
Lec-1
Advise: ESL 130 or ENGL 90 or ENGL 91 or Placement in ESL 140 or ENGL 92
Learn about Individualized Educational Programs and Plans (IEPs) and Individualized Family Service Plans (IFSPs) for children with special needs, including developing procedures, setting goals and objectives, and collaborating between parents and colleagues. CSU

CDEV 125. Children's Emotional Development (1)
Lec-1
Advise: ESL 130 or ENGL 90 or ENGL 91 or Placement in ESL 140 or ENGL 92
Learn about emotional development of children and strategies for building for building emotional competence and supporting children's social-emotional development. Emphasis on fostering social-emotional coping strategies for children and teachers. CSU

CDEV 150. Orientation to K-12 Education (3)
Lec-3
Advise: ESL 130 or ENGL 90 or ENGL 91 or Placement in ESL 140 or ENGL 92
An overview of K-12 teaching form multicultural perspectives including history of US public education, inequities in the field, actions to address inequities, current trends in the field and teaching strategies. UC/CSU

ESL 51A. ESL for Child Development (3)
Lec-3
Prereq: Placement in ESL 130 or higher or completion of ESL 120; may be taken concurrently with either CDEV 65 or 66, or ALONE
Support class for non-native speakers of English taking Child Development courses. Reading strategies to successfully manage CDEV course load; writing strategies to successfully complete CDEV class reports and tests. Vocabulary building in CDEV terminology. CSU

Noncredit Courses:

Infancy and Early Childhood

CDEV 8002. Parents and Infants (45 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 hrs)
Informal discussion on the growth and development of infants 8-14 months of age are 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 (54 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. The Child Development Lab School (54 hrs)
A family-focused study of child growth and development and family resources utilizing laboratory child development facilities. Practice in utilizing teaching techniques while interacting with young children. Provide educational opportunities and community service resource information for students and parents.

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. Parents attend 5-17 hours per week.

CDEV 8112. The Preschool Child in Child Care (54 hrs)
Study of child growth and development in laboratory setting. Provides a laboratory learning environment for observing children, three to five years old.

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 child care 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)
Exploration of the role of the foster parent. Emphasis placed on human development from birth through adolescence. Topics include separation and grieving; drug and sexual education for adolescents; the roles of foster parents and biological parents; community resources including the agency and placement worker. Fulfills requirements of the California Community FKCE Licensing mandated in-service curriculum.

CDEV 8206. Parenting in the Business Community (45-54 hrs)
General principles of human development, birth through adolescence. Emphasis on issues for working parents, family dynamics, and community resources for childcare.

Chinese
Office: Art 202
Phone Number: (415) 239-3223
Web Site: www.ccsf.edu/forlang

Announcement of Curricula

Chinese (Mandarin) Major (AA)

Program Information. The Chinese program provides instruction in developing a student's ability to communicate in Chinese, both written and oral, through the intermediate level and to gain a knowledge of Chinese cultures throughout the world. The program is designed to meet transfer goals as well as personal development and career growth. Students must complete the curriculum with final grades of C or higher in their major preparation.

Degree Curriculum. The Degree Curriculum in Chinese is a two-year course of study designed to build a strong language foundation as well as expose students to Chinese cultural content and some literature. Students who complete the curriculum are better prepared to transfer
to the CSU and UC systems as well as other universities with the intent of majoring or minoring in Chinese.

Learning Outcomes

Upon completion of this degree, students will be able to:

- Demonstrate fluency to interact in Chinese in a normal and spontaneous fashion at an intermediate level.
- Understand and react to authentic materials and current media at an intermediate level.
- Demonstrate understanding of geography and cultural differences in the Chinese-speaking world.
- Display an intermediate level of proficiency in speaking, understanding, reading and writing in Chinese to perform successfully in upper division work.

Courses Required for the Major in Chinese (Mandarin)

Students must complete a minimum of 12 units chosen from

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
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<tbody>
<tr>
<td>CHIN 2 or 2A+2B Cont. of Elem. Chinese</td>
<td>5 or 6</td>
</tr>
<tr>
<td>CHIN 3 or 3A+3B Intermediate Chinese</td>
<td>5 or 6</td>
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<tr>
<td>CHIN 4 or 4A+4B Cont. of Intermed. Ch.</td>
<td>5 or 6</td>
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<tr>
<td>CHIN 31A-31B Intermediate Mandarin</td>
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<td>for Bilingual Students</td>
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An additional six units must be completed from the following courses:

- CHIN 1 or 1A+1B Elementary Chinese
- CHIN 12B Cont. of Beg. Conv. Mandarin
- CHIN 12C Intermediate Conv. Mandarin
- CHIN 14B Conv. Mandarin for Speakers of Other Dialects: Level 2
- CHIN 14C Intermediate Conversational Mandarin for Chinese Speaking Students
- CHIN 16 Chinese Characters for Beginners
- CHIN 29A Chinese Lit. in Translation
- CHIN 29B Chinese Lit. in Translation
- CHIN 39 or 49 Maj Achieve/Chin Thought & Cul

Total Units ........................................... 18

Chinese (Mandarin) Certificate

The Certificate of Accomplishment in Chinese (Mandarin) provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Chinese (Mandarin). Each course must be completed with a final grade of "C" or higher or Pass. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Understand the main points of standard speech on familiar matters encountered in work, school, leisure, etc.
- Understand texts which consist mainly of high-frequency everyday or job-related language.
- Deal with most situations likely to arise while traveling in an area where the language is spoken.
- Write simple connected text on topics which are familiar or of personal interest or personal letters describing experiences and impressions.

Courses Required for the Certificate of Accomplishment in Chinese (Mandarin)

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Units</th>
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<tbody>
<tr>
<td>CHIN 1 Elementary Chinese</td>
<td>5</td>
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<tr>
<td>or CHIN 1A-1B Elementary Chinese</td>
<td>3-3</td>
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<tr>
<td>CHIN 2 Continuation of Elementary Chinese</td>
<td>5</td>
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<tr>
<td>or CHIN 2A-2B Continuation of Elem Chinese</td>
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<tr>
<td>CHIN 3 Intermediate Chinese</td>
<td>5</td>
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<tr>
<td>or CHIN 3A-3B Intermediate Chinese</td>
<td>3-3</td>
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<td>CHIN 4 Continuation of Intermed Chinese</td>
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<td>or CHIN 4A-4B Cont of Intermediate Chinese</td>
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<td>CHIN 16 Chinese Characters for Beginners</td>
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<td>CHIN 31A, 31B Inter Chin for Biling Students</td>
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Elective Courses

- CHIN 12A Beg Conversational Mandarin
- CHIN 12B Cont of Beg Conversational Mandarin
- CHIN 12C Intermed Conversational Mandarin
- CHIN 14A Conv Mandarin/Sprks of Other Lang
- CHIN 14B Conv Mandarin/Sprks of Other Lang
- CHIN 14C Intermediate Conversational Mandarin for Chinese Speaking Students
- CHIN 29A Chinese Lit. in Translation
- CHIN 29B Chinese Lit. in Translation
- CHIN 39 or 49 Maj Achieve/Chin Thought & Cul

Total Units ........................................... 15

Announcement of Courses

Students of beginning Mandarin are directed to consider CHIN 1, 1A, 12A, 14A, 16.

A placement test in Chinese is available for guidance in selecting the appropriate course. For information, call 239-3223.

Credit, Degree Applicable Courses:

CHIN 1. Elementary Chinese (5)  
Lec-5, lab-2  
P/NP available  
ADVISE: ENGL 93 or 94; or ESL 160 or 82 or placement in ENGL 96 or ESL 170 or completion of any City College or university foreign language course.

Beginner’s course. Grammar, composition, and reading. Practice in speaking and understanding Mandarin. UC/CSU

CHIN 1A. Elementary Chinese (3)  
Lec-3, lab-1  
P/NP available  
ADVISE: ENGL 93 or 94; or ESL 160 or 82 or placement in ENGL 96 or ESL 170 or completion of any City College or university foreign language course.

Beginner’s course. (Especially recommended for students starting the study of Chinese for the first time.) Grammar, composition, and reading. Practice in speaking and understanding Mandarin. UC/CSU

CHIN 1A+1B = CHIN 1

CHIN 1B. Elementary Chinese (3)  
Lec-3, lab-1  
P/NP available  
PREREQ.: CHIN 1A or demonstration of CHIN 1A exit skills.

Beginner’s course. (Especially recommended for students starting the study of Chinese for the first time.) Grammar, composition, and reading. Practice in speaking and understanding Mandarin. UC/CSU

CHIN 1A+1B = CHIN 1
CHIN 2. Continuation of Elementary Chinese (5)
Lec-5, lab-2 P/NP available
Prereq.: CHIN 1 or 1B or demonstration of CHIN 1/1B exit skills.
Second semester course. Continuation of the study of grammar, composition, and reading. Practice in speaking and understanding Mandarin. UC/CSU

CHIN 2A. Continuation of Elementary Chinese (3)
Lec-3, lab-1 P/NP available
Prereq.: CHIN 1 or 1B or demonstration of CHIN 1/1B exit skills.
Continuation of the study of grammar, composition, and reading. Practice in speaking and understanding Mandarin. UC/CSU

CHIN 2B. Continuation of Elementary Chinese (3)
Lec-3, lab-1 P/NP available
Prereq.: CHIN 2A or demonstration of CHIN 2A exit skills.
Continuation of the study of grammar, composition, and reading. Practice in speaking and understanding Mandarin. UC/CSU

CHIN 3. Intermediate Chinese (5)
Lec-5, lab-2 P/NP available
Prereq.: CHIN 2 or 2B or demonstration of CHIN 2/2B exit skills.
Grammar, composition and reading. Practice in speaking and understanding Mandarin. UC/CSU

CHIN 3A. Intermediate Chinese (3)
Lec-3, lab-1 P/NP available
Prereq.: CHIN 2 or 2B or demonstration of CHIN 2/2B exit skills.
Grammar, composition and reading. Practice in speaking and understanding Mandarin. UC/CSU

CHIN 3B. Intermediate Chinese (3)
Lec-3, lab-1 P/NP available
Prereq.: CHIN 3A or demonstration of CHIN 3A exit skills.
Grammar, composition and reading. Practice in speaking and understanding Mandarin. UC/CSU

CHIN 4. Continuation of Intermediate Chinese (5)
Lec-5, lab-1 P/NP available
Prereq.: CHIN 3 or demonstration of CHIN 3 exit skills.
Fourth semester course. Grammar, composition and reading. Practice in speaking and understanding Mandarin. UC/CSU

CHIN 4A. Continuation of Intermediate Chinese (3)
Lec-3, lab-1 P/NP available
Prereq.: CHIN 3 or 3B or demonstration of CHIN 3/3B exit skills.
Grammar, composition and reading. Practice in speaking and understanding Mandarin. UC/CSU

CHIN 4B. Continuation of Intermediate Chinese (3)
Lec-3, lab-1 P/NP available
Prereq.: CHIN 4A or demonstration of CHIN 4A exit skills.
Grammar, composition and reading. Practice in speaking and understanding Mandarin. UC/CSU

CHIN 10A. Beginning Conversational Cantonese (3)
Lec-3, lab-1 P/NP available
Advisement: CHIN 10A or demonstration of CHIN 10A exit skills.
Second semester course. Extensive oral training in Cantonese. Emphasis on practical vocabulary and idiom rather than on formal grammar and literature. Students will learn romanization with tone markings rather than Chinese characters. CSU
Not recommended for all beginning students. Not recommended for native speakers of Cantonese.

CHIN 10B. Continuation of Beginning Conversational Cantonese (3)
Lec-3, lab-1 P/NP available
Advisement: CHIN 10B or demonstration of CHIN 10B exit skills.
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
Not recommended for native speakers of Cantonese.

CHIN 10C. Intermediate Conversational Cantonese (3)
Lec-3, lab-1 P/NP available
Advisement: CHIN 10C or demonstration of CHIN 10C exit skills.
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
Not recommended for native speakers of Cantonese.

CHIN 10D. Continuation of Intermediate Conversational Cantonese (3)
Lec-3, lab-1 P/NP available
Advisement: CHIN 10D or demonstration of CHIN 10D exit skills.
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
Not recommended for native speakers of Cantonese.

CHIN 12A. Beginning Conversational Mandarin (3)
Lec-3, lab-1 P/NP available
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
Not recommended for 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.

CHIN 12B. Continuation of Beginning Conversational Mandarin (3)
Lec-3, lab-1 P/NP available
Advisement: CHIN 12A or 1A or demonstration of CHIN 12A or 1A exit skills.
Second semester course. Continuation of Beginner’s course in Mandarin. 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

**Not recommended for 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.**

CHIN 12C. Intermediate Conversational Mandarin (3)
Lec-3, lab-1 P/NP available

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**Advise: CHIN 12B or CHIN 1 or 1B or demonstration of exit skills.**

Third semester course. Continuation of extensive oral training in Mandarin. Emphasis on practical vocabulary, pronunciation and idiomatic usage. Designed for students who wish to acquire more advanced skills spoken Mandarin with a minimum of formal grammar rather than reading and writing in Chinese characters. CSU

**Not recommended for native speakers of Mandarin. Open to all beginning students of Mandarin who can speak at least one and for students who have some knowledge of Chinese.**

CHIN 14A. Conversational Mandarin for Speakers of Other Chinese Dialects: Level 1 (3)
Lec-3, lab-1 P/NP available

Beginner's course in Mandarin for students who speak another dialect of Chinese. 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

**Not recommended for native speakers of Mandarin. Open to all beginning students of Mandarin who can speak at least one and for students who have some knowledge of Chinese.**

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CHIN 14B. Conversational Mandarin for Speakers of Other Chinese Dialects: Level 2 (3)
Lec-3, lab-1 P/NP available

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**Advise: CHIN 14A or demo of CHIN 14A exit skills.**

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

**Not recommended for 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.**

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CHIN 14C. Intermediate Conversational Mandarin for Chinese Speaking Students (3)
Lec-3, lab-1 P/NP available

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**Advise: CHIN 14B or demo of CHIN 14B exit skills.**

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

**Not recommended for 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.**

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CHIN 16. Chinese Characters for Beginners (3)
Lec-3 P/NP available

An intensive study of 300 commonly used characters to enhance reading and writing Chinese. UC/CSU

**Recommended for all students with limited or no background in written characters. Recommended to be taken concurrently with CHIN 1, CHIN 1A/1B, or CHIN 12 series, or CHIN 10 series.**

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CHIN 30A. Advanced Intermediate Chinese (3)
Lec-3, lab-1 P/NP available

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**Advise: CHIN 4 or demonstration of oral fluency in a Chinese dialect (including standard Mandarin) and and knowledge of approximately 800-1000 Chinese characters.**

Intermediate 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 compositions. CSU

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CHIN 30B. Continuation of Advanced Intermediate Chinese (3)
Lec-3, lab-1 P/NP available

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**Prereq.: CHIN 30A or demonstration of exit skills.**

**Advise: CHIN 4 or demonstration of oral fluency in a Chinese dialect (including standard Mandarin) and and knowledge of approximately 550 Chinese characters.**

Continued intermediate training in written and spoken Mandarin with emphasis on reading, speaking and composition. Increased 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 compositions. Intermediate training in written and spoken Mandarin. UC/CSU

**Chinese 31A is not a prerequisite for Chinese 31B. These courses may be taken non-sequentially. 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.**

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CHIN 31A. Intermediate Mandarin Chinese for Bilingual Students (3)
Lec-3, lab-1 P/NP available

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**Advise: Oral fluency in at least one Chinese dialect other than standard Mandarin and knowledge of approximately 800-1000 Chinese characters.**

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. Intermediate training in written and spoken Mandarin. UC/CSU

**Chinese 31A is not a prerequisite for Chinese 31B. These courses may be taken non-sequentially. 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.**

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CHIN 31B. Intermediate Mandarin Chinese for Bilingual Students (3)
Lec-3, lab-1 P/NP available

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**Prereq.: Oral fluency in at least one Chinese dialect other than standard Mandarin and knowledge of approximately 800-1000 Chinese characters.**

Intensive training in written and spoken Mandarin with emphasis on reading, speaking and composition. Increased 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 compositions. Advanced training in written and spoken Mandarin. UC/CSU

**Chinese 31A is not a prerequisite for Chinese 31B. These courses may be taken non-sequentially. This course is 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.**
CINEMA 21 Film Studies .......................... 3
CINE 24 Basic Film Production .................... 4
CINE 25 Narrative Filmmaking ........................ 3
CINE 60 Sound for Motion Pictures ................... 3

Second Semester
CINE 30 Production Planning .......................... 3
CINE 54 Cinematography and Lighting ................ 3

Cinema Production Major (AS)

The Associate in Science Degree in Cinema Production is intended for students who are interested in pursuing a career in film production. In the first semester, students may enroll concurrently in the following courses: CINE 21, 24, 25, 30, 60, and 75.

Learning Outcomes
Upon completion of this degree, students will be able to:

- Apply basic principles of film production and industry practice
- Analyze different film forms and genres
- Demonstrate skills in celluloid and digital technology
- Demonstrate storytelling skills
- Identify film history movements

Career Opportunities
- Production Assistant
- Grip and Lighting Technician
- Camera Operator
- Film and Video Editor
- Motion Picture Director
- Producer
- Production Manager
- Screenwriter
- Sound Recordist
- Sound Mixer
- Festival Curator

Announcement of Curricula

General Information
The Cinema Department is ideally situated in the San Francisco Bay Area, which is home to one of the country’s most vibrant film cultures and traditions. Our program is unique in the breadth of its course offerings, the quality of its instruction, and the accessibility of its equipment. As part of one of the largest, most diverse community colleges in the country, the Cinema Department is an exciting and rewarding place to study film.

The Cinema department is equipped to fulfill a wide range of professional and academic goals. Production and studies classes include, but are not limited to: cinematography and lighting, screenwriting, directing, producing, editing, sound for motion picture, feature and documentary production, film history, aesthetics and genre/auteur studies.

Students work with evolving technologies and state of the art equipment that emphasizes hands-on training and portfolio production. Film studies courses provide a historical view of film in our culture through the examination of aesthetic and technical changes in the medium. The knowledge and experience acquired in the program will prepare students to pursue their goals in the motion picture industry or transfer to an institution of higher learning.

Our dedicated faculty and staff consist of award-winning filmmaking professionals who create an environment that encourages creativity, technical proficiency, and critical thinking.

Each year students in the Cinema Department produce CITY SHORTS, a high-profile film festival. This public event provides students an opportunity to showcase their work and celebrate with the community.

Learning Outcomes
- Apply basic principles of film production and industry practice
- Analyze different film forms and genres
- Demonstrate skills in celluloid and digital technology
- Demonstrate storytelling skills
- Identify film history movements

Career Opportunities
- Production Assistant
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- Screenwriter
- Sound Recordist
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Learning Outcomes
Upon completion of this degree, students will be able to:

- Apply basic principles of film production and industry practice
- Analyze different film forms and genres
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- Demonstrate storytelling skills

Courses Required for the Major in Cinema Production

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<th>Course</th>
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<td>CINE 25 Narrative Filmmaking</td>
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<td>CINE 60 Sound for Motion Pictures</td>
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<td>Second Semester</td>
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<tr>
<td>CINE 30 Production Planning</td>
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<td>CINE 54 Cinematography and Lighting</td>
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CINE 56 Introduction to Digital Film Editing .......... 3

Third Semester
CINE 75 Screenwriting
or CINE 72 Non-Fiction Scriptwriting ................. 3
CINE 61 Sound for Motion Pictures
or CINE 74 Advanced Cinematography and Lighting
or CINE 76 Advanced Digital Film Editing
or CINE 90 Film and Digital Finishing .............. 3
CINE 131 Directing Motion Pictures
or CINE 126 Documentary Filmmaking .............. 3

Fourth Semester
CINE 124A Film Production Workshop .............. 3
CINE 131 Directing Motion Pictures
or CINE 126 Documentary Filmmaking .............. 3
Total Units ........................................... 37

Announcement of Courses
Credit, Degree Applicable Courses:
CINE 18. American Cinema (3)
Lec-3, field trips P/NP available
An introductory course in film studies examining the history and development of Hollywood and the movie business and their sustained influence on American culture. The tools of cinematic grammar in creating a universal visual language are also explored. UC/CSU

CINE 19. Documentary, New Media and Society (3)
Lec-3 P/NP available
Examine some of the best current political documentaries and explore how emerging technologies have revolutionized documentary cinema practice. Using the films, critical writings, and original projects, students will investigate the relevance and impact of documentary filmmaking in the context of social networks, blogs, games, cell phones, and 3d virtual communities. CSU

CINE 20A. Film History: Evolution of Film Expression (3)
Lec-2, lab-2 P/NP available
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. UC/CSU

CINE 20B. Film History: Contemporary Film Expression (3)
Lec-2, lab-2 P/NP available
History of cinema as unique expressive medium 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; cinema in the digital age. UC/CSU

CINE 21. Introduction to Film Studies (3)
Lec-3 P/NP available
An introductory course that addresses film production and film theory through the critical analysis of motion pictures. The course covers popular and technical approaches to cinema including filmmaking techniques like directing, cinematography and editing, and visual aesthetics. UC/CSU

CINE 22. The Documentary Tradition (3)
Lec-3 An introductory course that addresses non-fiction film history, methods, and practices. This is a survey course that covers a wide range of documentary film issues and approaches including ethics and principles, objectivity, and point of view. UC/CSU

CINE 23. Selected Topics in Film Studies (3)
Lec-3 P/NP available
Advise: CINE 18 or 20A or 20B or 21
An in depth study of a significant subject area in Film History and Film Studies. Topics may include genre studies (e.g., the Western), national cinemas (e.g., Italian Neorealism), auteur studies (e.g., Hitchcock) or a specific time period (e.g., Pre-code Cinema). Screenings in class appropriate to the designated topic. CSU

CINE 23A. Films of Alfred Hitchcock (3)
Lec-3 P/NP available
Advise: CINE 18, 20A, 20B, or 21
An auteur study of the films of Alfred Hitchcock as both the "master of suspense" and an artist of anxiety. The course will explore Hitchcock’s films in terms of their themes, stylistic tendencies and social/historical context. Hitchcock's place in film history and his influence will be explored in depth. UC/CSU

CINE 23B. Focus on Film Noir (3)
Lec-3 P/NP available
American Film Noir, which surfaced in the aftermath of World War II, has been characterized as a cinema of moral anxiety and ambiguity. This course will explore Film Noir in terms of its origins, themes, stylistic tendencies, iconic characters, complex narrative structures and social/historical context. UC/CSU

CINE 24. Basic Film Production (4)
Lec-4 P/NP available
The course offers instruction in basic film production, including fundamentals of digital and analog camera operation, basic editing principles, and an overview of lighting and sound. In-class group shoots and off-campus individual films, in-class screening and critique of student films. Each student completes at least two individual films. UC/CSU

CINE 25. Narrative Filmmaking (3)
Lec-3, field trips P/NP available
Prereq.: Completion/concurrent enrollment in CINE 24
Intensive practice in basic narrative filmmaking. Emphasis on planning, filming and editing scenes for dramatic effect. The history of narrative continuity systems is explored. CSU

CINE 30. Production Planning (3)
Lec-3, field trips
Lectures on all aspects of planning the production of film projects. Students are taught the skills to estimate, calculate, negotiate and evaluate all costs, legal concerns, insurance issues, permits and pitfalls. Project budgets and organization for shorts, music videos, commercials, documentaries and narrative feature films are examined. CSU

CINE 40. Film Festival (3)
Lec-3 P/NP available
An overview of the cultural and practical considerations of presenting a public film festival. The class produces, curates and screens the annual City Shorts Student Film Festival. Experience in planning, programming, promotion, fundraising, exhibition and house management. CSU
CINE 54. Cinematography and Lighting (3)
Lec-3, field trips
Prereq.: completion of or concurrent enrollment in CINE 25
Development and execution of short, single camera styled projects concerning the art and practice of cinematography and lighting. These projects focus on the skills of cinematography and lighting: composition, use of lenses, camera angles, color theory and practice, camera operation, lighting design, and camera movement. CSU

CINE 55. Advanced Film Editing (3)
Lec-3, lab-1, field trips
Prereq.: CINE 25, 54
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

CINE 56. Introduction to Digital Film Editing (3)
Lec-3, lab-3, field trips
Prereq.: CINE 24, 25
Introduction to digital film editing and post-production techniques using current industry standard, non-linear editing systems within the cinematic discipline. Editing skills are learned in the context of examining film form, style and aesthetics. CSU

CINE 57. Experimental Filmmaking (3)
Lec-3, field trips
Prereq.: CINE 24 and 25; and completion of or concurrent enrollment in CINE 54
Explore non-narrative filmmaking techniques stressing personal expression through individual production of short films in a historical context. Projects include utilization of a range of different experimental techniques and will reference films screened and discussed in a class. CSU

CINE 60. Sound for Motion Pictures I (3)
Lec-3, field trips
Prereq.: completion/concurrent enrollment in CINE 24 & 25.
An overview of sound recording and design with a focus on hands-on, practical approaches. Sound recording techniques using a variety of microphones and decks; sound editing and design using digital audio workstations including synch sound, dialogue, sound effects, music, and mixing. Film screenings, lectures, demonstrations and field trips. CSU

CINE 61. Sound for Motion Pictures II (3)
Lec-3, field trips
Prereq.: CINE 60
Advanced work for filmmakers in sound recording, editing, design and mixing for motion pictures. Demonstrations of professional film location sound equipment, digital sound editing workstations, and film sound mixing studios. Film screenings and field trips to complement class lectures, discussions, exercises, demonstrations, group and individual work projects. CSU

CINE 72. Nonfiction Scriptwriting (3)
Lec-3
An introductory course that offers essential skills in writing a professional nonfiction script. Attention to research methods supporting content development, interviewing techniques, story structure, script format, and cinematic grammar are emphasized. Historical nonfiction films and their influence on current work will also be explored. CSU

CINE 74. Advanced Cinematography and Lighting (3)
Lec-3, field trips
Prereq.: CINE 54.
Refine cinematography and lighting techniques and aesthetics to create professional caliber motion picture imagery. Execute single camera style projects focused on mastering advanced skills using: professional cameras and lighting instruments and advanced color techniques and color correction for aesthetic and stylistic purposes. CSU

CINE 75. Screenwriting (3)
Lec-3, field trips
An introductory course that addresses writing for visual media and, in particular, cinema. Professional format, film grammar and aesthetics are emphasized as these skills are then utilized in creating original and well-researched screenplays. CSU

CINE 76. Advanced Digital Film Editing (3)
Lec-3, lab-3, field trips
Prereq.: CINE 24, 25 AND 56 OR BCST 144
Advanced editing skills and techniques to create professional quality projects, including transcoding, color correction and mastering. Historical and contemporary editing styles are explored, CSU

CINE 74. Advanced Cinematography and Lighting (3)
Lec-3, field trips
Prereq.: CINE 54.
Refine cinematography and lighting techniques and aesthetics to create professional caliber motion picture imagery. Execute single camera style projects focused on mastering advanced skills using: professional cameras and lighting instruments and advanced color techniques and color correction for aesthetic and stylistic purposes. CSU

CINE 75. Screenwriting (3)
Lec-3, field trips
An introductory course that addresses writing for visual media and, in particular, cinema. Professional format, film grammar and aesthetics are emphasized as these skills are then utilized in creating original and well-researched screenplays. CSU

CINE 76. Advanced Digital Film Editing (3)
Lec-3, lab-3, field trips
Prereq.: CINE 24, 25 AND 56 OR BCST 144
Advanced editing skills and techniques to create professional quality projects, including transcoding, color correction and mastering. Historical and contemporary editing styles are explored, CSU

CINE 85. Advanced Screenwriting (3)
Lec-3
Prereq.: CINE 75
An advanced course reinforcing writing skills required for visual media and, in particular, cinema. Professional format, character and plot development, film grammar and aesthetics are emphasized in creating and revising original screenplays. CSU

CINE 90. Film and Digital Finishing (3)
Lec-3, field trips
Prereq.: CINE 24 and 25; and completion of or concurrent enrollment in CINE 54.
Survey of state of the art practices and technologies in celluloid and digital film finishing and laboratory work, including color correction, film to tape transfer and audio mixing. Taught through lectures, field trips, and hands-on exercises. CSU

CINE 124A. Film Production Workshop (3)
Lec-2, conf-1, field trips
Prereq.: CINE 54, 56 and 60.
Advised: CINE 30, 61, 74, 75 AND 76
This is an advanced production course that refines and expands skills developed in prior CCSF Cinema classes. It is a requirement for the major. This course focuses on the planning and development of an original film idea, and on crew skills. CINE 124A meets concurrently with CINE 124B. UC/CSU

CINE 124B. Film Production Workshop (3)
Lec-2, conf-1, field trips
Prereq.: CINE 124A
Advised: CINE 30 AND CINE 61 AND CINE 74 AND CINE 75 AND CINE 76
This is an advanced production course that refines and expands skills developed in prior CCSF Cinema classes. This course focuses on the production and completion of a short film that had been prepared in Cinema 124A. CINE 124B meets concurrently with CINE 124A. UC/CSU
CINE 126. Documentary Filmmaking (3)
Lec-3, field trips
Prereq.: CINE 24
Introduction to documentary filmmaking production, from concept to distribution. Emphasis on fundamental skills including documentary producing, sound recording, lighting, cinematography and editing. Production practice is explored in the context of historical movements and contemporary issues. CSU

CINE 131. Directing Motion Pictures (3)
Lec-3, field trips P/NP available
Prereq.: CINE 24 AND 25; AND COMPLETION OF OR CONCURRENT ENROLLMENT IN CINE 54
The function of the film director from script to screen through development and execution of single-camera-style projects. Emphasis is on script analysis, previsualization planning and blocking, crew management and working with actors. CSU

CINE 136. Special Effects (3)
Lec-3
Prereq.: CINE 24 AND 25
Introduction to design and creation of professional level Special Effects for cinema using industry standard tools such as After Effects and Photoshop. Focus is primarily on the Computer Generated Imagery (CGI) special effects production process. Contemporary effects processes are examined in a historical context CSU

CINE 170. Film/Video Work Experience (2)
Conf-1, work-10
Prereq.: Consent of CINE Work Experience Coordinator Repeat: Maximum credit: 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 learning experience. CSU

CINE 175A. Film/Video Independent Study (2)
Ind st-5 P/NP available
Prereq.: CINE 56, 60 AND 124A/B; AND CINE 30, 75 OR 126 Individual film/video projects or participation in group productions including personal filmmaking, scripting, serving as crew on other students’ films, and similar situations, subject to faculty approval. Work progress supervised by faculty. CSU

CINE 175B. Film/Video Independent Study (2)
Ind st-5 P/NP available
Prereq.: CINE 56, 60, AND 124A/B; AND CINE 30, 75, OR 126 Continuation of projects-in-progress from CINE 175A or begin new film/video projects. CSU

Computer Networking and Information Technology
Office: Science 147
Phone Number: (415) 452-5323
Web Site: www.ccsf.edu/cnit

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 computer technical support, networking, and security.

Learning Outcomes
Students who complete vocational and occupational department certificates demonstrate technical and professional competencies that meet industry standards for employment, and are prepared for industry-recognized external certification exams.

Transfer to Other Colleges and Universities. Students who complete the two-year Associate in Science degree program may choose to continue their education and earn a Bachelor’s degree. City College of San Francisco has transfer agreements with many of the California State University and University of California campuses. Students who are interested in transferring after completion of the two-year degree program should consult the “Transfer Information” section of this catalog and discuss their plans with their program advisor or counselor.

Computer Networking and Information Technology Major (AS)
The Associate of Science degree with a major in Computer Networking and Information Technology (CNIT) provides students with a solid foundation of skills, knowledge and hands on experience with the core areas of the field of Computer Networking and Information Technology as well as current trends and technologies used in the computer industry. The topics covered in this major include Computer Hardware, Computer Network Administration, Network Security and the basics of Internet and Web development, as well as an option in one of the following areas: Computer Technical Support, Internet and Web Development Techniques, Network Security, Wireless Networks, Cisco Networking, or Microsoft Windows Administration. This degree qualifies students for employment in entry-level network administration, computer technical support or web development positions.

Learning Outcomes
Upon completion of this degree, students will be able to:

- Evaluate computer hardware components and design a functional computer system
- Demonstrate the use of network devices, network operating systems and networking models and their related protocols
- Develop and maintain a basic web site using web development industry standards
- Explain the basics of network security systems
- Demonstrate competency in one of the required optional areas:
  - Computer Technical Support: Troubleshoot and repair defective computer systems
  - Internet and Web Development Techniques: Recognize and use appropriate web development technologies to promote or enhance the work environment
  - Network Security: Develop strategies for network defense using firewalls, routers, switches, antivirus, anti-spyware tools, and hacking techniques
  - Wireless Networks: Evaluate components to prepare and install wireless networks
  - Cisco Networking: Configure and operate Cisco Local and Wide Area Networking hardware and software
  - Microsoft Windows: Install and support a Microsoft Windows networking environment including Windows Server, SQL Server database and Windows Desktop edition
Courses Required for the Major in Computer Networking and Information Technology

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 103 Computer Hardware</td>
<td>3</td>
</tr>
<tr>
<td>or CNIT 201E Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>or CNIT 131 Internet Basics and Beginning HTML</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 120 Network Security</td>
<td>3</td>
</tr>
</tbody>
</table>

Option in Computer Technical Support

Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 104 Operating Systems Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 105 Computer Technical Support</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 345 Windows 7 Tech Support</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 103L Computer Hardware Lab</td>
<td>1</td>
</tr>
<tr>
<td>or CNIT 104L Operating Systems Tech Lab</td>
<td>1</td>
</tr>
<tr>
<td>or CNIT 105L Computer Tech Support Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Units ........................................ 22

Option in Internet and Web Development Techniques

Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 132 Intermediate HTML and XHTML</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 133 Interactive Web Pages: Java Script, jQuery, AJAX</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 134 Server Side Technologies: ASP .NET</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ........................................ 21

Option in Network Security

Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 121 Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 122 Firewalls</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 123 Ethical Hacking &amp; Network Defense</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ........................................ 21

Option in Wireless Networks

Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 107 Wireless LANs</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 113 Tech. of Smartphones &amp; Mobile Devices</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 108 Wireless Networks Advanced</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ........................................ 21

Option in Cisco Networking

Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 202E Routing Protocols &amp; Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 203E LAN Switching and Wireless</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 204E Accessing the WAN</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ........................................ 21

Option in Microsoft Windows

Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 342 Windows Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 343 Windows Server Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 345 Windows 7 Tech Support</td>
<td>3</td>
</tr>
<tr>
<td>or CNIT 351 SQL Server Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ........................................ 21

Certificate Curricula

The certificate programs are designed to meet the needs of students who want 1) to obtain entry-level employment, 2) to advance in their current positions, or 3) to change careers. Certificate programs enable students to demonstrate specialization in areas such as computer technical support, networking, security, and web site development techniques.

Requirements for the Certificate of Accomplishment or Achievement.

A student may obtain the Certificate of Accomplishment or Achievement by completing each of the courses offered in the certificate programs as listed below with a grade of “C” or better.

Several certificate programs are available. Each program prepares a student for a different career path. Additional information is available from the Department Chairperson.

Computer Technical Support Certificate

This certificate includes instruction in the support of a typical workplace computer environment including hardware, operating systems, and application programs. Students in this program practice diagnostic troubleshooting, technical and logical problem solving, end-user training, and customer relations skills. Students completing this certificate program will be qualified for entry-level computer technical support, IT and help desk positions.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Evaluate components and configure a functional computer system
- Troubleshoot and repair defective computer systems
- Configure and diagnose basic network connectivity
- Demonstrate correct use of office productivity applications

Courses Required for the Certificate of Achievement in Computer Technical Support

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 100 Intro to Computers Using PCs</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 101 Operating Systems I - Windows</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 102 Operating Systems II - Command Line</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 103 Computer Hardware</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 104 Operating Systems Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 105 Computer Technical Support</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 106 Intro to Networks</td>
<td>3</td>
</tr>
<tr>
<td>or CNIT 197 Internship and Work Experience</td>
<td>1</td>
</tr>
<tr>
<td>or CNIT 103L Computer Hardware Lab</td>
<td>1</td>
</tr>
<tr>
<td>or CNIT 104L Operating Systems Tech Lab</td>
<td>1</td>
</tr>
<tr>
<td>or CNIT 105L Computer Tech Support Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Units ........................................ 22

Students must complete each course with a grade of “C” or higher. A grade of Pass/No Pass cannot be applied towards CNIT degrees or certificates.

Computer Technician Certificate

This certificate includes instruction and practice in the identification, installation, and configuration of hardware devices to build, maintain, upgrade, and improve performance of a computer system. This course prepares students for CompTIA’s A+ exam, a certification equivalent to six months’ work experience as a computer technician. Students completing this certificate program will be qualified for entry-level computer technician and technical support positions.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Identify, install and configure hardware devices
- Build, maintain and upgrade computer systems
- Improve performance of computer systems
- Prepare for industry certification exam equivalent to 6 months’ work experience as a computer technician
Courses Required for the Certificate of Accomplishment in Computer Technician

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 101 Operating Systems I - Windows</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 102 Operating Systems II - Command Line</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 103 Computer Hardware</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 103L Computer Hardware Lab</td>
<td>1</td>
</tr>
<tr>
<td>CNIT 104 Operating Systems Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 104L Operating Systems Tech Lab or CNIT 197 Internship or Work Experience</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

Students must complete each course with a grade of “C” or higher. A grade of Pass/No Pass cannot be applied towards CNIT degrees or certificates.

Cybersecurity Certificate

This certificate includes instruction in threats to networked computers and devices, and defense techniques. Students completing this certificate program will be qualified for employment as networking professionals at security-conscious companies and be able to prepare for the CompTIA Security+ exam and the E-C Council Certified Ethical Hacker exam.

Learning Outcomes

Upon completion of this certificate, students will be able to:
- Describe common Cybersecurity threats and defenses, prioritize them, and properly implement defenses such as firewalls and intrusions defense systems
- Analyze systems for evidence of abuse or intrusions
- Perform basic penetration tests and security audits

Courses Required for the Certificate of Accomplishment in Cybersecurity

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 40 DNS Security</td>
<td>1</td>
</tr>
<tr>
<td>CNIT 106 Introduction to Networks or CNIT 201C Introduction to Cisco Networks</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 120 Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 121 Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 122 Firewalls</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 123 Ethical Hacking</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Students must complete each course with a grade of “C” or higher. A grade of Pass/No Pass cannot be applied towards CNIT degrees or certificates.

Fundamentals of Networking Certificate

This certificate provides a solid core of the concepts and terminology, and introduction and overview of all aspects of computer networking, including components and principles of local and wide area networking and the Internet. Students who complete this certificate will be ready to undertake further study and advance to more specific industry training in order to be qualified for entry-level positions in network administration.

Learning Outcomes

Upon completion of this certificate, students will be able to:
- Define the major hardware components of computers and network devices
- Describe the role of operating systems including network operating systems
- Compare and contrast the OSI and TCP/IP networking models and their related protocols
- Create a simple web site using HTML and upload it on a server
- Explain the role of switches and routers in LANs and WANs

Courses Required for the Certificate of Accomplishment in Fundamentals of Networking

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 103 Computer Hardware</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 104 Operating Systems Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 106 Introduction to Networks or CNIT 201E Network Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 131 Internet Basics and Beginning HTML</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 342 Windows Server Administration</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Students must complete each course with a grade of “C” or higher. A grade of Pass/No Pass cannot be applied towards CNIT degrees or certificates.

Fundamentals of Technical Support Certificate

This certificate includes instruction in introductory technical support skills. Students will learn the fundamentals of: problem-solving technical support issues related to end-user computer applications, hardware and operating systems. Students completing this certificate program will be qualified for employment in entry-level computer technical support positions.

Learning Outcomes

Upon completion of this certificate, students will be able to:
- Recognize technical support skills required by the IT industry
- Identify and solve computer-related issues
- Support and maintain computer applications, hardware and operating systems
- Provide basic ROI and Project Management skills

Courses Required for the Certificate of Accomplishment in Fundamentals of Technical Support

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 100 Intro to Computers Using PCs</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 103 Computer Hardware</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 104 Operating Systems Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 105 Computer Technical Support or CNIT 345 Windows 7 Tech Support</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 197 Work Experience</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

Students must complete each course with a grade of “C” or higher. A grade of Pass/No Pass cannot be applied towards CNIT degrees or certificates.

Network Security Certificate

This certificate includes instruction in the measures that must be taken to detect and prevent network security mistakes and vulnerabilities, and includes descriptions of common attacks and methods to configure the operating system, servers, routers, firewalls, and email. Students completing this certificate program will be qualified for employment in entry-level network security positions and be able to prepare for CompTIA Security+ exam.

Learning Outcomes

Upon completion of this certificate, students will be able to:
- Explain the basics of network security
• Define confidentiality, integrity, availability, and non-repudiation (CIAN)
• Recognize viruses and worms, their differences and how to
  harden computer systems
• Apply strategies for network defense using firewalls, routers,
  switches, antivirus, and anti-spyware tools
• Protect the IT environment using hacking techniques
• Discover hidden data in memory and hard drive using forensics
  rules, tools and techniques

Courses Required for the Certificate of Accomplishment in Network Security

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 106 Introduction to Networks</td>
<td></td>
</tr>
<tr>
<td>or CNIT 201E Network Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 120 Network Security</td>
<td></td>
</tr>
<tr>
<td>CNIT 122 Firewalls</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 123 Ethical Hacking</td>
<td></td>
</tr>
<tr>
<td>CNIT 124 Advanced Ethical Hacking</td>
<td></td>
</tr>
<tr>
<td>or CNIT 121 Computer Forensics</td>
<td></td>
</tr>
<tr>
<td>or CNIT 125 Information Security Prof Practices</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>15</td>
</tr>
</tbody>
</table>

Students must complete each course with a grade of “C” or higher.
A grade of Pass/No Pass cannot be applied towards CNIT degrees or certificates.

Routing and Switching (Cisco) Certificate

This certificate includes instruction and practice in the theory, design, configuration, and operation of simple Local and Wide Area Networks. Students completing this certificate program will be qualified for employment in entry-level positions in network administration and be able to prepare for the Cisco Certified Network Associate (CCNA) certification exam.

Learning Outcomes

Upon completion of this certificate, students will be able to:
• Compare and contrast the OSI and TCP/IP networking models and their related protocols
• Explain the importance of addressing and naming schemes of various layers of data
• Compare and configure various internal routing protocols
• Analyze, configure and troubleshoot switch configurations including LANs and VLANs
• Describe and configure a variety of WAN protocols in routers
• Define basic network security issues and possible solutions

Courses Required for the Certificate of Achievement in Routing and Switching (Cisco)

<table>
<thead>
<tr>
<th>Course/Routers track</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 103 Computer Hardware</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 201E Network Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 202E Routing Protocols and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 203E LAN Switching and Wireless</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 204E Accessing the WAN</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 120 Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 342 Windows Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>21</td>
</tr>
</tbody>
</table>

Students must complete each course with a grade of “C” or higher.
A grade of Pass/No Pass cannot be applied towards CNIT degrees or certificates.

Web Site Development Techniques Certificate

This certificate includes instruction and practice in the development, configuration and operation of web sites. Students completing this certificate program will be qualified for employment in entry-level positions in web site development and administration.

Learning Outcomes

Upon completion of this certificate, students will be able to:
• Develop and maintain web sites according to industry standards
• Recognize and use appropriate Web 2.0 technologies to promote or enhance the work environment
• Add interactivity to web pages via scripting programs and/or server-side technologies

Courses Required for the Certificate of Accomplishment in Web Site Development Techniques

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 131 Internet Basics and Beginning HTM</td>
<td></td>
</tr>
<tr>
<td>or CNIT 131H Intro to HTML and CSS</td>
<td>1 or 3</td>
</tr>
<tr>
<td>CNIT 132 Intermediate HTML and XHTML</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 133 Interact. Web Pages: JavaScript, jQuery, AJAX</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 134 Server-side Tech: XML &amp; ASP.NET</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 131A XML and JSON</td>
<td></td>
</tr>
<tr>
<td>or CNIT 129 Web 2.0 Internet Technology</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>13 - 15</td>
</tr>
</tbody>
</table>

Students must complete each course with a grade of “C” or higher.
A grade of Pass/No Pass cannot be applied towards CNIT degrees or certificates.

Windows Networking Certificate

This certificate includes instruction and practice in the theory, design, configuration, and operation of local and wide area networks using Microsoft Windows servers. Students completing this certificate program will be qualified for employment in entry-level positions in network management and technical support of Windows networks.

Learning Outcomes

Upon completion of this certificate, students will be able to:
• Define various components of Windows Server
• Install Windows Server
• Implement and manage active directory infrastructure using advanced techniques
• Install and maintain SQL Server database in a Windows environment
• Support Windows Desktop edition

Courses Required for the Certificate of Accomplishment in Windows Networking

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 106 Local Area Networks</td>
<td></td>
</tr>
<tr>
<td>or CNIT 201E Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 342 Windows Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 343 Windows Server Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>or CNIT 351 SQL Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 345 Windows 7 Technical Support</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>12</td>
</tr>
</tbody>
</table>
Students must complete each course with a grade of “C” or higher. A grade of Pass/No Pass cannot be applied towards CNIT degrees or certificates.

**Wireless Networking Certificate**

This certificate includes instruction in the description, installation, and configuration of network devices for wireless communication, focusing on issues of performance and security. Students completing this certificate program will be qualified for employment in entry-level positions in the administration of wireless networks and to begin preparation for the Certified Wireless Network Administrator (CWNA) and Certified Wireless Security Professional (CWSP) industry certification exam.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Configure and diagnose basic network connectivity
- Evaluate components of and prepare a wireless network
- Install a wireless network
- Troubleshoot a wireless network

**Courses Required for the Certificate of Accomplishment in Wireless Networking**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 106 Introduction to Networks</td>
<td>3</td>
</tr>
<tr>
<td>or CNIT 201E Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 107 Wireless LANs</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 108 Wireless Networks, Advanced</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 120 Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 113 Tech. of Smartphones &amp; Mobile Devices</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Students must complete each course with a grade of “C” or higher. A grade of Pass/No Pass cannot be applied towards CNIT degrees or certificates.

**Announcement of Courses**

**Credit, Degree Applicable Courses:**

**CNIT 10. Careers in Computer Networking and Information Technology (1)**

Lec-1, field trips  
P/NP available

Introduction to new technologies and employment opportunities in computer networking and information technology. Guest speakers currently working in the field describe opportunities, working conditions, pay levels, and training required to succeed in the field today. CSU

**CNIT 101. Operating Systems I - Windows (3)**

Lec-1  
P/NP available

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. Major emphasis on basic measures to protect the data and secure the system. CSU

**CNIT 102. Operating Systems II - Command Line (3)**

Lec-3  
**Advise: CNIT 101.**

An advanced course covering the use of the Windows command shell, such as CMD, netsh, nslookup, and PowerShell and CMD shell programs. This course is especially for students planning to take a certificate with concentration in Windows server and client administration, Networking or Hardware, and for advanced Windows shells to create scripts manage Windows servers, Cisco routers and switches and VMware virtual servers. CSU

**CNIT 106. Introduction to Internet Protocol Version 6 (1)**

Lec-1  
P/NP available

**Prereq:** CNIT 106 or CNIT 201E or demonstration of IPv4 Networking Knowledge


**CNIT 60. Introduction to Internet Protocol Version 6 (1)**

Lec-1  
P/NP available

**Prereq:** CNIT 106 or CNIT 201E or demonstration of IPv4 Networking Knowledge


**CNIT 70. WiFi Basics (1)**

Lec-1  
P/NP available

Understand wireless networking for homes and small offices. An overview of important topics, including non-technical explanations, a review of currently available equipment, and system installation. A major emphasis on basic measures to protect the data and secure the system. CSU

**CNIT 100. Introduction to Computers Using PCs (3)**

Lec-3  
P/NP available

A computer literacy course using IBM-compatible computers. Prepares students to use computers to write papers, organize information, and use e-mail. Overview of computer components, hardware and software. Fundamentals of the Windows and other operating systems and applications such as word processing, spreadsheets, database, and e-mail and the Internet. Students use computers to complete their class assignments. UC/CSU

**CNIT 100M. Introduction to Computers Using Macintosh (3)**

Lec-3  
P/NP available

Computer literacy course using Apple computers. Prepares students to use computers to write papers, organize information and use email. Overview of computer components including hardware, software and data. Fundamentals of the Finder and applications such as word processing, spreadsheets, email, and the Internet. Students use Apple computers to complete class assignments. UC/CSU

**CNIT 101. Operating Systems I - Windows (3)**

Lec-3  
**Advise: 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

**CNIT 102. Operating Systems II - Command Line (3)**

Lec-3  
**Advise: CNIT 101.**

An advanced course covering the use Windows command shells, such as CMD, netsh, nslookup, and PowerShell and CMD shell programs. This course is especially for students planning to take a certificate with concentration in Windows server and client administration, Networking or Hardware, and for advanced Windows shells to create scripts manage Windows servers, Cisco routers and switches and VMware virtual servers. CSU
CNIT 102W. World Wide Web (1)
Lec-1 P/NP available
Introduction to the World Wide Web Internet service. Use of browsers
and search tools. Create home pages. Use web browsers to access other
Internet services such as email, ftp, newsgroups and telnet. CSU

CNIT 103. Computer Hardware (3)
Lec-3 P/NP available
ADVISE: CNIT 100 or 101 or 102.
This course provides the knowledge and skills needed to install hard-
ware, configure, repair and maintain computer systems in a typical
office environment. Topics include hardware components and periph-
ernals, assembly, upgrading and basic troubleshooting. CSU

CNIT 103L. Computer Hardware Lab (1)
Lab-3 P/NP available
ADVISE: CNIT 103.
A project-oriented hands-on introduction to hardware identification,
maintenance, upgrade, diagnosis, and troubleshooting. Designed to
provide practice with concepts, techniques and procedures covered in
CNIT 103. Teamwork will be emphasized. CSU

CNIT 104. Operating Systems Technologies (3)
Lec-3
Prereq.: CNIT 103.
This course provides the knowledge and skills to select and install
system software, and to diagnose and troubleshoot system problems
due to software configuration. Covers all aspects of the operating
system, configuration files, drivers, and resource allocation. Topics
include computer architecture and the interaction of hardware and
software, documentation, command line operations, use of utilities for
diagnostics and for configuration, and editing the Registry. CSU

CNIT 104L. Operating Systems Technologies Lab (1)
Lab-3 P/NP available
Prereq.: CNIT 104.
A project-oriented hands-on introduction to the technical require-
mements of computer software: installation, configuration, modification,
and troubleshooting. Designed to provide hands-on familiarity and
practice with concepts, techniques and procedures covered in CNIT
104. Troubleshooting and teamwork will be emphasized. CSU

CNIT 105. IT Customer Support (3)
Lec-3 P/NP available
Prereq.: CNIT 104.
ADVISE: CNIT 106 or 101 or 102.
Overview of the concepts and procedures associated with operating a
technical support center or help desk call center, with particular empha-
sis on technologies that can facilitate the work and generate statistics.
Extensive simulated and hands-on experience, role-playing and problem
solving to practice good customer service and communication skills.
CSU

CNIT 105L. Computer Technical Support Lab (1)
Lab-3 P/NP available
ADVISE: CNIT 105.
Hardware diagnosis and troubleshooting, software maintenance,
upgrading, and problem solving; work with Help Desk software to
log calls, and real end-user problems in a simulated Service Center.
Designed to provide hands-on practice with hardware and software,
techniques and procedures, covered in CNIT 105. Teamwork will be
emphasized. CSU

CNIT 106. Introduction to Networks (3)
Lec-3 P/NP available
ADVISE: CNIT 100 or 101.
Analysis of technologies for connecting computers and devices into
networks. Terminology and the major components of networks:
architecture, topologies, hardware, connections, protocols, opera-
tions, administration, support, security and troubleshooting. Local
Area Networks (LANs), Wide Area Networks (WANs), Wireless LANS
and Virtual networks are also covered. Follows the objectives of the
CompTIA Network+ certification exam. CSU

CNIT 107. Wireless LANS (3)
Lec-3 P/NP available
ADVISE: CNIT 106 or 201E or 342
Selection, installation and configuration of wireless networks,
including: fundamentals and standards of wireless communication,
installation of network access point, and installation, configuration and
management of typical products. Also included: common applications,
monitoring the network, security, troubleshooting, upgrade and modi-
fication. Students in this course should be already familiar with LAN
technologies. CSU

CNIT 108. Wireless Networks, Advanced (3)
Lec-3 P/NP available
ADVISE: CNIT 107
Students will design, install, configure, manage, and maintain wire-
less networks with advanced fundamentals of WLANs, current and
developing standards and protocols, boosting, detecting and extending
signal, troubleshooting and monitoring the network, security issues,
research of proposed security solutions. The course follows objectives
for the Certified Wireless Network Administrator Exam (CWNA). CSU

CNIT 109. Wireless Security (3)
Lec-3 P/NP available
Prereq.: CNIT 106 or 120 or 107 or 108.
Provides knowledge, skills, and procedures to address the wireless
attacks on a computer network, to identify and eliminate known vul-
nerabilities in wireless networks, and to implement solutions to protect
data and to keep the systems running. Known and common attacks
on wireless systems are examined and discussed, and levels of security
and developing standards are examined. Follows the objectives of the
Certified Wireless Security Professional (CWSP) industry certification.
CSU

CNIT 113. Technology of Smartphones & Mobile Devices (3)
Lec-3 P/NP available
ADVISE: CNIT 100
Overview of mobile device technologies with an emphasis on
smartphones. This course will introduce the technologies behind
smartphones including the cellular networks, operating systems,
browsers, hardware, and security. Topics include device selection,
international network considerations, security, malware, and data
back-up. CSU

CNIT 120. Network Security (3)
Lec-3 P/NP available
ADVISE: CNIT 106 or 201C
Knowledge and skills to recognize security vulnerabilities, implement
security measures, analyze network environments for known security
threats or risks, defend against attacks or viruses, ensure data privacy
and integrity. Terminology and procedures for implementation and
configuration of security: access control, authorization, encryption, packet filters, firewalls and Virtual Private Networks (VPNs). CSU

CNIT 121. Computer Forensics (3)
Lec-3  P/NP available
ADVISE: CNIT 120
Forensics tools, methods and procedures for investigating computers. Data recovery techniques and evidence collection, protection of evidence, expert witness skills and computer crime investigation techniques. Analysis of various file systems and specialized diagnostic software to retrieve data. Prepares in part for CompTIA Security+ and maps to Computer Investigation Specialists exam. CSU

CNIT 122. Firewalls (3)
Lec-3  P/NP available
ADVISE: CNIT 106 or 120 or 201C
Fundamentals, techniques, and procedures to design an effective secure Internet connection using software or hardware firewalls. Discussion of types of firewalls, packet filtering, proxy servers, Intrusion Detection Systems, and Virtual Private Networks (VPNs). CSU

CNIT 123. Ethical Hacking and Network Defense (3)
Lec-3  P/NP available
ADVISE: CNIT 106 or 120 or 201C
Learn how hackers attack computers and networks, and how to protect Windows and Linux systems. Legal restrictions and ethical guidelines will be taught and enforced. Students will perform many hands-on labs, both attacking and defending, using port scans, footprinting, buffer overflow exploits, SQL injection, privilege escalation, Trojans, and backdoors. CSU

CNIT 124. Advanced Ethical Hacking (3)
Lec-3  P/NP available
PREREQ.: CNIT 123.
Advanced techniques of defeating computer and Unix/Linux systems. Hands-on labs include Google hacking, automated footprinting, sophisticated ping and port scans, privilege escalation, attacks against telephone and Voice over Internet Protocol (VoIP) systems, routers, firewalls, wireless devices, Web servers, and Denial of Service attacks. CSU

CNIT 125. Information Security Professional Practices (3)
Lec-3  P/NP available
ADVISE: CNIT 123
Covers information security in depth, including access control, application security, enterprise continuity, cryptography, technical risk management, physical security, and telecommunications and network security. This class helps to prepare students for the Certified Information Systems Security Professional (CISSP) credential, which is essential for high-level information security professionals. CSU

CNIT 126. Practical Malware Analysis (3)
Lec-3  P/NP available
ADVISE: CS 110A
Learn how to analyze malware, including computer viruses, trojans, and rootkits, using basic static analysis and dynamic analysis, including IDA Pro and other tools. CSU

CNIT 127. Exploit Development (3)
Lec-3  P/NP available
ADVISE: CNIT 123
Learn how to find vulnerabilities and exploit them to gain control of target systems including operating systems. Covers essential exploit development skills for advanced penetration testers and security professionals. Students will be required to obey high ethical principles and not exploit systems without authorization. CSU

CNIT 128. Hacking Mobile Devices (3)
Lec-3  P/NP available
ADVISE: CNIT 113 and 123
Mobile devices run specialized operating systems with security problems. Students will learn how mobile operating systems and apps work, how to find and exploit vulnerabilities and how to defend them. Topics will include phone call, voicemail, SMS intrusion, jailbreaking, rooting, NFC attacks, malware, browser exploitation, and application vulnerabilities. CSU

CNIT 129. Web 2.0 Internet Technologies (3)
Lec-3  P/NP available
ADVISE: CNIT 100
Overview of Web 2.0 Internet technologies. Techniques for contributing and sharing documents, photos, videos and other data using blogs, wikis, social networking, video and photo sharing websites, and other tools. CSU

CNIT 131. Internet Basics and Beginning HTML (3)
Lec-3  P/NP available
Methods of using the Internet. History, design and protocol methods used on Internet including: electronic mail, mailing lists, Usenet, connection to remote computers, file transfer, World Wide Web, basic web page creation and publishing. Additional topics include: file compression and expansion, computer security, copyright and electronic commerce, and basic Unix shell commands. CSU

CNIT 131A. XML-Extensible Markup Language (3)
Lec.-3  P/NP available
ADVISE: CNIT 131
Introduction to eXtensible Markup Language (XML) and document structuring. Hands-on experience with XML documents, Document Type Definition (DTD), namespaces, schemas, data parsing with Document Object Model (DOM) and data presentation with extensible Style Language (XSLT), XPath and Cascading Style Sheets (CSS). CSU

CNIT 131H. Introduction to HTML and CSS (1)
Lec-12 (total hrs)  P/NP available
ADVISE: CNIT 100
This is a beginning course in the use of HTML and CSS. It will prepare students to build simple web pages using basic HTML and CSS. Students will also learn how to use FTP client software to upload the web page files to a web server. CSU

CNIT 132. Intermediate HTML and CSS (3)
Lec-3
ADVISE: CNIT 131.
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

CNIT 133. Interactive Web Pages-JavaScript and AJAX (3)
Lec-3  P/NP available
ADVISE: CNIT 132
Creation of interactive Web pages using JavaScript, including properties, methods, objects, and event handlers of the Document Object Model. Creation of interactive Web pages using AJAX technologies. CSU
CNIT 133A. JavaScript Libraries/Frameworks (3)
Lec-3
P/NP available
An extension of the JavaScript course to define and study the use of the most common JavaScript frameworks/libraries to enhance web development projects. CSU

CNIT 133M. Mobile Web w/HTML, CSS & JS (3)
Lec-3
P/NP available
Prereq.: CNIT 133 or demonstration of exit skills
Conversion of desktop websites and an introduction to building web applications for smartphones and mobile devices with intermediate HTML and JavaScript. Includes jQuery and intermediate CSS for controlling the appearance of mobile device websites and introduction of some development platforms. CSU

CNIT 134. Server-side Technologies for the Web (3)
Lec-3
P/NP available
Prereq.: CNIT 133 or CS 110A or 111A or 112A or 113A or 183B.
Creation of original server-side scripts using a variety of techniques such as (i) Extensible Markup Language (XML) and its subsets Extensible Style Language Transformation (XSLT), XML Schemas and Web Services and (ii) ASP.NET server controls and its data access with ADO.NET. CSU

CNIT 140. IT Security Practices (3)
Lec-3
Advise: CNIT 123
This course explores techniques used by hackers to access protected data. Students will learn about cybercrime laws, penalties and organizations defending civil liberties of citizens. Students will learn about the various methodologies hackers use to gain access to confidential data such as stealthy network recon, passive traffic identification, etc. CSU

CNIT 151. Introduction to Windows Virtualization (3)
Lec-3
This course is an introduction to virtualization using Microsoft Windows. Students will learn about server, cloud, client, storage networking and application virtualization in the public and private cloud, and requirements for virtual environments, administration, and data security. Students will be exposed to different virtualization applications and platforms such as Azure and VMware. CSU

CNIT 195. Web Site Development Practicum (3)
Conf-3, field trips
P/NP available
Advise: CS 177 or CS 130B or CS 131A or CS 155A or CS 211E or CS 232 or CNIT 133
Integrate and apply knowledge gained through CCSD coursework in a team-based environment, collaborating with students in Visual Media Design’s GRPH 68: Design Studio Practicum. Work on realistic projects with input invited form local employers. Develop, design and program a professional web site project in a team environment CSU

CNIT 197. Internship and Work Experience (1)
Work-5
Advise: Completion of 9 units of CNIT courses
Repeat: CNIT 197 and 198 combined, max. credit: 9 units
Supervised on- or off-campus work involving computer use. Internships are joint ventures between institutions or companies 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, web development, or computer operation. CSU

CNIT 198. Internship and Work Experience (2)
Work-10
Advise: Completion of 9 units of CNIT courses
Repeat: CNIT 197 and 198 combined, max. credit: 9 units
Supervised on- or off-campus work involving computer use. Internships are joint ventures between institutions or companies 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, web development, or computer operation. CSU

CNIT 199. Independent Study (1-3)
Ind st-5/10/15
Prereq.: CNIT 104 or 202 or 132 or 241
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 201C. Introduction to Cisco Networks (3)
Lec-3
Advise: CNIT 100
Architecture, structure, functions, components, and models of the Internet and other computer networks. Use of OSI and TCP layered models to examine protocols and services. IP addressing and subnetting. Fundamentals of Ethernet concepts, media, and operations. First course of Cisco Networking Academy Exploration series preparing for CCNET and CCNA Certifications. CSU

CNIT 201E. Network Fundamentals (3)
Lec-2, conf-1
Advise: CNIT 100
Architecture, structure, functions, components, and models of the Internet and other computer networks. Use of OSI and TCP layered models to examine protocols and services. IP addressing and subnetting. Fundamentals of Ethernet concepts, media, and operations. First course of the Cisco Networking Academy Exploration series preparing for the CCNA Certification. CSU

CNIT 202C. Routing and Switching Essentials (3)
Lec-3
Prereq.: CNIT 201C
Architecture, components, and operations of routers and switches in a small network. Configure router and switch for basic functionality. Troubleshoot and resolve common issues with RIPv1, RIPv2, single-area OSPF, virtual LANs, and inter-VLAN routing in IPv4 and IPv6 networks. Second course in Cisco Networking Academy towards CCENT and CCNA Certifications. CSU

CNIT 202E. Routing Protocols and Concepts (3)
Lec-2, conf-1
Prereq.: CNIT 201E
Architecture, components, and operation of routers and switches in a small network. Configure router and switch for basic functionality. Troubleshoot and resolve common issues with RIPv1, RIPv2, single-area OSPF, virtual LANs, and inter-VLAN routing in IPv4 and IPv6 networks. Second course in Cisco Networking Academy towards CCENT and CCNA Certifications. CSU

CNIT 203C. Scaling Networks (3)
Lec-3
Prereq.: CNIT 202C
Architecture, components, and operations of routers and switches in larger and more complex networks. Configuration and troubleshooting
of routers and switches for advanced functionality with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Knowledge and skills needed to implement a WLAN in a small-to-medium network. CSU

CNIT 203E. LAN Switching and Wireless (3)
Lec-2, conf-1 P/NP available
PREREQ.: CNIT 201E.
LAN switch operation and implementation for small and large networks. Analysis, configuration, verification and troubleshooting of VLANs, Rapid Spanning Tree Protocol (RSTP), VLAN thinking Protocol (VTP), Inter-VLAN routing and wireless network operations. Introduction of campus network design and Layer 3 switching concepts. CSU

CNIT 204C. Connecting Networks (3)
Lec-3
PREREQ.: CNIT 203C
WAN technologies and network services required by converged applications in a complex network. Selection criteria of network devices and WAN technologies to meet network requirements. Configuration and troubleshooting of network devices with data link protocols. Implementation of virtual private network (VPN) operations in a complex network. CSU

CNIT 204E. Accessing the WAN (3)
Lec-2, conf-1 P/NP available
PREREQ.: CNIT 202E AND 203E.
Wide Area Network (WAN) converged applications and quality of service (QoS). WAN technologies including PPP, Frame Relay, and broadband links. WAN security, including types of threats, how to analyze network vulnerabilities, general methods for mitigating common security threats and types of security appliances and applications. Principles of traffic control and access control lists (ACLs). IP addressing services implementation, including NAT, DHCP and IPv6. CSU

CNIT 270. Unix/Linux Network Services (3)
Lec-3 P/NP available
PREREQ.: CNIT 106 OR 201 OR 240; AND COMPLETION OF OR CONCURRENT ENROLLMENT IN CS 260A.
Configuring and maintaining Unix/Linux networks and network services, including network design, adding hosts, configuring network services such as DNS, NFS, NIS, e-mail and network printing, performing software and kernel updates, routing, routing protocols, and troubleshooting. CSU

CNIT 271. Apache Web Server Introduction (1)
Lec-1 P/NP available
PREREQ.: CS 160A AND CNIT 106.
Introduction to setting up and configuring the Apache Web Server. The course covers how to download and install Apache, configure CGI scripting to run scripts on the server, protect document directories with authentication, and using virtual hosting to support multiple hostnames on the same server. CSU

CNIT 272. Apache Web Server Advanced (2)
Lec-2 P/NP available
ADVIS: CNIT 131, 270, AND 271
Advanced class on administering the Apache Web Server. Setting up complex virtual hosting, multiple types of authentication and dynamic content, adding modules to support LAMP, optimizing server performance, web server security, including SSL, and troubleshooting. CSU

CNIT 341. Advanced Server Administration (3)
Lec-3 P/NP available
ADVIS: CNIT 201 AND CNIT 270 OR CNIT 206C OR CNIT 210E
Knowledge and skills required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in Microsoft Windows Server 2008 environment. Aligned with Microsoft Certified IT Professional (MCITP) exam 70-646. CSU

CNIT 342. Windows Server Administration (3)
Lec-3 P/NP available
ADVIS: CNIT 201 AND CNIT 206C OR CNIT 210E
Knowledge and skills required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in Microsoft Windows Server 2008 environment. Aligned with Microsoft Certified IT Professional (MCITP) exam 70-646. CSU

CNIT 343. Windows Server Network Infrastructure (3)
Lec-3 P/NP available
ADVIS: CNIT 201 AND CNIT 206C OR CNIT 210E
Knowledge and skills required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in Microsoft Windows Server 2008 environment. Aligned with Microsoft Certified IT Professional (MCITP) exam 70-646. CSU

CNIT 345. Windows 7 Technical Support (3)
Lec-3 P/NP available
PREREQ.: CNIT 106 OR DEMONSTRATION OF TECHNICAL KNOWLEDGE OF WINDOWS OPERATING SYSTEMS.
Knowledge, skills, and hands-on experience to install, configure, and maintain Windows 7 operating system. Course aligned with the “Microsoft Certified Technology Specialist: Windows 7, Configuration” certificate. CSU

CNIT 351. SQL Server Administration (3)
Lec-3 P/NP available
PREREQ.: CNIT 340 OR DEMONSTRATION OF TECHNICAL KNOWLEDGE OF WINDOWS SERVER ADMINISTRATION.
This course is about 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

CNIT 352. Exchange Admin & Mobile Device (3)
Lec-3 P/NP available
PREREQ.: CNIT 343
Knowledge and skills needed to configure and manage an Exchange Server messaging environment. Provide guidelines, best practices, and considerations that will help optimize and Exchange Server deployment. Targets MCTS (Microsoft Certified Technology Specialist) Exam 70-662: Microsoft Exchange Server 2010. CSU

CNIT 401. Windows 10 Technical Support (3)
Lec-3 P/NP available
Knowledge, skills and hands-on experience to install, configure, and maintain Windows 10 Operating system. Course aligned with the Microsoft Certification Certificates. CSU

CNIT 410. Installing and Configuring Windows (3)
Lec-3 P/NP available
PREREQ.: CNIT 103
ADVIS: CNIT 106
Knowledge and skills required to install and configure Windows 2012 core infrastructure services. This course is aligned with the Microsoft Certified System Administrator 70-410. CSU

CNIT 411. Administering Windows Server (3)
Lec-3 P/NP available
This course is introduced to account for the new line of servers introduced by Microsoft. It provides students with the knowledge and skills
required to administer Windows core infrastructure services. This course is aligned with the Microsoft Certified System. CSU

CNIT 412. Configuring Advanced Windows Server (3)
Lec-3  P/NP available
This course provides students with the knowledge and skills required to administer advanced Microsoft servers. The students acquire hands-on knowledge of real world experience to become IT administrators. This course is aligned with the Microsoft Certifications exams on configuring advanced server services. CSU

CNIT 415. SQL Server Administration (3)
Lec-3
Covers the SQL Server database management system. In this advanced course, students will gain the knowledge and skills to install, configure and maintain SQL Server and manage the day-to-day administration of a client/server database in an enterprise network environment. CSU

Computer Science
Office: Batmale 456
Phone Number: (415) 239-3655
Web Site: www.ccsf.edu/cs

Announcement of Curricula
General Information
The Computer Science Department offers courses in computer programming, databases, Unix/Linux administration and programming, and multimedia. We have transfer and degree programs, as well as certificate programs. Our courses range from entry-level to professional development.

Computer Science Major (AS-T)

Associate in Science in Computer Science for Transfer. Graduates of the two-year degree program in Computer Science will have the skills in computer programming required for transfer to a four-year college. Upon successful completion of the curriculum, students receive the Associate in Science (AS-T) degree, which gives priority admission to CSU. The degree program prepares students for transfer to four-year colleges for further study in Computer Science, as well as related areas such as Computer Engineering.

Learning Outcomes
Upon completion of the major, students will be able to:

• Meet the requirements to transfer to a four-year degree program
• Create and program algorithmic solutions to solve problems.
• Solve mathematical problems using discrete math and calculus.
• Solve problems and conduct experiments in basic computer science and physics.
• Create and program algorithmic solutions to solve problems.
• Meet the requirements to transfer to a four-year degree program in Computer Science.

Degree Requirements: Students who wish to earn the Associate in Science in Computer Science for Transfer (AS-T) must complete 60 CSU transferable units with at least a 2.0 grade point average. This must include the units required for full completion of the IGETC or CSU GE curriculum and the 28 units for the major as specified below. Each course in the major must be completed with a grade of “C” or better. Courses used to meet the major requirement may also be used to meet IGETC or CSU GE requirements.

Program Prerequisite: This major has a program prerequisite of CS 110A/111A Introduction to Programming in C++ or Java. Students who have never done any programming are strongly advised to take CS 110A or 111A before taking CS 110B/111B, and then 110C/111C.

Courses Required for the Major in Computer Science

Courses Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 110B Programming Fundamentals (C++)</td>
<td>3</td>
</tr>
<tr>
<td>OR CS 111B Programming Fundamentals (Java)</td>
<td>3</td>
</tr>
<tr>
<td>CS 110C Data Structures and Algorithms (C++)</td>
<td>3</td>
</tr>
<tr>
<td>OR CS 111C Data Structures and Algorithms (Java)</td>
<td>3</td>
</tr>
<tr>
<td>CS 270 Computer Architecture with Assembly Language</td>
<td>3</td>
</tr>
<tr>
<td>MATH 10A Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 110B Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 115 Discrete Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PHYC 4A Physics for Scientists and Engineers</td>
<td>3</td>
</tr>
<tr>
<td>PHYC 4AL Physics Laboratory for Scientists &amp; Engineers</td>
<td>1</td>
</tr>
<tr>
<td>PHYC 4B Physics for Scientists and Engineers</td>
<td>3</td>
</tr>
<tr>
<td>PHYC 4BL Physics Laboratory for Scientists &amp; Engineers</td>
<td>1</td>
</tr>
</tbody>
</table>

Total: 28

Computer Science Major (AS)

Graduates of the two-year program in Computer Science will have the skills in computer programming required for transfer to a four-year college. Upon successful completion of the curriculum, students receive the Associate in Science (AS) degree. The degree program prepares students for transfer to four-year colleges for further study in Computer Science, as well as related areas such as Computer Engineering.

Learning Outcomes
Students who receive a degree in Computer Science will be able to:

• Solve problems and conduct experiments in basic computer science and physics.
• Solve mathematical problems using discrete math and calculus.
• Create and program algorithmic solutions to solve problems.
• Meet the requirements to transfer to a four-year degree program in Computer Science.

Admission. Enrollment is recommended only to students who have completed one year of high school algebra with a final grade of “C” or higher.

Course of Study. The curriculum includes instruction in the fundamentals of problem solving and analysis, programming, data structures, and architecture. Additional requirements include Calculus, Physics and Discrete Mathematics.

Transfer to Other Colleges and Universities. Students who complete the two-year Associate in Science degree program are encouraged to continue their education and earn a Bachelor’s degree. City College of San Francisco has transfer agreements with many of the California State Universities and University of California campuses. Students who are interested in transferring after completion of the two-year degree program should consult the “Transfer Information” section of this catalog and discuss their plans with their program advisor or counselor. 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 Computer Science Department Advisor. Four-year universities may have additional or different course requirements for completion of lower division. Students need to check the particular institution for

194  Computer Science
Upon completion of this certificate, students will be able to:

### Learning Outcomes

- Developers and quality assurance technicians. The program of study prepares students for entry-level positions in software quality assurance, computer programming, and related fields.
- Use SQLite for database storage, Media Player, and telephony APIs.
- Write and debug apps using multiple threads, including their use to optimize power efficiency and performance.

Students must complete each course with a grade of "C" or higher. Where applicable, grades of Pass may be used.

### Courses Required for the Certificate of Accomplishment in Android App Programming

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 11A Intro to Programming: Java</td>
<td>3</td>
</tr>
<tr>
<td>CS 11B Programming Fundamentals: Java</td>
<td>3</td>
</tr>
<tr>
<td>CS 211S Advanced Java: Standard Edition</td>
<td>3</td>
</tr>
<tr>
<td>CS 211D Android Programming</td>
<td>3</td>
</tr>
<tr>
<td>CS 311A Intro to Programming: Java</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>12</td>
</tr>
</tbody>
</table>

**Recommended Additional Coursework:**
- CS 160A, CS 155A, CS 111C, CNIT 133M, CNIT 133, and CS 142 or CNIT 131A.

### Computer Programming: C++ Certificate

The program of study for the certificate in Computer Programming: C++ includes instruction and practice in the programming language C++, database queries, use of the Linux operating system, and a broader context of software engineering or computer architecture. This course of study prepares students for entry-level positions in software quality assurance, computer programming, and related fields.

#### Learning Outcomes

Upon completion of this certificate, students will be able to:

- Analyze problems and interpret technical specifications to create and program appropriate algorithmic solutions that include the use of control structures, parameters and return values.
- Design and implement abstract data types using classes, encapsulation, inheritance and polymorphism.
- Write C++ code for class declarations and implementations for array-based and linked data structures.
- Compare and contrast algorithms for efficiency.
- Predict the results of code using the data structures stacks, queues, trees, graphs, heaps, and hash tables with associated algorithms such as insertion, deletion, retrieval, search, and traversal.
- Write Unix commands to manipulate files, directories, their contents and their permissions.
- Write multiple table database queries in SQL.
- Discuss programming within a broader context: Software Engineering or Computer Architecture.

#### Courses Required for the Certificate of Accomplishment in Computer Programming: C++

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 110A Intro to Programming: C++</td>
<td>3</td>
</tr>
<tr>
<td>CS 110B Programming Fundamentals: C++</td>
<td>3</td>
</tr>
<tr>
<td>CS 110C Data Structures &amp; Algorithms: C++</td>
<td>3</td>
</tr>
<tr>
<td>CS 160A Intro to Unix/Linux</td>
<td>2</td>
</tr>
<tr>
<td>CS 177 Software Engineering</td>
<td>2</td>
</tr>
<tr>
<td>or CS 270 Computer Arch. w/ Assembly Language</td>
<td>3</td>
</tr>
<tr>
<td>CS 280 Introduction to Parallel and Cloud Programming</td>
<td>3</td>
</tr>
<tr>
<td>or CS 150A SQL Server Databases</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Units:** 31
or CS 151A Oracle SQL Databases
or CS 155A MySQL Databases .......................... 3
Total Units ............................................. 17

**Computer Programming: Java Certificate**

The program of study for the certificate in Computer Programming: Java includes instruction and practice in the programming language Java, as well as use of an operating system and database queries. This course of study prepares students for entry-level positions in computer programming and related fields. Additionally, the course of study prepares students for the industry exam in Java programming.

**Learning Outcomes**

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

- Analyze a problem and interpret technical specifications to create and program appropriate algorithmic solutions that include the use of control structures, parameters and return values.
- Design and implement abstract data types using classes, encapsulation, inheritance and polymorphism.
- Write Java code for client (interface) and implementation levels for array-based and linked data structures.
- Compare and contrast algorithms for efficiency.
- Predict the results of code using the data structures stacks, queues, trees, graphs, heaps, hash tables and priority queues with associated algorithms such as insertion, deletion, retrieval, search, and traversal.
- Write Unix commands to manipulate files, directories, their contents and their permissions.
- Write and implement Java programs that handle exceptions and events and use multithreading, collections and generics.
- Write multiple table database queries in SQL.

**Courses Required for the Certificate of Accomplishment in Database Programming: MySQL/Open Source Technologies Certificate**

This certificate is designed to introduce students to MySQL database fundamentals and interacting with databases using both SQL queries and procedural programming experience before attempting this certificate, such as CS 110A, 111A, or 112A. This course of study prepares students for entry-level positions in database management and development.

**Learning Outcomes**

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

- Design and create queries in MySQL for accessing and updating data, including inner and outer joins, aggregate queries, and subqueries.
- Analyze a problem and interpret business requirements to create and program appropriate solutions that use queries and programming components such as MySQL procedures, functions, and triggers.
- Design and create relations and other objects as a normalized database and implement that design.
- Develop applications with a programming language (PHP, Perl, Python, Ruby) that interact with MySQL Database.
- Install and configure a MySQL Database Management System and use MySQL client and utility programs to monitor system performance, manage accounts, and develop and implement backup and recovery plans.

**Computing Skills for Scientists Certificate**

This certificate will give working scientists an introduction to technical computing skills. Students will learn the basics of working in a Unix or Linux environment, will learn basic programming techniques using Python or Perl, and will learn database fundamentals using MySQL. This certificate can be completed in one semester.

**Learning Outcomes**

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

- Think critically and apply the scientific method
- Write Unix commands including redirection and pipes, to manipulate files, directories, their contents and their permissions.
- Create regular expressions to perform pattern matching.
- Analyze common text processing tasks and interpret technical specifications to create and program algorithmic solutions, including the use of control structures, subroutines, lists and hashes.
- Write multiple table database queries in SQL.

**Courses Required for the Certificate of Accomplishment in Computing Skills for Scientists**

**Course**  
CS 160A Introduction to Unix/Linux  .................... 2
CS 131A Python Programming  
or CS 133A Introduction to Perl Programming ......... 3
CS 155A MySQL Databases  ............................ 3
Total Units ............................................. 8

Students must complete each course with a grade of “C” or higher. Where applicable, grades of “Pass” may also be used.

**Database Programming: MySQL/Open Source Technologies Certificate**

This certificate is designed to introduce students to MySQL database fundamentals and interacting with databases using both SQL queries and procedural programming experience before attempting this certificate, such as CS 110A, 111A, or 112A. This course of study prepares students for entry-level positions in database management and development.

**Learning Outcomes**

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

- Design and create queries in MySQL for accessing and updating data, including inner and outer joins, aggregate queries, and subqueries.
- Analyze a problem and interpret business requirements to create and program appropriate solutions that use queries and programming components such as MySQL procedures, functions, and triggers.
- Design and create relations and other objects as a normalized database and implement that design.
- Develop applications with a programming language (PHP, Perl, Python, Ruby) that interact with MySQL Database.
- Install and configure a MySQL Database Management System and use MySQL client and utility programs to monitor system performance, manage accounts, and develop and implement backup and recovery plans.

**Courses Required for the Certificate of Accomplishment in Database Programming MySQL/Open Source Technologies**

**Course**  
CS 155A MySQL Databases  ............................ 3
CS 155B MySQL Database Administration .............. 3
CS 155P Programming with MySQL .................. 3
CS 159A Database Design and Modeling ............... 3
Elective Courses: Choose one of the following:  
CS 130A PHP Programming  ............................. 3
CS 113A Introduction to Perl Programming ............ 3

Total Units ............................................. 8
Upon successful completion of this program, a student will be able to:

- Design and implement abstract data types using classes, encapsulation, inheritance and polymorphism using Java or C#.
- Create C# applications that use ADO.NET techniques to interact with SQL Server databases including both console applications and windows forms applications.
- Design and create queries in SQL Server for accessing and updating data including inner and outer joins, aggregate queries, subqueries, analytical queries, and XML techniques.
- Create SQL Server stored procedures, user defined functions, and triggers
- Design and create relations and other objects as a normalized database and implement that design.

Courses Required for the Certificate of Accomplishment in Database Programming: Microsoft SQL Server with C#

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 150A SQL Server Databases</td>
<td>3</td>
</tr>
<tr>
<td>CS 150B SQL Server Administration</td>
<td>4</td>
</tr>
<tr>
<td>CS 150C SQL Server Programming Using T-SQL</td>
<td>4</td>
</tr>
<tr>
<td>Total Units</td>
<td>11</td>
</tr>
</tbody>
</table>

Students must complete each course with a grade of "C" or higher. Where applicable, grades of "Pass" may be used.

**Recommended Additional Coursework:** CNIT 351

**iPhone App Programming Certificate**

This certificate is designed to teach students how to program native apps (mobile device applications) to run on iPhones, iPads, and other iOS devices. Students learn the basics of programming in Java or C++, as well as Objective C, and the specifics of how to program for iPhones. Students completing this certificate program will be qualified for employment as entry-level app developers and quality assurance technicians.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Analyze a problem and interpret technical specifications to create and program appropriate algorithmic solutions that include the use of control structures, parameters and return values
- Design and implement abstract data types using classes, encapsulation, inheritance and polymorphism
- Develop and test Objective C classes and protocols, implementing projects using XCode
- Extend User Interface Kit (UIKit) classes to create custom view controllers
- Compare and contrast core graphics classes

Students must complete each course with a grade of "C" or higher. Where applicable, grades of "Pass" may be used.

Courses Required for the Certificate of Accomplishment in iPhone App Programming

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 111A Intro to Programming: Java</td>
<td>3</td>
</tr>
<tr>
<td>or CS 110A Intro to Programming: C++</td>
<td>3</td>
</tr>
</tbody>
</table>

Students must complete each course with a grade of "C" or higher. Where applicable, grade of "Pass" may be used.

**Table:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 132A Ruby Programming</td>
<td>3</td>
</tr>
<tr>
<td>CS 131A Python Programming</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
</tr>
</tbody>
</table>

Students must complete each course with a grade of "C" or higher. Where applicable, grade of "Pass" may be used.

**Database Programming: Oracle Certificate**

This certificate is designed to introduce students to Oracle database fundamentals and interacting with databases using both SQL queries and procedural programming techniques. It is advised that students have at least one semester of programming experience before attempting this certificate, such as CS 110A, 111A, or 112A. This course of study prepares students for entry-level positions in database management and development.

Learning Outcomes

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

- Design and create queries in Oracle SQL for accessing and updating data, including inner and outer joins, aggregate queries, subqueries, and analytical queries.
- Analyze a problem and interpret business requirements to create and program appropriate solutions that use queries and programming components such as PL/SQL packages, procedures, functions, triggers, exception handling, composite data types, user-defined records, and collections.
- Design and create relations and other objects as a normalized database and implement that design.
- Install and configure an Oracle Relational Database Management System, monitor system performance, and develop and implement plans for security, backup, recovery, and networking of the databases.

Courses Required for the Certificate of Accomplishment in Database Programming: Oracle

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 151A Oracle SQL Databases</td>
<td>3</td>
</tr>
<tr>
<td>CS 151B Oracle Database Administration</td>
<td>3</td>
</tr>
<tr>
<td>CS 151P Oracle PL/SQL Programming</td>
<td>4</td>
</tr>
<tr>
<td>CS 159A Database Design and Modeling</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>13</td>
</tr>
</tbody>
</table>

Students must complete each course with a grade of "C" or higher. Where applicable, grade of "Pass" may be used.

**Database Programming: Microsoft SQL Server with C#**

This certificate includes instruction and practice in the Microsoft SQL Server database systems and the fundamentals of computer programming systems using Java and C#. This course of study prepares students for entry-level positions in database development and in computer programming in a variety of settings.

Learning Outcomes

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

- Analyze a problem and interpret technical specifications to create and program appropriate algorithmic solutions that include the use of control structures, subroutines and parameters, arrays, and List(of T) collections.
Linux Administration I Certificate

The program of study for this first certificate in Linux Administration will give students the skills needed to install and configure a basic Linux server in a networked environment. Besides basic command-line use, students will learn intermediate-level Linux administration skills including configuring and managing file systems, configuring and monitoring basic system security, configuring default servers and performing an automated install over the network. It is designed to prepare students for the industry-standard RHCSA certification and for entry-level positions in Linux Administration.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Analyze common text processing tasks and write Unix commands to solve them using regular expressions, redirection, and shell wildcards.
- Design and implement bash shell scripts to solve administrative tasks using repetition and conditional statements and command-line arguments.
- Analyze a Linux system using command-line tools and log information and revise its configuration to intercept runaway processes, limit exposure of the administrator's (root) account, evaluate and solve security issues, resolve basic network connectivity issues, and control the availability of services.
- Configure default NFS, ftp and http servers and the firewall and SELinux settings to access them.
- Install entire physical or virtual machines with custom physical file systems and logical volumes and install and update packages on an existing machine.
- Design and implement a custom kickstart configuration file to perform an automated installation over NFS, http, or ftp.

Students must complete each course with a grade of “C” or higher. Where applicable, grades of “Pass” may be used.

Courses Required for the Certificate of Accomplishment in Linux Administration I

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 160A Introduction to Unix/Linux</td>
<td>2</td>
</tr>
<tr>
<td>CS 160B Unix/Linux Shell Scripting</td>
<td>2</td>
</tr>
<tr>
<td>CS 260A Linux System Administration</td>
<td>3</td>
</tr>
<tr>
<td>CS 260P Linux Administration Projects</td>
<td>1</td>
</tr>
<tr>
<td>Total Units</td>
<td>8</td>
</tr>
</tbody>
</table>

Recommended Additional Coursework: CNIT 106, CNIT 201E, CS 113A, CS 131A.

QA, Build and Release Automation Certificate

The program of study for the certificate in QA, Build and Release Automation will give students a solid grounding in the automation of software quality assurance testing (QA), as well as systems to build and release software. Students will learn the fundamentals of: working in a Linux environment; writing shell scripts and automation scripts using Ruby or Python, and Software Engineering principles. This course of study prepares students for entry-level positions in software QA and/or Build and Release Automation.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Write Unix/Linux commands utilizing redirection, pipes, and regular expressions, including manipulation of files, directories, their contents and their permissions.
- Analyze common text processing and system tasks and interpret technical specifications to create algorithmic solutions, including the use of control structures, subroutines, lists, classes and objects.
- Implement and test software thoroughly and methodically in a team environment.
- Perform continuous integration tests on the contents of a repository.
- Implement, exercise and manage QA and regression tests for known defects and issues.
- Manage version tags and branches to build specific software versions.

Students must complete each course with a grade of “C” or higher. Where applicable, grades of Pass may be used.

Courses Required for the Certificate of Accomplishment in QA, Build and Release Automation

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 160A Introduction to Unix/Linux</td>
<td>2</td>
</tr>
<tr>
<td>CS 160B Unix/Linux Shell Scripting</td>
<td>2</td>
</tr>
<tr>
<td>CS 132A Ruby Programming or CS 131A Python Programming or CNIT 133 Interactive Web Pages: Javascript, jQuery, AJAX</td>
<td>3</td>
</tr>
<tr>
<td>CS 177 Software Engineering</td>
<td>3</td>
</tr>
<tr>
<td>CS 178 Software QA, Build and Release Automation</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>13</td>
</tr>
</tbody>
</table>

Web Application Programming Certificate

The program of study for the certificate in Web Application Programming will give students a solid grounding in open source web development skills. Students will learn the fundamentals of: working in a Linux environment; developing front-end web pages using HTML and JavaScript; using MySQL databases; and server-side programming techniques using Ruby, PHP, Python, or Java. This course of study prepares students for entry-level positions developing web applications.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Write Unix/Linux commands including redirection and pipes, to manipulate files, directories, their contents and their permissions.
- Create regular expressions to perform pattern matching.
- Analyze common text processing and operating system tasks and interpret technical specifications to create and program algorithmic solutions including the use of control structures, subroutines and lists.
- Write multiple table database queries in SQL.
- Create, build and publish interactive Web pages containing text and graphic information using HTML and Javascript.
- Write object-oriented server-side web site programs that interact with databases.
- Operate effectively within a team, gaining work experience.

Students must complete each course with a grade of "C" or higher. Where applicable, grades of Pass may be used.

**Courses Required for the Certificate of Achievement in Web Application Programming**

**Course** | **Units**
--- | ---
CS 160A Introduction to Unix/Linux | 2
CS 155A MySQL Databases | 3
CNIT 132 Intermediate HTML and CSS | 3
CNIT 133 Interactive Web Pages: JavaScript, jQuery, and AJAX | 3

**CS 130A PHP Programming**
or CS 131A Python Programming
or CS 132A Ruby Programming
or CS 113A Intro to Perl Programming
or CS 114B C# Programming
or CS 111A Intro to Programming: Java
or CS 111B Programming Fundamentals: Java | 3

**CS 130B Advanced PHP**
or CS 232 Ruby on Rails Development
or CNIT 134 Server-side Tech. for the Web
or CS 211E Advanced Java Enterprise Edition | 3

CS 195 / CNIT 195 Website Development Practicum
or CS 177 Software Engineering
or CS 198 Industry Internship
or CNIT 197 Internship and Work Experience
or CNIT 198 Internship and Work Experience | 1-3

Total: 18-20

**Recomended Additional Coursework:** CNIT 131, CNIT 131H, CNIT 129, CS 142, CNIT 131A, CNIT 133M, CS 212, CS 211D, CS 311D, CS 155P

**Announcement of Courses**

**Credit, Degree Applicable Courses:**

- **CS 100. Introduction to Computer Science (3)**
  
  Lec-3
  
P/NP available

  Introduction to computer science. Emphasis is on properties of algorithms, hardware design, system software and networks, computer organization, data representation, languages, theory of computation, applications and social issues. Students learn algorithms and use programming techniques to solve problems. UC/CSU

- **CS 101. Intro to Information Systems (3)**
  
  Lec-3

  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. C-ID ITIS 120; UC/CSU

- **CS 110A. Intro to Programming: C++ (3)**
  
  Lec-3, conf-1

  *Advised: MATH 40 or 840*

  Introduction to computer programming and problem-solving. No prior programming experience required. Course concepts include: problem solving techniques, algorithms, program design, control structures, functions, arrays and use of the C++ programming language. C-ID COMP 112; UC/CSU

- **CS 110B. Programming Fundamentals: C++ (3)**
  
  Lec-3, conf-1

  *Advised: CS 110A or 111A or demonstration of exit skills*

  This course covers programming fundamentals using the C++ language. Topics include pointers, arrays, structured elements, dynamic memory allocation, and Object Oriented programming. Assignments require planning, good coding practices, and documentation. C-ID COMP 122; UC/CSU

- **CS 110C. Data Structures and Algorithms: C++ (3)**
  
  Lec-3, conf-1

  *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, searching, sorting, and recursion. Introduction to UML, heaps, graphs, tables, hashing, and direct access files. Further study of abstract data types. C-ID COMP 132; UC/CSU

- **CS 111A. Intro to Programming: Java (3)**
  
  Lec-3, conf-1

  *Advised: MATH 40 or 840*

  Introduction to computer programming and problem solving. No prior programming experience required. Course concepts include: problem solving techniques, algorithms, program design, control structures, methods, arrays and use of the Java programming language. C-ID COMP 112; UC/CSU

- **CS 111B. Programming Fundamentals: Java (3)**
  
  Lec-3, conf-1

  *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, searching, sorting, and recursion. Introduction to UML, heaps, graphs, tables, hashing, and direct access files. Further study of abstract data types. C-ID COMP 132; UC/CSU

- **CS 111C. Data Structures and Algorithms: Java (3)**
  
  Lec-3, conf-1

  *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, searching, sorting, and recursion. Introduction to UML, heaps, graphs, tables, hashing, and direct access files. Further study of abstract data types and object-oriented programming. C-ID COMP 132; UC/CSU

- **CS 112A. Intro to Visual Basic.NET (3)**
  
  Lec-3, conf-1

  *Advised: MATH 40 or 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. UC/CSU
CS 112B. Visual Basic.NET Object-Oriented (3)
Lec-3, conf-1 P/NP available
Prereq.: CS 112A.
A continuation of CS 112A. Design and implementation of classes, objects, abstract data types, arrays, and collections. Use of inheritance, polymorphism, and structured exception handling. Development of Windows-oriented application programs with emphasis on object-oriented programming concepts and techniques. CSU

CS 112D. Visual Basic.NET w/ Databases (3)
Lec-3, conf-1 P/NP available
Prereq.: CS 112A or experience programming with Visual Basic; and CS 150A or 151A or 155A or experience SQL queries
Advise: CS 112B
An intermediate course in computer programming and problem solving using Visual Basic.NET and ADO.NET. Students develop Windows-oriented application programs that interface with databases (SQL Server, Access, or Oracle) using the ADO.NET data access model. CSU

CS 113A. Introduction to Perl Programming (3)
Lec-3, conf-1 P/NP available
Advise: CS 160A.
Introduction to the interpreted language Perl. Recommended for anyone working with files and text. Semantics and syntax of the Perl language, including Object Oriented Perl. Discussion on the practical kinds of problems that Perl can solve. Students write stand-alone programs that perform various tasks, including text and file manipulation. UC/CSU

CS 114B. C# Programming (3)
Lec-3, conf-1 P/NP available
Advise: CS 110A or 111A
A continuation of the concepts and principles introduced in CS 110A or 111A. It covers programming using the C# language and the .NET/Common Language Runtime platform. Students will learn Object Oriented software design techniques, and construct Graphical User Interface applications. CSU

CS 114D. C# with Database (3)
Lec-3 P/NP available
Advise: CS 111A or Demonstrated equivalent Programming experience; and CS 150A or CS 151A or CS 155A or Demonstrated experience writing SQL queries
An intermediate course in computer programming and problem solving using C# and the .NET platform with ADO.NET. Students develop Windows-oriented application programs that interface with databases using the ADO.NET data access model. CSU

CS 130A. PHP Programming (3)
Lec-3, conf-1 P/NP available
Advise: CNIT 132 or Demo of exit skills; and CS 110A or 111A or similar Programming experience
Introduction to the open source Web scripting language PHP. Build dynamic Web applications. Semantics and syntax of the PHP language, including discussion on the practical problems that PHP solves. Write server-side cross-platform HTML-embedded scripts to implement dynamic Web pages that interact with databases and files. CSU

CS 130B. Advanced PHP Programming (3)
Lec-3 P/NP available
Advise: CS 130A
This class covers using PHP for database connectivity to build scalable, dynamic websites. Assignments emphasize using PHP for user authentication, site personalization, content management, session tracking, and user-driven database updating. Class project demonstrates using PHP and a database (MySQL) to build a scalable, object oriented, template-based web application. CSU

CS 131A. Python Programming (3)
Lec-3, conf-1 P/NP available
Advise: CS 110A or 111A or 113A or 130A or 160B.
Python is interpreted, interactive, and object-oriented. Recommended for general-purpose programming, system administration, or web programming. Write stand-alone programs that perform various tasks including manipulating numerical and textual information; accessing content in files; transferring information to and from web sites. UC/CSU

CS 132A. Ruby Programming (3)
Lec-3 P/NP available
Advise: CS 110A or 111A or 113A or 130A or 160B.
Ruby is interpreted, interactive, and object-oriented. Recommended for general-purpose programming, system administration, or web programming with the Ruby on Rails web framework. Write stand-alone programs that perform tasks including interfacing or system calls and libraries, processing text using regular expressions, and retrieving information from web sites. CSU

CS 142. Programming Techniques for XML (2)
Lec-2 P/NP available
Prereq.: CS 110A or 111A or 113A or 130A or 131A, or similar Programming experience.
Programming techniques for processing XML data. Comparison of programming approaches, including SAX, SAX-like, and DOM interfaces. Navigating, filtering, and modifying XML. Transformation of XML data CSU

CS 150A. SQL Server Databases (3)
Lec-3 P/NP available
A course in the use of the SQL Server database management system to create, update and query database tables. This course covers both the syntax and the logic of the major features of the T-SQL language. The course includes a brief introduction to the programming aspects of T-SQL. CSU

CS 150P. SQL Server Programming Using T-SQL (4)
Lec-4 P/NP available
Advise: CS 150A or 151A or 155A; and CS 110A or 111A or Demonstration of Exit Skills
An advanced course in the use of Microsoft SQL Server techniques. Design and develop SQL Server program units using the T-SQL language: stored procedures, user-defined functions, and database triggers. Create Visual Basic.NET CLR (Common Language Runtime) routines for use in SQL Server. Work with dynamic SQL and with XML data. CSU

CS 151A. Oracle SQL Databases (3)
Lec-3 P/NP available
A course in the use of Oracle database management system to create, update, and query database tables. The course covers both the syntax and the logic of the major features of the Oracle SQL language. The course includes a brief introduction to the programming aspects of PL/SQL. CSU

CS 151B. Oracle Database Administration (3)
Lec-3 P/NP available
Advise: CS 150A or 151A or 155A; and CS 160B
An advanced course in the architecture, design, configuration, installation, and maintenance of an Oracle relational database management
system. Student will gain the knowledge and skills needed to administer an Oracle client/server database in an enterprise network environment. CSU

CS 151P. Oracle PL/SQL Programming (4)
Lec-4 P/NP available
ADVIS: CS 150A or 151A or 155A; and CS 110A or 111A or 113A or 112A or 132A or 130A or 131A or 132A or 130A or 131A or 132A or 130A or 131A or 132A
An intermediate course in the use of the PL/SQL programming language. Create and manage PL/SQL program units and data structures, stored procedures and functions, database triggers, and packages to process data using database objects. CSU

CS 155A. MySQL Databases (3)
Lec-3 P/NP available
A course in the use of MySQL database management system to create, update, and query database tables. The course covers both the syntax and the logic of the major features of the MySQL language. The course includes a brief introduction to the programming aspects of MySQL. CSU

CS 155B. MySQL Database Administration (3)
Lec-3
ADVIS: CS 155A or 150A or 151A; CS 160B
Students install and configure a MySQL server and create and manage user accounts. Issues pertaining to optimization, security, privileges, tuning, troubleshooting, and performing upgrades are studied and practiced. CSU

CS 155P. Programming with MySQL (3)
Lec-3 P/NP available
ADVIS: CS 150A or 151A or 155A or EQUIVALENT SQL EXPERIENCE
An advanced course in the use of MySQL techniques to process database objects. Design and develop MySQL program units: stored procedures, functions, and database triggers. Work with dynamic SQL and with XML data. CSU

CS 159A. Database Design and Modeling (3)
Lec-3 P/NP available
PREREQ: CS 150A or 151A or 155A.
A course in the design of database structures and the use of database modeling tools. CSU

CS 160A. Introduction to Unix/Linux (2)
Lec-2 P/NP available
Introduction to using the Unix/Linux operating system. Unix/Linux file management and common text processing utilities including searching. UC/CSU

CS 160B. Unix/Linux Shell Scripting (2)
Lec-2 P/NP available
ADVIS: CS 160A OR DEMONSTRATION OF CS 160A EXIT SKILLS
Analyze, design, write, test, and debug Unix shell scripts. Students learn basic shell scripting techniques and develop scripting skills needed for Unix/Linux System Administration courses. The bash shell is used. UC/CSU

CS 177. Software Engineering (3)
Lec-3 P/NP available
ADVIS: PRIOR PROGRAMMING EXPERIENCE SUCH AS CS 110A OR 111A OR 113A OR 130A OR 131A OR 132A
Introduction to principal software engineering processes and pitfalls. Focus on user needs, development organizations, methodologies, testing, and tools. Use of techniques and tools including Agile Software Development, Test-Driven Development, and version control. UC/CSU

CS 178. Software Quality Assurance, Build and Release Automation (3)
Lec-3, lab-1 P/NP available
ADVIS: CS 132A, 177, AND 260A
Software quality assurance as the planned systematic set of actions that provide confidence in a software product. Automated test execution and best practices, build methods, revision control and release management, continuous integration (CI), deployment and distributed builds. CI server setup, repository creation, writing and executing test cases. CSU

CS 183A. Multimedia Tools (3)
Lec-3 P/NP available
ADVIS: CS 100M, OR CNIT 100 OR IDST 120.
Hands-on survey of multimedia theory and practice. Team approach to the design and production of interactive multimedia projects. Multimedia applications, including authoring, video capture, audio capture, and animation. Multimedia hardware, including Macintosh and Windows platforms, audio and video capture cards, and peripherals. CSU

CS 183B. Flash Game Programming I (3)
Lec-3, conf-1 P/NP available
PREREQ: CS 183A or VMD 156 or EXPERIENCE USING FLASH: GRAPHICAL TOOLS, BUILT-IN OBJECTS, AND HOW TO CREATE TIMELINE-BASED MOVIES.
Multimedia game programming using Macromedia Flash ActionScripting. Program design and implementation, including algorithms, data structures, control structures, style, and debugging techniques for the creation of web-based interactive games. CSU

CS 183C. Advanced Multimedia Programming (3)
Lec-3, conf-1 P/NP available
PREREQ: CS 183B.
Object-oriented programming for the creation of multimedia projects. Programming games and simulations. Advanced data structures, including multidimensional arrays, queues, and stacks. Inheritance, encapsulation, and polymorphism. CSU

CS 195. Web Site Development Practicum (3)
Conf-3, field trips P/NP available
ADVIS: CS 177 OR CS 130B OR CS 131A OR CS 155A OR CS 211E OR CS 232 OR CNIT 133
Integrate and apply knowledge gained through CCSF coursework in a team-based environment, collaborating with students in Visual Media Design's GRPH 68: Design Studio Practicum. Work on realistic projects with input invited from local employers. Develop, design and program a professional web site project in a team environment. CSU

CS 198. Industry Internship (1-4)
Work-5, 10, 15, or 20 P/NP available
COREQ: ENROLLMENT IN 7 UNITS INCLUDING THIS COURSE AND CONSENT OF INSTRUCTOR
REPEAT: MAXIMUM CREDIT: 9 UNITS
Provides students with the opportunity to earn course and certificate credit for working in the field, in a supervised setting in the ICT/Computer Science industry. Internships include software quality assurance (QA), junior developer, database programmer or administrator, Linux system administrator, etc. CSU
CS 199. Independent Study (1-3)  
Ind st-5/10/15  
P/NP available  
ADVICE: CS IIIC or IIIC or 211E or 212 or 311D or CS 177  
Large-scale individual projects in computer science to be defined in  
cooperation with an instructor-supervisor. The project must be in an  
area not covered by other course offerings. The student is responsible  
for the project definition and completion under the guidance of an  
instructor/supervisor. CSU (UC upon review)  

CS 211D. Android Programming (3)  
Lec-3  
P/NP available  
ADVICE: CS IIIIB or DEMONSTRATION OF EXIT SKILLS  
An advanced course in the design and development of applications for  
mobile devices running the Android operating system. Students will  
use the Android SDK to create programs including how to craft User  
Interfaces (UIs), create location-based applications, and access web  
services. CSU  

CS 211E. Advanced Java: Enterprise (3)  
Lec-3  
P/NP available  
ADVICE: CS IIIB AND CS 211S.  
Advanced Java 2 Enterprise Edition features of the Java language essen-  
tial for building network and web oriented applications. Topics include  
JDBC, RMI, Servlets, JSP, JNI, JavaBeans, XML, and ANT. CSU  

CS 211G. Game Programming in Java (3)  
Lec-3  
P/NP available  
PREREQ.:COMPLETION OF OR CONCURRENT ENROLLMENT IN CS IIIIB.  
Core aspects of developing games in Java. Creation and control of  
geometric elements and sprites, animated characters, and scrolling  
backgrounds. Keyboard, mouse, and joystick input techniques. Use of  
imported digital sound effects and images. An overview of enhancing  
playability by implementing Artificial Intelligence, kinematics, physics,  
and the element of chance. CSU  

CS 211S. Advanced Java: Standard Edition (3)  
Lec-3  
ADVICE: CS IIIIB  
Introduces advanced Java language features and packages that are  
essential for building Java Standard Edition applications. Topics include  
multithreading, collections, networking, and Swing classes. Helps pre-  
pare students for industry certification in Java programming. CSU  

CS 211V. Graphics Programming in Java (3)  
Lec-3, conference-1  
P/NP available  
PREREQ.: CS IIIIB.  
Core aspects of creating 2D shapes and GUIs using AWT (Abstract  
Windowing Toolkit) and Swing. Color, Graphics, Font, and Font met-  
rics classes. Loading and manipulating images within AWT and Swing  
GUI applications. Using Layout Managers to position GUI controls in  
Containers. Handling user input using Event and Listener classes. CSU  

CS 212. iPhone Programming (3)  
Lec-3, conf-1  
P/NP available  
ADVICE: CS IIIB or IIIIB or DEMO OF EXIT SKILLS  
An advanced course in the design and development iOS applications  
using Xcode and Swift. CSU  

CS 232. Ruby on Rails Development (3)  
Lec-3, conference-1  
P/NP available  
ADVICE: CNIT 132; CS 132A OR DEMONSTRATION OF CS 132A EXIT  
SKILLS  
Learn to develop data driven web applications using Ruby on Rails.  
The course covers all of the core aspects of the framework including  
ActiveRecord, ERB, Rails Controller classes, Action Mailer, and applica-  
tion testing. CSU  

CS 260A. Linux System Administration (3)  
Lec-3, conf-1  
P/NP available  
ADVICE: CS 160B or DEMONSTRATION OF EXIT SKILLS.  
The administration of a Linux server. Prepares students for industry  
certification and entry-level employment in System Administration.  
Topics include process control, system monitoring, filesystem prepara-  
tion and maintenance, logical volumes, encrypted filesystems, basic  
servers and the firewall, virtual machines, startup and shutdown, user  
accounts, periodic tasks, security issues and installations. CSU  

CS 260B. Linux Network Administration (3)  
P/NP available  
PREREQ.: CS 260A  
ADVICE: CS 260P, AND CNIT 106 OR 201E.  
The networking portion of the administration of a Linux server.  
Concepts and configuration of basic networking parameters and of  
various Linux networking services are discussed including DHCP,  
DNS, NIS, LDAP, Postfix, SSI, NIS, LDAP, Samba, and advanced  
Apache. Security issues are discussed. CSU  
Formerly CNIT 270  

CS 260P. Linux Administration Projects (1)  
P/NP available  
PREREQ.: CS 260A  
This is a lab course to practice Linux System Administration in prepara-  
tion for the industry-standard RHCSA (Red Hat Certified System  
Administrator) exam. Virtual machines are used. It requires a firm  
foundation in the material covered in CS 260A. Additional material  
adds depth in the areas of automated installations and security. CSU  

CS 261A. Unix/Linux Systems Programming (3)  
P/NP available  
PREREQ.: CS 161.  
An overview of Unix/Linux system calls, the functions in the standard  
library, which access the lowest level resources of the Unix/Linux oper-  
atng system. Emphasis is 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 communica-  
tion using sockets, and RPC. This course provides concrete examples  
of the Unix/Linux system call interface using the C and/or C++ pro-  
gramming language. CSU  

CS 267. Unix and Linux Security (3)  
Lec-3  
PREREQ.: CNIT 106 or 201.  
ADVICE: CS 260B.  
Security issues on Unix and Linux platforms arising from networked  
and system operations. Vulnerabilities and weaknesses of common  
services are discussed and solutions and workarounds are proposed.  
Programmed threats and denial of service attacks and their sources are  
examined. Detect, neutralize, and recover from security breaches. Shell  
programming to simulate attacks of vulnerable network services. CSU  

CS 270. Computer Architecture with Assembly Language (3)  
Lec-3, conf-1  
PREREQ.: CS 110B or IIIB.  
This course covers Computer Organization, hardware and software  
structure, datapath, ALU, register storage, binary representation of data  
and its conversion, algebra, memory organization, addressing.
rights and responsibilities. CSU
tations and requirements as well as the campus facilities, students
include college policies and procedures, programs and services, expec
course to achieve success at City College of San Francisco. Topics
Assists students to identify their educational goals and chart their
Lec-8 (total hrs) P/NP only
AAPS 101. College Orientation (.5)
Lec-8 (total hrs) P/NP only
AAPS 102. Introduction to College (1)
Lec-18 (total hrs) P/NP only
This course is designed to aid the student's exploration of academic
programs, student services, college policies, student rights and responsi-
sibilities, graduation and transfer requirements, technology, campus
resources, goal setting, and educational planning to enhance academic
and personal success. CSU

AAPS 103. Orientation to College Transfer (3)
Lec-3 P/NP available
An overview of the concepts and significance of factors that contribute
to college transfer and college success. Factors to be explored include
social awareness, cultural identity, goal setting, educational planning,
study skills, and college resources. Focus on understanding the college/
university systems and on understanding of the relationship of cultural
experiences and college success. UC/CSU

AAPS 104. Student Success Seminar (.5)
Lec- .5 P/NP available
This brief course is intended to help students on first- or second-
semester probation to regain good academic standing. Students
develop time management and motivational strategies and learn
about available college resources to help them reach academic success.
Students also learn about academic policies, educational goal options
and decision making skills. CSU

Non-Credit Course:
AAPS 1111. Orientation to Noncredit Certificate Programs (15 hrs)
Emphasis placed on noncredit certificates and student application for
entry-level and promotional opportunities. An overview of student
support services, policies and procedures to earn noncredit certificates.
Additionally, exploration of matriculation steps from noncredit to
credit and opportunities related to other career majors.

AAPS 113. College Orientation (1)
Lec-18 (total hrs) P/NP only
This course is designed to aid the student's exploration of academic
programs, student services, college policies, student rights and responsi-
sibilities, graduation and transfer requirements, technology, campus
resources, goal setting, and educational planning to enhance academic
and personal success. CSU

AAPS 114. Orientation to College Transfer (3)
Lec-3 P/NP available
An overview of the concepts and significance of factors that contribute
to college transfer and college success. Factors to be explored include
social awareness, cultural identity, goal setting, educational planning,
study skills, and college resources. Focus on understanding the college/
university systems and on understanding of the relationship of cultural
experiences and college success. UC/CSU

AAPS 115. Student Success Seminar (.5)
Lec- .5 P/NP available
This brief course is intended to help students on first- or second-
semester probation to regain good academic standing. Students
develop time management and motivational strategies and learn
about available college resources to help them reach academic success.
Students also learn about academic policies, educational goal options
and decision making skills. CSU

Non-Credit Course:
AAPS 1111. Orientation to Noncredit Certificate Programs (15 hrs)
Emphasis placed on noncredit certificates and student application for
entry-level and promotional opportunities. An overview of student
support services, policies and procedures to earn noncredit certificates.
Additionally, exploration of matriculation steps from noncredit to
credit and opportunities related to other career majors.

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support services, policies and procedures to earn noncredit certificates.
Additionally, exploration of matriculation steps from noncredit to
credit and opportunities related to other career majors.
offering training in hospitality subjects. Since then, thousands of hospitality professionals have graduated from the Program. The department is also supported by our extensive hospitality library, the Alice Statler Library.

Culinary Arts and Hospitality Studies Mission Statement. The Culinary Arts and Hospitality Studies Department at City College of San Francisco is designed to provide students with strong foundational and practical culinary and management skills necessary to succeed in the hospitality industry.

Our Vision. Equally grounded in culinary arts and management, students learn through hands-on culinary, management and academically related classes, to develop real-world skills and knowledge necessary to excel in the food service, restaurant and hospitality industry.

Employment. Graduates find employment in many facets of the hospitality industry including hotels, restaurants, clubs, caterers, cruise ships, retirement communities, catering companies, educational institutions and as purveyors, to name a few career possibilities.

The jobs that students receive immediately upon graduating varies greatly, depending upon which program they completed, 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: 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, Conierge, Restaurant Owner, Food and Beverage Director, Garde Manger Chef, Sales Manager, Bakery Owner, Catering Director, Food Service Director, Sous Chef, Country Club Manager, Hotel Director of Sales and Marketing, Director of Banquets are a few higher level career possibilities.

Associate in Science Degree Programs

Please visit www.ccsf.edu/cahs for more information and an application.

Accreditation. The Culinary Arts Management Program and the Food Service Management Program are accredited by the American Culinary Federation. Upon completion of their A.S. degree major, students will also be awarded a Certificate of Completion from the Accrediting Commission of the American Culinary Federation (ACF).

Food Safety Managers Certification. As a pre-requisite to graduation from the Culinary Arts Management Program, or from the Food Service Management Program, students are required to successfully pass a California food safety certification examination* issued by an accredited food protection manager certification organization (SB602 & Sec 113790 of CA Health & Safety Code).

- e.g.: The National Registry of Food Safety Professionals - Food Safety Manager Certification exam or the ServSafe Food Protection Manager Certification exam, issued by the National Registry of Food Safety Professionals.
- This exam is administered through the CCSF Microbiology 51 course.

Applicants who have already earned a college degree (A.S./A.A., B.A./B.S., etc.) are still required to fulfill CCSF A.S. degree requirements. Students accepted to one of the CAHS degree programs and are registered in classes, request an “Evaluation of Transferred Credit.” Please see Program Advisor or CCSF Counselor for more information.

Transfer. Students who intend to transfer to four year universities for a baccalaureate degree should consult with our Program Advisor or Counselor for guidance on planning a program to transfer. The degree programs are designed to facilitate transferring to four year universities.

Program Probation Policy. Academic probation occurs when a student fails to maintain a 2.0 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 “D” or “F” in any of the required major courses.
2. Remaining on probation for two consecutive semesters.
3. Receiving a final grade of “D” or “F” in a laboratory class being repeated, because of receiving an initial grade of “D” or “F”.
4. For reasons described in various sections of this catalog. Students receiving a final grade of “D” or “F” in any of the consecutive laboratory series class (CAHS 10, CAHS 10Q, CAHS 20, CAHS 30) must confer with the Program Advisor and repeat those classes before progressing to the next class in the sequence.

Culinary Arts Management Program

Introduction. An Associate in Science degree with a major in the Culinary Arts Management is offered to prepare students for a culinary career. This is a two year, four semester course of study. This program and all of the degree programs include management related course in their respective fields.

This is a rigorous, full time, day program. Students are advised to be well prepared to commit themselves to being in school 8 hours per day, 5 days a week for the duration of the Program. Students who are entering college for the first time usually take five or more semesters to complete the program.

Accreditation. The Culinary Arts Management Program and the Food Service Management Program are accredited by The American Culinary Federation. Upon completion of their A.S. degree major, students will also be awarded a Certificate of Completion from the Accrediting Commission of the American Culinary Federation (ACF).

Admission and Applications. Prior to being admitted to Culinary Arts Management Program, applicants must complete the procedure for admission to City College of San Francisco.

When applicants have been admitted to the College, they must also complete the CAHS Department’s application form, which may be obtained at the CAHS office located at Statler Wing, Room 156, by calling the office at (415) 239-3152, or by printing the application from our website: www.ccsf.edu/cahs and mailing it in.

 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.

Pre-requisites:

- Applicants must have completed ESL 140 or placed in ESL 150 or higher; or completed English 91 and/or placement into English 92 or higher, based on the CCSF ESL and English placement tests. Or completed English 1A or the equivalent.
- Applicants must be in good physical and mental health.
Programs Probation. (See the Program Probation Policy above)

Note: Applicants who have already earned a college degree (A.S./A.A., B.A./B.S., etc.) are required to fulfill CCSF A.S. degree requirements. Students should request an “Evaluation of Transfer Credit” after they are registered in classes and accepted to one of the CAHS degree programs. Please see Program Advisor or CCSF Counselor for more information.

Students are required to confer with the Program Advisor as to the specific classes necessary to complete their program and the order in which courses should be taken. Laboratory classes (CAHS 10, CAHS 10Q, CAHS 20, CAHS 30, CAHS 40W) are restricted to program majors.

Costs. In addition to the current applicable tuition, fees, books, and other such college expenses, students will need to purchase uniforms and kitchen tools at an approximate cost of $500.00 (a one time cost).

Course of Study. Students must take a core group of courses. Students in the Culinary Arts Management Program must take sequential laboratory courses in food preparation and service: CAHS 10 or CAHS 10Q, CAHS 20, CAHS 30 and the internship class CAHS 40W.

Our lab courses are taught in the department’s four kitchens: bake shop, quick service cafe, cafeteria, and fine dining restaurant. This program includes extensive hands-on training in the department’s facilities.

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.

In addition, business and management course are also required to prepare students to be professionals in the culinary field.

General education courses (English, math, humanities, history, and diversity classes) are also required to fulfill A.S. degree requirements.

Culinary Arts Management Major (AS)

Students may earn an Associate in Science Degree with a concentration in Culinary Arts. These classes are offered every semester and should be taken with A.S. degree requirements.

Learning Outcomes

Upon completion of the Culinary Arts Management Major, students will be able to:

• Apply the concepts and techniques of sanitation, personal hygiene, and professional attire to hospitality environments.
• Demonstrate costing principles and trends to profitably operate hospitality establishments.
• Demonstrate the ability to work in variety of dining room and hospitality environments.
• Identify, describe, compare and contrast current trends in the hospitality industry.
• Demonstrate the skills and behaviors required during customer service to analyze, judge, and act in ways that contribute to guest satisfaction.
• Use industry specific technology to retrieve, create, organize, and communicate information in ways that inform and enhance individual and organizational performance.
• Apply ethical and sustainable business tenets.
• Students will be able to demonstrate the ability to work in a professional kitchen as a line and pastry cook.
• Students will be able to demonstrate an understanding of the knowledge needed to be a supervisor in the hospitality industry.

Courses Required for the Major in Culinary Arts

<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 Culinary Fundamentals I or CAHS 10Q Culinary Fundamentals I</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 Public Health Microbiology: Sanitation Principles and Practices</td>
<td>1</td>
</tr>
<tr>
<td>SPCH 11 Basic Public Speaking or SPCH 1A Elements of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 51 Nutrition and Culinary Arts</td>
<td>2</td>
</tr>
<tr>
<td>LBCS 96C Labor Relations in the Modern American Workplace</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 33 Procurement and Costing</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 42 H &amp; R Accounting or ACCT 1 Financial Accounting</td>
<td>3–4</td>
</tr>
<tr>
<td>CAHS 44 Supervisory Development or SUVP 231 Intro to Super/Management</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 10 (or 10Q), 20, 30 and 40W must be taken in sequence.</td>
<td></td>
</tr>
</tbody>
</table>

* To be taken in students final semester and by consent of instructor.

Note: You must complete 12 units of A.S. degree requirements before continuing to the 2nd year.

PLUS: Students are required to take 3 units of the following courses:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAHS 60A Sous Vide Cooking</td>
<td>1</td>
</tr>
<tr>
<td>CAHS 60B Classic and Modern Sauces</td>
<td>1</td>
</tr>
<tr>
<td>CAHS 60C Molecular Gastronomy</td>
<td>1</td>
</tr>
<tr>
<td>CAHS 60D Pantry and Cold Kitchen</td>
<td>1</td>
</tr>
<tr>
<td>CAHS 60E Charcuterie, Forcemeats, and Pates</td>
<td>1</td>
</tr>
<tr>
<td>CAHS 60F Carving</td>
<td>1</td>
</tr>
<tr>
<td>CAHS 203 Advanced A la Minute Cooking</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Units 44-45

Recommended Additional Coursework: CAHS 205, CAHS 206, CAHS 207, CAHS 209, CAHS 222.

Food Service Management Program

Introduction. The major in Food Service Management is offered to prepare students who are interested in a food related career in the “front of the house” – but NOT in the kitchen. This program focuses on food service management, such as restaurant management, catering management, banquet management, purchasing, etc.

This is a two year, four semester course of study and is a rigorous, full time, day program. Students are advised to be well prepared to commit themselves to being in school 8 hours per day, 5 days a week for the duration of the Program. Students who are entering college for the first time usually take five or more semesters to complete the Program.

Accreditation. The Food Service Management Program is accredited by The American Culinary Federation. Upon completion of their A.S. degree major, students will also be awarded a Certificate of Completion from the Accrediting Commission of the American Culinary Federation (ACF).

Admission and Applications. Prior to being admitted to Food Service Management Program, applicants must complete the procedure for admission to City College of San Francisco.

When applicants have been admitted to the College, they must also complete the CAHS Department’s application form, which may be
obtained at the CAHS office located at Statler Wing, Room 156, by calling the office at (415) 239-3152, or by printing the application from our website: www.ccsf.edu/cahs and mailing it in.

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 may call (415) 239-3152 for the exact deadline dates for each semester.

**Pre-requisites:**
- Applicants must have completed ESL 140 or placed in ESL 150 or higher; or completed English 91 and/or placement into English 92 or higher, based on the CCSF ESL and English placement tests. Or students must have completed English 1A or the equivalent.
- A 2.0 grade point average on prior college or high school transcripts is advised.
- Applicants must be in good physical and mental health.

**Program Probation.** (See the Program Probation Policy above)

**Note:** Applicants who have already earned a college degree (A.S./A.A., B.A./B.S., etc.) are required to fulfill CCSF A.S. degree requirements. Students should request an “Evaluation of Transfer Credit” after they are registered in classes and accepted to one of the CAHS degree programs. Please see Program Advisor or CCSF Counselor for more information.

Students are required to confer with the Program Advisor as to the specific classes necessary to complete their program and the order in which courses should be taken. Laboratory classes (CAHS 10, CAHS 10Q, CAHS 208, CAHS 30, CAHS 40W) are restricted to program majors.

**Costs.** In addition to the current applicable tuition, fees, books, and other such college expenses, students will need to purchase uniforms and kitchen tools at an approximate cost of $500.00 (a one time cost).

**Course of Study.** All students must take a core group of courses which includes one semester in the kitchen and the following semesters emphasize front of the house service and management. Students in the Food Service Management Program must take sequential laboratory courses in food preparation, service and management: CAHS 10 or CAHS 10Q, CAHS 208, CAHS 30 and the internship class CAHS 40W. This program includes extensive hands-on training in the department's facilities. Our lab courses are taught in the department's four kitchens, bake shop, quick service cafe, cafeteria, and fine dining restaurants. CAHS 208 is held at the Educated Palate restaurant at the CCSF Downtown Center. All other classes may be taken at the Ocean/Phelan campus.

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.

**Note:** The first semester of this program requires the same classes as the first semester of the Culinary Arts Program.

General education courses (English, math, humanities, history, and diversity classes) are also required to fulfill A.S. degree requirements.

**Food Service Management Major (AS)**

Students may earn an Associate in Science Degree with a major in Food Service Management. These classes should be taken with A.S. degree requirements.

**Learning Outcomes**

Upon completion of the Food Service Management Major, students will be able to:

- Apply the concepts and techniques of sanitation, personal hygiene, and professional attire to hospitality environments.
- Demonstrate costing principles and trends to profitably operate hospitality establishments.
- Demonstrate the ability to work in a variety of dining room and hospitality environments.
- Identify, describe, compare and contrast current trends in the hospitality industry.
- Demonstrate the skills and behaviors required during customer service to analyze, judge, and act in ways that contribute to guest satisfaction.
- Use industry specific technology to retrieve, create, organize, and communicate information in ways that inform and enhance individual and organizational performance.
- Develop and apply ethical and sustainable business tenets.
- Demonstrate an understanding of the knowledge needed to be a supervisor in the hospitality industry.
- Demonstrate a sense of service and hospitality through community and volunteerism

**Courses Required for the Major in Food Service Management**

<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 Culinary Fundamentals I or 10Q Culinary Fundamentals I</td>
<td>5</td>
</tr>
<tr>
<td>CAHS 30 Restaurant Operations</td>
<td>5</td>
</tr>
<tr>
<td>CAHS 32 Hospitality Marketing</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 33 Procurement and Costing</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 34 Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 40W Field Work</td>
<td>3</td>
</tr>
<tr>
<td>MB 51 Public Health Microbiology: Sanitation Principles and Practices</td>
<td>1</td>
</tr>
<tr>
<td>or SPCH 1A Elements of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or ACCT 1 Financial Accounting</td>
<td>2</td>
</tr>
<tr>
<td>LBCS 96C Labor Relations in the Modern American Workplace</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 44 Supervisory Development or SUVP 231 Intro to Super/Management</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 42 H&amp;R Accounting or ACCT 1 Financial Accounting</td>
<td>3-4</td>
</tr>
<tr>
<td>or ACCT 10 Introduction to Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CAHS 205 Introduction to Wine or CAHS 222 Beverage Management</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 208. Intro to Event and Meeting Planning</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>47-48</strong></td>
</tr>
</tbody>
</table>

* To be taken in students final semester and by consent of instructor.

**Recommended Additional Coursework:** CAHS 206, CAHS 209.

**Hotel Management Program**

**Introduction.** Students may earn an Associate in Science with a major in Hotel Management. This major is limited to preparing students to work in the rooms division of a hotel or lodging facility. It does not prepare students for the Food and Beverage Department of a hotel nor a culinary career.
This program is designed to serve the needs of those who can only
attend school part-time or for those who already have a strong food
and beverage background and who do not wish to pursue a culinary or
food related career. Students may attend the program part-time or full-
time. Three (3) lab courses are required. All other classes are lectures.

Admission and Applications.
Applications for the Hotel Management Program are accepted once a
year for the Fall semester only.

Prior to being admitted to Hotel Management Program, applicants
must complete the procedure for admission to City College of San
Francisco.

When applicants have been admitted to the College, they must also
complete the CAHS Department’s application form, which may be
obtained at the CAHS Department office located at Statler Wing,
Room 156, by calling the office at (415) 239-3152, or by printing the
application from our website: www.ccsf.edu/cahs and mailing it in.
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 may call (415) 239-3152 for the
exact deadline dates for each semester.

Pre-requisites:
• Applicants must have completed ESL 140 or placed in ESL 150 or
  higher; or completed English 91 and/or placement into English
  92 or higher, based on the CCSF ESL and English placement tests.
  Or students must have completed English 1A or the equivalent.
• A 2.0 grade point average on prior college or high school tran-
  scripts is advised.
• Applicants must be in good physical and mental health.

Program Probation. (see the Program Probation Policy above)

Note: Applicants who have already earned a college degree (A.S./A.A,
B.A./B.S., etc.) are required to fulfill CCSF A.S. degree requirements.

Students should request an “Evaluation of Transfer Credit” after they
are registered in classes and accepted to this program. Please see
Program Advisor or CCSF Counselor for more information.

Students are required to confer with the Program Advisor as to the
specific classes necessary to complete their program and the order in
which courses should be taken.

Costs. In addition to the current applicable tuition, fees, books, and
other such college expenses, students will need to purchase uniforms for
the CAHS 208 Catering and Events class at an approximate cost of $100.

Course of Study. Students are required to take all the classes listed in
the Hotel Management Curriculum below along with requirements for
an A.S. degree.

Classes for this program are held at three CCSF locations: Ocean/
Phelan campus, Southeast center, and the Downtown center. However,
most of the classes are held at the CCSF Ocean/Phelan campus.

Students must complete an unpaid industry internship for which they
earn college credit (CAHS 40W). Students secure these internships
with the assistance of the Program Advisor.

General education courses (English, math, humanities, history, and
diversity classes) are also required to fulfill A.S. degree requirements.

Hotel Management Major (AS)

Students may earn an Associate in Science Degree with a major in
Hotel Management. These classes should be taken with A.S. degree
requirements.

Learning Outcomes

Upon completion, students will be able to:

• Apply the concepts and techniques of sanitation, personal
  hygiene, and professional attire to hospitality environments.
• Demonstrate costing principles and trends to profitably operate
  hospitality establishments.
• Demonstrate the ability to work in a variety of dining room and
  hospitality environments.
• Identify, describe, compare and contrast current trends in the
  hospitality industry.
• Demonstrate the skills and behaviors required during customer
  service to analyze, judge, and act in ways that contribute to
guest satisfaction.
• Use industry specific technology to retrieve, create, organize,
  and communicate information in ways that inform and enhance
  individual and organizational performance.
• Develop and apply ethical and sustainable business tenets.
• Demonstrate a sense of service and hospitality through commu-
nity and volunteerism.
• Identify different departments within a hotel and the interac-
tions between each other

Courses Required for the Major in Hotel Management

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAHS 100 Introduction to Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>MABS 60 Intro to Computer Appl. for Business</td>
<td>3</td>
</tr>
<tr>
<td>LBCS 96C Labor Relations in the Modern American Workplace</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 35 Hotel Front Office Operations</td>
<td>3</td>
</tr>
<tr>
<td>SUPV 233 Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 32 Hospitality Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BSEN 74 Written Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 208 Intro to Event and Meeting Planning</td>
<td>4</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>CAHS 34 Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 42 H&amp;R Accounting or ACCT 1 Financial Accounting</td>
<td>3-4</td>
</tr>
<tr>
<td>or ACCT 10 Introduction to Accounting</td>
<td>3-4</td>
</tr>
<tr>
<td>CAHS 43 Principles of Hotel Administration</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 44 Supervisory Development</td>
<td>3</td>
</tr>
<tr>
<td>or SUPV 231 Intro to Super/Management</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 40W Field Work*</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 43 - 44

* This class is to be taken in the final semester of the program, with
  consent of the instructor.

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. Culinary Fundamentals I (5)
Lec-4, lab-22.5
Prereq: Admission to the Culinary Arts and Hospitality Management Program; ESL 150 or ENGL 92; placement in ESL 160 or ENGL 93
Fundamentals of commercial food preparation for hotels, restaurants and bakeries. Skills for handling of professional kitchen equipment, tools and machinery through practical application. Preparation of breakfast, salads, sandwiches, artisans breads, breakfast pastries, cookies, plated desserts, cakes pies and tarts. Practice of sanitation and safety techniques; kitchen terminology; mathematics related to recipe conversions and measurements; organizational skills, accuracy and speed; introduction to food and customer service, including set-up, serving and clean-up. CSU

CAHS 10Q. Culinary Fundamentals I (5)
Lec-4, lab-20
Prereq.: Admission to the Culinary Arts and Hospitality Program; ESL 150 or ENGL 92 or placement in ESL 160 or ENGL 93.
Fundamentals of commercial food preparation for the hospitality industry. Skills for handling professional kitchen tools and equipment through practical application. Preparation of various hot and cold savory dishes and various baked goods. Practice of food sanitation, safety techniques, kitchen mathematics and terminology, organizational skills, and introduction to customer service. CSU

CAHS 20. Culinary Fundamentals II (5)
Lec-4, lab-20
Prereq.: CAHS 10 or 10Q. 
Advis: MATH E1 or E3 or BSMA H or J
Advanced principles of food preparation and service. Emphasis is on classical French cooking and its foundation for modern styles of cuisine. Students will practice classical and modern cooking in a variety of dining outlets, employing all standard cooking techniques, producing various stocks and sauces, butchery and gardemanger. CSU

CAHS 21. Meat Analysis (2)
Lec-2, field trips
Prereq.: ESL 150 or ENGL 92; placement in ESL 160 or ENGL 93
Advis: Completion/concurrent enrollment in CAHS 20
This class will focus on the fabrication of beef, pork, veal, lamb, poultry and fish; proper cuts and their uses; recognition of the quality of meat and cooking methods used for various cuts of meats. Knowledge necessary for proper purchasing of meats in order to maintain the proper percentage of profit in a restaurant operation. CSU

CAHS 30. Restaurant Operations (5)
Lec-5, lab-15
Prereq.: CAHS 20
This course focuses on front-of-house operation such as food and beverage service, management, equipment/technologies and customer service for restaurants, cafeterias and quick service business models. A key component of the course is intensive hands-on training in the three college food service outlets: The cafeteria, quick service outlet and fine dining restaurant. CSU

CAHS 32. Hospitality Marketing (3)
Lec-3
Prereq.: ESL 150 or ENGL 92; placement in ESL 160 or ENGL 93
Fundamentals of marketing in the hospitality industry, including research, sales, advertising, public relations, and other concepts related to hospitality marketing. CSU

CAHS 33. Procurement and Costing (3)
Lec-3, field trips
Prereq.: ESL 150 or ENGL 92; placement in ESL 160 or ENGL 93
A study of the best practices for the sourcing, procurement, and costing of products, equipment, and services for use in the foodservice industry. CSU

CAHS 34. Hospitality Law (3)
Lec-3
Prereq.: ESL 150 or ENGL 92; placement in ESL 160 or ENGL 93
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, and building, health and safety codes. CSU

CAHS 35. Hotel Front Office Operations (3)
Lec-2, lab-3, field trips
Prereq.: ESL 150 or ENGL 92 or placement in ESL 160 or ENGL 93
This course provides an overview of the relationship between the Front Office of a hotel and departments within a hotel. The course also examines the various elements of front office procedures paying particular attention to effective management, planning, human resources management, and guest satisfaction. CSU

CAHS 40W. Field Work (3)
Lec-1, work-15
Prereq.: Evidence of passing a CA Food Safety Manager Certification exam administered by an accredited food protection manager certification organization (e.g. Servsafe or National Registry of Food Safety Professionals) per SB 602 & CA Health & Safety Code; and approval of CAHS work experience instructor Coordinator/Instructor
Off campus laboratory training in hotels, restaurants and other allied areas. This course is 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 prior classes. CSU

CAHS 42. Hotel and Restaurant Accounting (3)
Lec-3
Prereq.: ESL 150 or ENGL 92 or placement in ESL 160 or ENGL 93
An overview of hotel and restaurant accounting; emphasis on understanding what “the numbers” mean and how to apply them in making decisions in the operation of a hotel or restaurant. CSU

CAHS 43. Principles of Hotel Administration (3)
Lec-3
Prereq.: ESL 150 or ENGL 92 or placement in ESL 160 or ENGL 93
This course is a comprehensive survey of the hotel industry and its operations. Topics include corporate structures, departmental responsibilities, hotel services and staff, decision-making, and industry trends. The course also describes management administration concepts, principles and hotel operations as a major industry. CSU

CAHS 44. Supervisory Development (3)
Lec-3
Prereq.: ESL 150 or ENGL 92 or placement in ESL 160 or ENGL 93
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
CAHS 51. Selected Topics in the Hospitality Industry (1)
Lec-1, field trips  P/NP available
Prereq.: ESL 150 or ENGL 92 or placement in ESL 160 or ENGL 93
Investigation in-depth of selected topics in the hospitality industry.
Current issues and innovations; expansion of subjects covered in intro-
ductive courses and exploration of new topics. CSU

CAHS 52. Selected Topics in the Hospitality Industry (2)
Lec-2, field trips  P/NP available
Prereq.: ESL 150 or ENGL 92 or placement in ESL 160 or ENGL 93
Investigation in-depth of selected topics in the hospitality industry.
Current issues and innovations; expansion of subjects covered in intro-
ductive courses and exploration of new topics. CSU

CAHS 53. Selected Topics in the Hospitality Industry (3)
Lec-3, field trips  P/NP available
Prereq.: ESL 150 or ENGL 92 or placement in ESL 160 or ENGL 93
Investigation in-depth of selected topics in the hospitality industry.
Current issues and innovations; expansion of subjects covered in intro-
ductive courses and exploration of new topics. CSU

CAHS 60. Selected Topics in Culinary Arts (1-3)
Lec-1, 2, 3
Prereq.: Completion of or concurrent enrollment in CAHS 10
or 10Q or completion of CSST 9661 or 9651; ESL 150 or ENGL 92
or placement in ESL 160 or ENGL 93
In-depth investigation of selected topics in the culinary field. Current
innovations and trends in the culinary field; expansion of subjects cov-
ered in introductory courses and exploration of new topics. CSU

CAHS 60A. Sous Vide Cooking (1)
Lec-1
Prereq.: Completion of or concurrent enrollment in CAHS 10
or 10Q or CSST 9661 or 9651
Lecture and demonstration of the history, trends, and applications of
sous vide cooking. CSU

CAHS 60B. Classic & Modern Sauces (1)
Lec-1
Prereq.: Completion of or concurrent enrollment in CAHS 10
or 10Q or CSST 9661 or 9651
Lecture and demonstration of the history, trends, and techniques of
classic and modern sauce-making. CSU

CAHS 60C. Molecular Gastronomy (1)
Lec-1
Prereq.: Completion of or concurrent enrollment in CAHS 10
or 10Q or CSST 9661 or 9651
Lecture and demonstration of the history, trends, and techniques of
molecular gastronomy. CSU

CAHS 60D. Pantry and Cold Kitchen (1)
Lec-1
Prereq.: Completion of or concurrent enrollment in CAHS 10
or 10Q or CSST 9661 or 9651
Lecture and demonstration of the history, trends, and techniques of
pantry and cold kitchen. CSU

CAHS 60E. Charcuterie, Forcemeats, and Pates (1)
Lec-1
Prereq.: Completion of or concurrent enrollment in CAHS 10
or 10Q or CSST 9661 or 9651
Lecture and demonstration of the history, trends, and techniques of
charcuterie, forcemeats, and pates. CSU

CAHS 60F. Carving (1)
Lec-1
Prereq.: Completion of or concurrent enrollment in CAHS 10
or 10Q or CSST 9661 or 9651
Lecture and demonstration of the history, trends, and techniques of
carving. CSU

CAHS 60G. Global Cuisines: France (1)
Lec-18 (total hrs)
Prereq.: Completion of or concurrent enrollment in CAHS 10
or 10Q or CSST 9661 or 9651
An advanced culinary course including lecture on the history,
technique, ingredients, and current trends of French cuisine, and dem-
onstration of techniques for production. CSU

CAHS 60H. Global Cuisines: Italy (1)
Lec-18 (total hrs)
Prereq.: Completion of or concurrent enrollment in CAHS 10
or 10Q or CSST 9661 or 9651
An advanced culinary course including lecture on the history, tech-
nique, ingredients, and current trends of Italian cuisine. CSU

CAHS 60J. Global Cuisines: United States (1)
Lec-1
Prereq.: Completion of or concurrent enrollment in CAHS 10
or 10Q or CSST 9661 or 9651
An advanced culinary course including lecture and demonstration
of the history, techniques, ingredients, and current trends of United
States cuisine. CSU

CAHS 60L. Advanced Pastry Doughs, Batters, and Creams (1)
Lec-1
Prereq.: Completion of or concurrent enrollment in CAHS 10
or 10Q or CSST 9661 or 9651
Lecture and demonstration on history and techniques for production
of tart doughs, choux paste, puff pastry, cookie doughs, creams and
curds and the application of these elements in finished desserts. CSU

CAHS 60M. Chocolate and Confections (1)
Lec-1
Prereq.: Completion of or concurrent enrollment in CAHS 10
or 10Q or CSST 9661 or 9651
Lecture and demonstration on the history of chocolate, chocolate
tempering, and the production process for making ganaches, molded
truffles and chocolate decor. Techniques for producing assorted con-
fecctions and candies. CSU

CAHS 60N. Mousses: Cake and Desserts (1)
Lec-1
Prereq.: Completion of or concurrent enrollment in CAHS 10
or 10Q or CSST 9661 or 9651
Lecture and demonstration on the production process for creating
mousse-based desserts and "entremet" cakes. CSU

CAHS 60O. Wedding Cakes (1)
Lec-1
Prereq.: Completion of or concurrent enrollment in CAHS 10
or 10Q or CSST 9661 or 9651
Lecture and demonstration on wedding cake production including
CAHS 60P. Plated Desserts: Presentations/Techniques (1)
Lec-1
Prereq.: Completion of or concurrent enrollment in CAHS 10 or 10Q or CSST 9661 or 9651
Lecture and demonstration on production of restaurant-style plated deserts and desserts for buffet presentations. Emphasis on current trends, including use of seasonal and local produce, menu development and planning, assembly techniques, plating and buffet design and execution. CSU

CAHS 203. Advanced A la Minute Cooking (4)
Lec-1, lab-9
Prereq.: ESL 150 or ENGL 92 or placement in ESL 160 or ENGL 93
Food preparation and methods of cooking and serving at the state-of-the-art CCSF Downtown Campus restaurant. Students will practice advanced methods of food preparation and service under conditions, which simulate a restaurant environment. CSU

CAHS 205. Introduction to Wine & Its Sensory Evaluation (3)
Lec-2, lab-3
Prereq.: ESL 150 or ENGL 92 or placement in ESL 160 or ENGL 93
An introduction to the history of wine, major wine regions and production of grapes along with basic techniques of sensory evaluation of wines, with emphasis on the major grape varieties and their varying Old and New World expressions. CSU

CAHS 206. Ethnic Cuisines (3)
Lec-3, field trips
Prereq.: ESL 150 or ENGL 92 or placement in ESL 160 or ENGL 93
An advanced culinary course that familiarizes the student with one or more major cuisines of Asia, the Mediterranean, and Latin American; will explore history of basic ingredients, cooking methods, terminology of cuisine. CSU

CAHS 207. Techniques of Healthy Cooking (3)
Lec-3
Prereq.: ESL 150 or ENGL 92 or placement in ESL 160 or ENGL 93
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

CAHS 208. Intro to Event and Meeting Planning (4)
Lec-3, lab-5, field trips
Prereq.: ESL 150 or ENGL 92 or placement in ESL 160 or ENGL 93
An introduction to the basics of meeting and event planning including types of meetings and events plus all the necessary steps needed to plan a successful meeting or event from site selection and budget to space planning and food and beverage options. CSU

CAHS 209. Food Business Entrepreneurship (3)
Lec-3, field trips
Prereq.: ESL 150 or ENGL 92 or placement in ESL 160 or ENGL 93
Through lectures and industry guest speakers this class explores the fundamentals of what it takes to start a food business such as truck, pop up or restaurant. Topics covered include components of a business plan, lease or purchase negotiations, design and build out of a space, staffing, permits and licenses, how to plan for profitability and more. CSU

CAHS 222. Beverage Management (3)
Lec-3
This course covers the basics of beverage management for hotels, restaurants, and bars. Topics covered will include alcoholic and non-alcoholic beverage production methods and proper service, creation of wine and other beverage lists, costing, bar design and equipment, hiring, management, and the fundamentals of mixology. CSU

CAHS 244. Foods and Fitness (3)
Lec-3, lab-1, field trips
Survey of nutrient needs in different stages of the life, including food and meal patterns appropriate for specialized dietary needs, current controversies surrounding common health problems and dietary interrelationships. Analysis of weight control dietary regimes and nutritional assessment of food intake for optimum health. CSU

CAHS 245. Introduction to Food Preparation for Home Cooks (3)
Lec-2, lab-3
Introduction to hands-on food preparation techniques with emphasis on function and interaction of ingredients. Course also includes nutrition meal planning, cost effective seasonal food selection, purchasing, storage, preservation concepts, safety, sanitation, elementary nutrition and standards for sensory evaluation. CSU

CAHS 246. Special Occasion Cooking (3)
Lec-2, lab-3
Special occasion menu planning and preparation including principles and procedures involved in food selection, preparation, storage and use of specialized cooking equipment. Students prepare and serve complete menus for special occasions, ethnic, family celebrations and holidays. Wine and food pairings, specialty plating, table decoration and garnishing also included. CSU

CAHS 247. Food and Culture (2)
Lec-1, lab-3, field trips
Hands-on food preparation of the cuisine of multiple cultures. Topics covered: food in relation to historical, geographical, and social customs; principles of international food preparation and evaluation of specialized equipment. UC/CSU

This course may be offered through International Education in various countries.
Culinary and Service Skills Training
Noncredit Certificate

Introduction. The CSST program provides short-term culinary and service skills training for entry into the labor market. While generally designed for those interested in attaining a certificate, these classes also work well for professionals interested in refining their skills as well as non-professionals who are not certificate candidates.

Program Advisory. Strong verbal and written skills, and the ability to lift 50 pounds. Classes are taught through a combination of lecture and hands-on training in the Educated Palate restaurant. Each certificate requires two semesters (approximately nine months) of training. These courses prepare students for entry-level work in restaurant and hotel kitchens and dining rooms.

Admissions. Procedures for noncredit enrollment CSST Program:

a. File a CCSF noncredit student application either online or at the Downtown center.

b. Meet with a Downtown center counselor for CSST Program information, placement test dates, and instructions on how to enroll.

c. Take the following placement tests (if you have not yet taken any ESL or TRST courses):
   - Non credit English (CASAS) or Non credit ESL, and
   - Non credit math test (CASAS)

CASAS testing is available at Downtown, John Adams, and Southeast centers. Non credit ESL testing is available at all City College locations except Southeast and Evans centers. The following link can be used to find the noncredit testing schedule: http://www.ccsf.edu/NEW/en/future-students/future_noncredit-itstudents.html

d. Bring testing information to Downtown center counselor to receive enrollment instructions.

e. CSST Program enrollment will begin the first day of noncredit enrollment.

Length of Program. Two semesters (1,020 hours)

Learning Outcomes

Upon completion of this certificate, students will be able to:

• Apply the concepts and techniques of sanitation, personal hygiene, and professional attire to hospitality environments.
• Demonstrate costing principles and trends to profitably operate hospitality establishments.
• Demonstrate the ability to work in a variety of dining room and hospitality environments.
• Identify, describe, compare and contrast current trends in the hospitality industry.
• Demonstrate the skills and behaviors required during customer service to analyze, judge, and act in ways that contribute to guest satisfaction.
• Use industry specific technology to retrieve, create, organize, and communicate information in ways that inform and enhance individual and organizational performance.
• Develop and apply ethical and sustainable business tenets.
• Demonstrate the ability to work in a professional bakery and/or baking department.
• Demonstrate the ability to work in a professional bakery and/or baking department.

Baking and Pastry Noncredit Certificate

Learning Outcomes

Upon completion of this certificate, students will be able to:

• Apply the concepts and techniques of sanitation, personal hygiene, and professional attire to hospitality environments.
• Demonstrate costing principles and trends to profitably operate hospitality establishments.
• Demonstrate the ability to work in a variety of dining room and hospitality environments.
• Identify, describe, compare and contrast current trends in the hospitality industry.
• Demonstrate the skills and behaviors required during customer service to analyze, judge, and act in ways that contribute to guest satisfaction.
• Use industry specific technology to retrieve, create, organize, and communicate information in ways that inform and enhance individual and organizational performance.
• Develop and apply ethical and sustainable business tenets.
• Demonstrate the ability to work in a professional bakery and/or baking department.
• Demonstrate the ability to work in a professional bakery and/or baking department.

Length of Program. Two semesters (1,020 hours)

Courses Required for the Certificate of Completion in Culinary and Service Skills Training

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSST 9660 Food Tech &amp; Dining Service-Section I</td>
<td>510</td>
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<tr>
<td>CSST 9661 Food Tech &amp; Dining Service-Section II</td>
<td>510</td>
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<tr>
<td><strong>Total Hours</strong></td>
<td><strong>1,020</strong></td>
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</tbody>
</table>

Requirements for the Certificate of Completion. A certificate will be awarded after successful completion of both courses with the grade of “C” or better and a minimum of 80% attendance.

Baking and Pastry Noncredit Certificate

Learning Outcomes

Upon completion of this certificate, students will be able to:

• Apply the concepts and techniques of sanitation, personal hygiene, and professional attire to hospitality environments.
• Demonstrate costing principles and trends to profitably operate hospitality establishments.
• Demonstrate the ability to work in a variety of dining room and hospitality environments.
• Identify, describe, compare and contrast current trends in the hospitality industry.
• Demonstrate the skills and behaviors required during customer service to analyze, judge, and act in ways that contribute to guest satisfaction.
• Use industry specific technology to retrieve, create, organize, and communicate information in ways that inform and enhance individual and organizational performance.
• Develop and apply ethical and sustainable business tenets.
• Demonstrate the ability to work in a professional bakery and/or baking department.
• Demonstrate the ability to work in a professional bakery and/or baking department.

Length of Program. Two semesters (1,020 hours)

Courses Required for the Certificate of Completion in Baking and Pastry

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSST 9650 Introduction to Baking Pastry</td>
<td>510</td>
</tr>
<tr>
<td>CSST 9651 Advanced Baking and Pastry</td>
<td>510</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>1,020</strong></td>
</tr>
</tbody>
</table>

Requirements for the Certificate of Completion. A certificate will be awarded after successful completion of both courses with the grade of “C” or better and a minimum of 80% attendance.

Announcement of Courses

Culinary and Service Skills Training

Non-Credit Courses:

CSST 9650. Introduction to Baking and Pastry (510 hrs)

Students will develop the skills necessary for an entry-level position in the baking and pastry industry. Topics include: safety and sanitation, bakeshop terminology, proper use of equipment, weights and measures, ingredients and their functions, baker’s math, baking methods and the development of basic skills. Students learn through a combination of lecture, demonstrations and extensive hands-on practice producing breads, pastries and desserts for our student-run restaurant, and adjoining coffee shop.
CSST 9651. Advanced Baking and Pastry (510 hrs)
Prereq.: CSST 9650
Students will develop and improve upon the basic skills and common techniques used in the baking and pastry industry. Topics include: meringues, petit fours and miniatures, mousses and Bavarians, frozen desserts, chocolate and candy, fancy and display cakes, yeast-raised products using preferments, hydrocolloids, bakers’ math, troubleshooting.

CSST 9660. Food Technology and Dining (510 hrs)
This is the first course of a two semester sequence focusing on dining room operations which provides students with the basic skills required for entry-level work in professional restaurant service and operations. A key component of the course is intensive hands-on training in the Educated Palate Restaurant.

CSST 9661. Food Preparation and Dining (510 hrs)
This is the second course of a two semester sequence leading to a certificate in Food Technology and Dining Services. The course provides students with the basic skills required for entry-level work in professional kitchens. The curriculum includes intensive hands-on training providing food for the Educated Palate Restaurant, demonstrations, readings and lectures on a variety of culinary topics.

Culinary Arts Basic Training
CABT 9000. Introduction to Culinary Fundamentals (150 hrs)
Prereq.: Completion of ESLN 3600 or placement into ESLN 3700. Completion of TRST level 2 math and reading/writing; or placement into TRST level 3 math and reading/writing. Introduction to kitchen basics, such as equipment use, safety, and sanitation. In addition, this course focuses on culinary fundamentals such as knife skills, classic cooking methods and preparation, vocabulary and basic kitchen math.

For more information about our noncredit program, please call: 415.267.6555 or www.ccsf.edu/cahs

Custodial
See Automotive/Motorcycle, Construction, and Building Maintenance

Dental Assisting
Office: Cloud 304F
Phone Number: (415) 239-3479
Web Site: www.ccsf.edu/dad

Announcement of Curricula
Degree Curriculum
Training in the curriculum in Dental Assisting is designed to prepare students for employment as Registered and Certified Dental Assistants in private practice, specialty dentistry, hospitals, clinics and dental schools. Positions to which graduates may advance with experience and further training include those of dental product sales representative, insurance auditor, manager, supervisor, educator, and RDAEF. This program includes instruction in intra-oral dental functions and direct patient care/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 materials, radiography, and preventive dentistry are prerequisites to clinical instruction. The clinical phase of the curriculum utilizes the School of Dentistry at the Arthur A. Dugoni School of Dentistry at the University of the Pacific, San Francisco; affiliated hospital clinics; and selected private dental offices.

Associate in Science Degree. The curriculum is designed so that students may satisfy the requirements for graduation from the College and receive the degree of Associate in Science.

Information Regarding Admission. Requests concerning admission should be addressed as follows: Department Chair, Dental Assisting, Box C-4, City College of San Francisco, 50 Phelan Avenue, San Francisco, California 94112.

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 individuals 18 years of age or older, 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 ESL 150 or ENGL 91, 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 safety and other reasons consistent with College policy.

Major in Dental Assisting. Students who have satisfied the requirements for graduation from the College and who have completed the curriculum will receive the Major in Dental Assisting.
Eligibility for the Certification Examination and CA Licensure Examinations (RDA). Graduates who receive a Major or a Certificate of Achievement are eligible to take the Certification Examination given by the Dental Assisting National Board and the Licensure Examinations to become a Registered Dental Assistant given by the Dental Board of California.

**Dental Assisting Major (AS)**

Learning Outcomes

Upon completion of this degree, students will be able to:

- Demonstrate various techniques of sterilization & disinfection and apply infection control and safety guidelines in the dental setting.
- Demonstrate safe working habits with the knowledge in Occupational Safety and Health Administration Hazard Communication Standard.
- Prepare for the state and national licensure exams in order to perform Registered and Certified Dental Assistant Functions authorized by legal provisions.
- Demonstrate Together Everyone Achieves More (TEAM) through frequent group exercises and activities.
- Display soft skills and critical thinking strategies through various group activities.

**Courses Required for the Major in Dental Assisting**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>DENT 51 Applied Dental Science I</td>
<td>4</td>
</tr>
<tr>
<td>DENT 55A Dent Roentgenography</td>
<td>2</td>
</tr>
<tr>
<td>DENT 62 Dent Assisting in Practice</td>
<td>3</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
<td></td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>DENT 55B Dental Roentgenography</td>
<td>2</td>
</tr>
<tr>
<td>DENT 57 Dental Office Management</td>
<td>3</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
<td></td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
</tr>
<tr>
<td>DENT 52 Dental Materials and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>DENT 53 Intro to Chairside Assist</td>
<td>3</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
<td></td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
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</tr>
<tr>
<td>DENT 54 Appt Dental Sciences</td>
<td>2</td>
</tr>
<tr>
<td>DENT 67 Advanced Dental Procedures</td>
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<tr>
<td>DENT 70 Clinical Chairside Assist</td>
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</tr>
<tr>
<td>DENT 110A Coronol Polish</td>
<td>0.5</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
<td></td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td>33.5</td>
</tr>
</tbody>
</table>

**Certificate Curriculum**

The program of study for the Certificate of Achievement in Dental Assisting is designed to prepare students to take the licensing examination to be a Registered Dental Assistant administered by the Dental Board of California and also to take the national certification examination to be a Certified Dental Assistant 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 Dental Accreditation of the American Dental Association and is approved by the Board of Dental Examiners, Department of Consumer Affairs, State of California.

**Information Regarding Admission.** Requests concerning admission should be addressed as follows: Department Chair, Dental Assisting, Box C-4, 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 individuals 18 years of age or older, 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 ESL 150 or ENGL 91 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 administrated at the Program's office. The course for the typing skill does not need to be met at college level. Proof of successful completion of a computer or typing class will be acceptable on any level.

**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 safety and other reasons consistent with College policy.

**Eligibility for the Certification Examination and Licensure Examinations.** Graduates who complete the Major or the Certificate of Achievement in Dental Assisting are eligible to take the Certification Examination given by the Dental Assisting National Board and the Licensure Examinations to become a Registered Dental Assistant given by the California Board of Dentistry.

**Dental Assisting Certificate**

Students may obtain the Certificate of Achievement in Dental Assisting by completing the following courses with an average final grade of “C” or higher:

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Demonstrate various techniques of sterilization & disinfection and apply infection control and safety guidelines in the dental setting.
- Demonstrate safe working habits with the knowledge in Occupational Safety and Health Administration Hazard Communication Standard.
- Prepare for the state and national licensure exams in order to perform Registered and Certified Dental Assistant Functions authorized by legal provisions.
• Demonstrate Together Everyone Achieves More (TEAM) through frequent group exercises and activities.
• Display soft skills and critical thinking strategies through various group activities.

Students may obtain the Certificate of Achievement in Dental Assisting by completing the following courses with an average final grade of "C" or higher:

Courses Required for the Certificate of Achievement in Dental Assisting

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>DENT 51 Applied Dental Sciences I</td>
<td>4</td>
</tr>
<tr>
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</tr>
<tr>
<td>DENT 53 Intro to Chairside Assisting</td>
<td>3</td>
</tr>
<tr>
<td>DENT 55A Dental Roentgenography</td>
<td>2</td>
</tr>
<tr>
<td>DENT 62 The Dental Assistant in Practice</td>
<td>3</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>DENT 54 Applied Dental Sciences II</td>
<td>2</td>
</tr>
<tr>
<td>DENT 55B Dental Roentgenography</td>
<td>2</td>
</tr>
<tr>
<td>DENT 57 Dent Office Management</td>
<td>3</td>
</tr>
<tr>
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</tr>
<tr>
<td>DENT 70 Clinical Chairside Assist</td>
<td>7</td>
</tr>
<tr>
<td>DENT 110A Coronal Polish</td>
<td>0.5</td>
</tr>
<tr>
<td>Total Units</td>
<td>33.5</td>
</tr>
</tbody>
</table>

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, pathology, morphology. Preliminary oral examination; charting conditions - hard/soft tissues; taking/recording vital signs, cavity detector, etc. Sterilization/disinfection, infection control procedures and infectious disease process. Lab fee is required. CSU

DENT 52. Dental Materials and Procedures (3)
Lec-2, lab-3
Prereq.: Completion/concurrent enrollment in DENT 51, 55A; Coreq: DENT 53
The study of the materials and their safe handling that are employed in dentistry for the fabrication of dental appliances and tooth restorations and the manipulation of these materials. Introduction to intra-oral tasks delegated to the qualified registered dental assistant, which are related to operative dentistry such as liners, cementation & facebow registration. Lab Fee is required. CSU

DENT 53. Introduction to Chairside Assisting (3)
Lec-2, lab-3
Prereq.: Completion/concurrent enrollment in DENT 51, 55A AND 62
Coreq: DENT 52
Instruction in the role of the chairside assistant, preparing the patient for dental treatment, positioning of the patient, operator and assistant for four-handed dentistry, preparation and placement of topical anesthetic agents, selection/preparation of local anesthetic agents, placement and removal of rubber dams, oral evacuation and retraction, instrument identification and grasps/transfers/triplex syringe/HVE usage, handpiece and equipment maintenance, hand and rotary instrument identification, placement and removal of matrix retainers, placement of sedative restorations. Amalgam, composite, fixed crown and bridge and endodontic instruments, tray set ups and procedures. Fabrication of aluminum and acrylic temporary crowns. Lab fee is required. CSU

DENT 54. Applied Dental Science II (2)
Lec-2
Prereq.: DENT 53, 55A, AND 62
Coreq: DENT 55B, 67, AND 70
Experiences are provided to review the student’s knowledge of microbiology, disease transmission, and altering resistance to infection. Preventive dentistry, nutrition and application of the skills necessary for a preventive therapist are provided. Oral pathological conditions, the use of drugs, and dental therapeutics related to dental office emergencies are discussed. 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 receptors, exposure and autosealing techniques on manikins. Composition and preparation of solutions. The relationship of dental anatomy and facial structures to the exposure and mounting of 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 and bitewing radiographs for diagnosis by dentists. (Students must provide/recruit their patients) Advanced education and 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)
Lec-2, lab-3, field trips
Coreq: DENT 51 AND 55A
The dental health team, ethics/jurisprudence HIPAA, history of dentistry, home care instruction including whitening, applied psychology, communication skills, verbal and written (telephone/fax/computer) communication, the special patient, appointment control, recall systems and the administrative assistant, use of Dentrix software for office functions. Lab Fee is required. CSU
Disabled Students Courses

Office: Learning Resources 323
Phone Number: (415) 452-5481
Web Site: www.ccsf.edu/dspc

General Information
It is recommended that students with disabilities meet with a DSPS counselor.

All courses that begin with DSPS are designed for, but not limited to, individuals with disabilities.

Learning Outcomes
DSPS courses are designed to meet the functional limitations of students with disabilities and as such all are highly individualized and some may be designed to address specific disabling conditions.

By completion of course or courses in Disabled Students Programs and Services, students will be able to do one or more of the following:

- Express themselves through a variety of verbal and non-verbal modalities.
- Demonstrate adaptive strategies that support educational activities and student success.
- Apply life skills learned to enhance their integration into the community.

Announcement of Courses

Credit, Degree Applicable Courses:
DSPS 20. Adapted Fitness and Wellness (1)
Lab-2
P/NP available
An introduction to physical fitness and wellness for students with disabilities. Emphasis is placed on creating a modified exercise program to increase physical activity and cardiovascular conditioning. Course includes exercises such as walking, stretching, wheelchair movement, body weight movements and stress reduction techniques to enhance general wellness. UC/CSU

Credit, Non-Degree Applicable Courses:
Title 5, Section 56029 of the California Code of Regulations allows DSPS students the option of repeating the following courses multiple times with the consent of the DSPS Department.

DSPS M. Diagnostic Learning (2)
Lec-1, lab-3
P/NP only
Coreq.: Enrollment in at least one other CCSF credit course
An individualized course designed for students who have learning disabilities. Learning strengths are reinforced and compensatory strategies are taught to overcome weaknesses. Similar in content to DSPS O except that DSPS M is for those who require more intensive assistance.

DSPS O. Diagnostic Learning (1)
Lab-3
P/NP only
Coreq.: Enrollment in at least one other CCSF credit course
An individualized course for students who have learning disabilities. Focus is on instruction and practice of compensatory strategies to overcome learning weaknesses. Students are assisted in the lab in using the strategies on assignments from their classes.

DSPS Q. Main Idea Strategies for Reading and Writing (1)
Lec-1
P/NP only
Coreq.: Enrollment in at least one other CCSF credit course
Designed for students with learning disabilities who are in English L, 90/91, 92, 93, 94, or ESL 130-160, or in courses involving reading and writing. Improvement of reading comprehension and basic written expression. Prerequisite language and reasoning skills necessary for identifying the main idea in addition to textbook reading study skills.

DSPS S. Strategies for Problem Solving (2)
Lec-2
P/NP only
Practical application of analytical and creative problem-solving process strategies (goal setting, learning styles, decision-making, etc.) designed for students with learning disabilities, but open to others. Reinforces student accountability. Major assignments, quiz, and final project are comprehensive, subjective, interactive, and conceptually-based rather than based on retention of facts.

DSPS W. Survival Writing Skills (1.5)
Lec-1, lab 1.5
P/NP only
Advise: Completion of ENGL 90 or 91 or ESL 140; or placement in ENGL 92 or ESL 150
Introduction to and practice in using scaffolding and structured formats for essential personal and job-related survival writing for basic academic (expository writing principles, writing effective summaries), employment (job application short answers, cover letters, emails, etc.), and personal (business and private correspondence) applications. Practical writing forms in real-life situations are emphasized.

Noncredit Courses

DSPS 4014. Accessible Arts and Crafts (90-108 hrs)
Arts and crafts adapted 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 develop. Adaptive equipment and techniques introduces as needed. May lead to exhibition of student art work.

DSPS 4017. Accessible Theatre Arts (36-54 hrs)
Designed for students with disabilities. Students explore and develop abilities in creative self-expression. Through participation in a variety of dramatic experiences, students increase their range of physical expression, develop creative verbal self-expression and learn to work collaboratively with others. Process may lead to dramatic productions.

DSPS 4021. Computer-Special Methods (36-54 hrs)
Introduction to basic computer skills using common office suite applications. Designated for persons with disabilities. Course employs adaptive equipment, alternate commands, accessibility tools, small steps, slow pace and repetition as needed by each student.

DSPS 4023. Job Search Skills (72-108 hrs)
Course designed for students with disabilities. The class emphasizes exploration of individual skills and interests, work options, communication skills and appropriate work behaviors. Small group work on developing attitudes, self-confidence, and competencies to locate, secure and retain employment.

DSPS 4028. Coping with Acquired Brain Injury (108 hrs)
Students with a mild acquired brain injury learn about the impact of brain injuries on learning, relationships, and emotions. Strategies to improve memory, organization, planning, reasoning, and communication are presented. Activities involve following directions, problem-solving, time management, verbal and written skills.

DSPS 4033. Stroke - Communication (45-54 hrs)
For students experiencing receptive and/or expressive language difficulty (aphasia) resulting from a stroke or other acquired brain impairment. Class focuses on improving overall, functional communication skill in a group setting. Exercises include listening, speaking, reading, writing, and structured conversation. May also be useful to caregivers.

DSPS 4035. Accessible Computer Laboratory (36-135 hrs)
A laboratory course designed for students with disabilities. Individualized instruction in and ongoing use of adaptive computer software and equipment for academic, vocational or personal use. Also computer-assisted instruction in Internet, email, business software, basic skills and cognitive development.

DSPS 4038. Community Living Skills (52.5-140 hrs)
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 4051. Quick Computer Accessibility (12 hrs)
Very quick course in elementary computer, email, and Internet searches for jobs and housing designed for persons recovering from drug or alcohol addiction.

DSPS 4304. Adapted Fitness Center Circuit Training (35 hrs)
Super circuit utilizes an interactive fitness network system providing feedback to the user with an emphasis on proper and adapted use of strength equipment, cardiovascular equipment to promote general strength, muscle toning and cardiac fitness. Instructor and students develop a program to meet the students’ unique needs with appropriate adaptations.

DSPS 4305. High School Level Learning Strategies (90-180 hrs)
Advised: Concurrent enrollment in TRST 1200 or higher.
A course in learning strategies designed for students with disabilities who are taking high school level classes. Students learn about their unique learning styles and apply newly learned strategies to their course assignments in reading, writing, and/or math. May be repeated.

Blind/Visually Impaired

DSPS 4101. Communication for the Blind (72-90 hrs)
This class gives persons with visual disabilities the opportunity to interact with peers and participate in structured discussions, games and activities that improve or maintain skills in the areas of communication, problem-solving, memory, self-advocacy and self-expression and “brain fitness.”

Deaf/Hard of Hearing

DSPS 4210. Lipreading (36-54 hrs)
Instruction and practice in lipreading, communication breakdown strategies, stress reduction, creative problem solving, and assertiveness. Acquaints students with assistive listening devices and available services. Supportive group environment. Appropriate for mild to severe hearing impairment.

Earth Sciences

Office: Science 43
Phone Number: (415) 452-5061
Web Site: www.ccsf.edu/Earth

Announcement of Curricula

Degree Curricula

Earth Science Major (AS)

Earth science is the integrated study of the biological, chemical, physical, and geological processes at work on Earth. Synthesis of multiple disciplines is required for understanding and helping to solve problems that humans face as they interact with the Earth and its natural processes, such as climate change, flooding rivers and coasts, hurricanes, and oceanic and atmospheric circulation.

Earth science, an interdisciplinary science, requires expertise in basic physical, chemical, and biological sciences, with a solid foundation in geology, meteorology, and oceanography. It requires skill in problem solving, analysis, scientific inquiry, and communication. Students completing the Associate in Science in Earth Science will be prepared for upper division studies in earth sciences and for transfer to an earth science program at a four-year college. This major will also help prepare
students to advise and educate others about issues requiring knowledge of how the earth works. To accomplish these goals, majors will complete transferable lower-division courses in earth science, math, chemistry, and physics.

Through the core units of the earth science major, students will gain the scientific knowledge necessary to investigate problems and ideas presented in upper division earth science courses. The laboratory work will train students to use current laboratory technologies, equipment and techniques to engage in the research process using scientific methods and to investigate research questions safely.

Earth science majors will be able to take most or all of their lower division courses at CCSF before they transfer, but should see a counselor to confirm their program of study. Additional courses might be required to transfer to particular institutions. The earth science major is suitable for students planning to transfer into programs in earth and environmental sciences. Future career areas for which this major is good training include:

- High school and middle school science teaching;
- Technical support for firms engaged in environmental engineering, environmental monitoring and protection, natural resource analysis and management, hazardous materials and ecological remediation, computer mapping, etc.;
- Technical support to city, county, state, and other governmental agencies charged with land use and other planning;
- Preparation for graduate education in such fields as resource management, environmental public policy, and environmental law;
- Science writing, editing, and librarianship;
- Interpretation for park systems, nature centers, museums, and other areas requiring natural science field skills and natural history communication skills;
- Business and entrepreneurship.

Program Goals and Objectives. The earth science major is designed to clearly demonstrate the breadth of expertise required by earth scientists and to prepare students for the advanced courses and projects that lie ahead should they transfer to a bachelor’s major in earth sciences at a four-year college. This major will also help prepare students to advise and educate others about issues requiring knowledge of how the earth works.

Learning Outcomes

Upon completion of the major, students will be able to:

- Understand how scientists think and be able to think, analyze, and discuss issues with similar rigor, skepticism, and evidential support; includes understanding the dynamic nature and limits of scientific knowledge.
- Work successfully in groups.
- Collect data, measure, analyze results, form hypotheses from data, test hypotheses especially as relates to earth science phenomena.
- Recognize complex problems and develop strategies for understanding and solving them (where possible with current methods).
- Participate in field work including making observations at outcrops, understanding the difference between observations and interpretations, taking field notes they have to use; developing the “eyes of an earth scientist;” especially as relates to earth science phenomena.
- Evaluate the results of humans attempting to redirect or change the forces of nature; and understand the role each person plays in the politics and economics of this problem especially as relates to earth science phenomena.
- Recognize the interdisciplinary nature of science and synthesize ideas from physics, chemistry, biology, and geology to evaluate earth science phenomena.

Courses Required for the Major in Earth Science

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Units</th>
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<tbody>
<tr>
<td>GEOL 10 + 10L. Physical Geology + Lab</td>
<td>5</td>
</tr>
<tr>
<td>OCAN 1 + 1L Oceanography + Lab</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 101A General College Chemistry</td>
<td></td>
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<tr>
<td>or CHEM 103A General Chemistry for Engineering</td>
<td>4-5</td>
</tr>
<tr>
<td>MATH 110A Calculus I</td>
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</tr>
<tr>
<td>or MATH 100A Short Calculus I</td>
<td>3-4</td>
</tr>
</tbody>
</table>

One of the following physics options*:

- PHYC 2A + 2AL Introductory Physics + Lab | 4     |
- PHYC 2B + 2BL Introductory Physics + Lab | 4     |
- OR
- PHYC 4A + AL Introductory Physics + Lab | 4     |
- PHYC 4B + 4BL Introductory Physics + Lab | 4     |

Elective courses (choose two of the following):

- GEOL 11 Historical Geology | 3     |
- PALE 1 Introduction to Paleontology | 4     |
- GEOG 1 + 1L Physical Geography + Lab | 3     |
- GEOL 18 Geology of California | 3     |
- ASTR 1 Cosmic Evolution | 3     |
- BIO 100A General Biology | 5     |
- BIO 100B General Biology (BIO 100A is a prereq) | 5     |
- GEOL 30 Environmental Geology | 3     |

Total Units .......................................................... 31 to 37

*NOTE: Students who want to increase their opportunities should choose Physics 4A/B series instead of 2A/B (especially if they plan to continue or work in a physics- or chemistry-related field of earth science).

Recommended activities:

- Enroll in the Earth Sciences Club
- Become part of the Earth Sciences Mentoring Program (see Department website for details).
- Enroll in as many of the choices described above as possible, as many transfer programs will require both.

Geology Major (AS-T)

Geology is the study of the materials of which the Earth is made (rocks, minerals, water, oil, natural gas, and magmas), the structures that are produced (Earth layers, mountains, volcanoes, basins), the processes acting upon them (earthquakes, volcanism, landslides, floods, magnetic fields), and the evolution of Earth and its materials over time (Earth formation, early history, ice ages, and climate change).

Geology courses are recommended for anyone interested in understanding and living with the natural world around us and in making informed decisions on matters pertaining to interactions between natural Earth processes and society.

Geology, an interdisciplinary science, requires expertise in chemistry, physics, mathematics, computer science, and critical thinking.
It requires skill in problem solving, analysis, scientific inquiry, and communication. This Associate's of Science Transfer in Geology is specifically designed to prepare students for transfer to a CSU geology program at the upper division level. It may also be appropriate for transfer to other four-year institutions. To accomplish this goal, majors will complete transferable lower-division courses in geology, math, and chemistry.

Geology majors will be able to take most or all of their lower division courses at CCSF before they transfer, but should see a counselor to confirm their program of study. Additional courses might be required to transfer to particular institutions. The geology transfer major is suitable for students planning to transfer into programs in the geology, oceanography, earth sciences, and environmental sciences.

Through the core classes of the AS-T in Geology, students will gain the scientific knowledge necessary to investigate problems and ideas presented in upper division geology courses. The laboratory work will train students to use current laboratory technologies, equipment and techniques to engage in the research process using scientific methods and to investigate research questions safely.

**Learning Outcomes**

Upon completion of the major, students will be able to:

- Collect, analyze, and interpret data.
- Apply scientific inquiry and investigation of evidence as well as a synthesis of ideas from multiple disciplines including physics, chemistry, biology, and geology to formulate and critically evaluate scientific arguments, especially as relates to geologic phenomena.
- Apply basic field skills and techniques such as making observations, recognizing geologic clues and evidence, taking field notes, understanding the difference between observations and interpretations, and using and annotating maps.
- Evaluate how humans impact earth processes and how earth processes impact humans in a multitude of ways including economically, politically, socially, and environmentally.
- Transfer to a four-year academic program in geology, or a related field.

**Degree Requirements.** Students who wish to earn the Associate in Science in Geology for Transfer (AS-T) must complete 60 CSU transferable units with at least a 2.0 grade point average. This must include the units required for full completion of the IGETC or CSU GE curriculum and the 27 units for the major as specified below. Each course in the major must be completed with a grade of “C” or better. Courses used to meet the major requirement may also be used to meet IGETC or CSU GE requirements.

**Courses Required for the Major in Geology for Transfer**

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOL 10 Introduction to Geology</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 10L Introduction to Geology Lab</td>
<td>2</td>
</tr>
<tr>
<td>GEOL 11 Historical Geology</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 11L Historical Geology Lab</td>
<td></td>
</tr>
<tr>
<td>CHEM 101A Introductory College Chemistry</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 101B Introductory College Chemistry</td>
<td>1</td>
</tr>
<tr>
<td>MATH 110A Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 110B Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>Total Units</td>
<td>27</td>
</tr>
</tbody>
</table>

**Recommended Additional Coursework:** PHYC 2A+2AL, 2B+2BL, 4A+4AL, 4B+4BL*; GEOL 21A, 21B, 21C; OCAN 1; GEOL 30

*NOTE: Students who want to increase their opportunities should choose Physics 4A/B series instead of 2A/B (especially if they plan to major in geochemistry or geophysics).

**Recommended activities:**

- Enroll in the Earth Sciences Club
- Become part of the Earth Sciences Mentoring Program (see Department website for details).

**Geology Major (AS)**

Geology is the study of the materials of which the Earth is made (inside and out – rocks, minerals, water, oil, natural gas, and magmas), the structures that are produced (Earth layers, mountains, volcanoes, basins), the processes acting upon them (earthquakes, volcanism, landslides, floods, magnetic fields), and the evolution of Earth and its materials over time (Earth formation, early history, ice ages, and current climate change).

Geology courses are recommended for anyone interested in understanding and living with the natural world around us and in making informed decisions on matters pertaining to interactions between natural Earth processes and society.

Geology, an interdisciplinary science, requires expertise in chemistry, physics, mathematics, computer science, and critical thinking. It requires skill in problem solving, analysis, scientific inquiry, and communication. Students completing the Associate’s of Science in Geology will be prepared for upper division studies in geology and for transfer to a geology program at a four-year college. To accomplish this goal, majors will complete transferable lower-division courses in geology, math, chemistry, and physics.

Geology majors will be able to take most or all of their lower division courses at CCSF before they transfer, but should see a counselor to confirm their program of study. Additional courses might be required to transfer to particular institutions. The geology major is suitable for students planning to transfer into programs in the geology, oceanography, earth sciences, and environmental sciences.

Through the core units of the geology major, students will gain the scientific knowledge necessary to investigate problems and ideas presented in upper division geology courses. The laboratory work will train students to use current laboratory technologies, equipment and techniques to engage in the research process using scientific methods and to investigate research questions safely.

**Program Goals and Objectives.** The geology major is designed to clearly demonstrate the breadth of expertise required by geologists and to prepare students for the advanced courses and projects that lie ahead should they transfer to a bachelor’s major in geology at a four-year college.

**Learning Outcomes**

Upon completion of the major, students will be able to:

- Understand how scientists think and be able to think, analyze, and discuss issues with similar rigor, skepticism, and evidential support; includes hypotheses especially as relates to geologic phenomena.
- Recognize complex problems and develop strategies for understanding and solving them (where possible with current methods).
- Participate in field work including making observations at outcrops, understanding the difference between observations and interpretations, taking field notes they have to use; develop
opining the “eyes of a geologist;” especially as relates to geologic phenomena.

- Evaluate the results of humans attempting to redirect or change the forces of nature; and understand the role each person plays in the politics and economics of this problem especially as relates to geologic phenomena.
- Recognize the interdisciplinary nature of science and synthesize ideas from physics, chemistry, biology, and geology to evaluate geologic phenomena.

Courses Required for the Major in Geology

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOL 10 Physical Geology</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 10L Physical Geology Lab</td>
<td>2</td>
</tr>
<tr>
<td>CHEM 101A General College Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 101B General College Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 110A Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 110B Calculus II</td>
<td>4</td>
</tr>
</tbody>
</table>

One of the following physics options*

- PHYC 2A + 2AL Introductory Physics + Lab 4
- PHYC 2B + 2BL Introductory Physics + Lab 4
- OR
- PHYC 4A + 4L Introductory Physics + Lab 4
- PHYC 4B + 4BL Introductory Physics + Lab 4

Elective courses (choose one):

- GEOL 11 Historical Geology 3
- PALE 1 Introduction to Paleontology 4
- OCAN 1 Oceanography 3
- GEOL 30 Environmental Geology 3

Total Units 34 - 35

*NOTE: Students who want to increase their opportunities should choose Physics 4A/B series instead of 2A/B (especially if they plan to major in geochemistry or geophysics).

Recommended activities:

- Enroll in the Earth Sciences Club
- Become part of the Earth Sciences Mentoring Program (see Department website for details).
- Enroll in both the geology and biology classes as many transfer programs will require both.

Oceanography Major (AS)

The oceanography major is designed to clearly demonstrate the breadth of expertise required by Oceanographers and to prepare students for the advanced courses and projects that lie ahead should they transfer to a bachelor’s major in oceanography at a four-year college. The ocean plays a central role in physical, biological, chemical, and geological processes on earth. As such, a degree in oceanography requires an understanding of the interactions between the biosphere, hydrosphere, lithosphere, and atmosphere.

Oceanography courses are recommended for anyone interested in better understanding and living with the natural water bodies around us, in understanding global climate system, and in making informed decisions on matters pertaining to interactions between natural Earth processes and society.

Oceanography, an interdisciplinary science, requires expertise in chemistry, physics, biology, geology, mathematics, computer science, and critical thinking. It requires skill in problem solving, analysis, scientific inquiry, and communication. Students completing the Associate in Science in Oceanography will be prepared for upper division studies in oceanography and for transfer to an oceanography program at a four-year college. To accomplish this goal, majors will complete transferable lower-division courses in oceanography, biology, math, chemistry, and physics.

Oceanography majors will be able to take most or all of their lower division courses at CCSF before they transfer, but should see a counselor to confirm their program of study. Additional courses might be required to transfer to particular institutions. The Oceanography major is suitable for students planning to transfer into programs in marine science, oceanographic and atmospheric sciences, oceanography, earth sciences, and environmental sciences. Note: because of the diversity within this discipline, students will narrow their focus once they get to their transfer institution (to biological oceanography, geological oceanography, physical oceanography, or chemical oceanography). We cannot provide coverage for all these areas of focus in this one major and don’t intend to. Please seek advice to determine if there are additional courses you should take for your particular major.

Through the core units of the oceanography major, students will gain the scientific knowledge necessary to investigate problems and ideas presented in upper division oceanography courses. The laboratory work will train students to use current laboratory technologies, equipment and techniques to engage in the research process using scientific methods and to investigate research questions safely.

Learning Outcomes

Upon completion of the major, students will be able to:

- Understand how scientists think and be able to think, analyze, and discuss issues with similar rigor, skepticism, and evidential support; includes understanding the dynamic nature and limits of scientific knowledge.
- Work successfully in groups.
- Collect data, measure, analyze results, form hypotheses from data, test hypotheses especially as relates to oceanographic phenomena.
- Recognize complex problems and develop strategies for understanding and solving them (where possible with current methods).
- Participate in field work including making observations at outcrops, understanding the difference between observations and interpretations, taking field notes they have to use; developing the “eyes of an oceanographer;” especially as relates to oceanographic phenomena.
- Evaluate the results of humans attempting to redirect or change the forces of nature; and understand the role each person plays in the politics and economics of this problem especially as relates to oceanographic phenomena.
- Recognize the interdisciplinary nature of science and synthesize ideas from physics, chemistry, biology, and geology to evaluate oceanographic phenomena.

Courses Required for the Major in Oceanography

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCAN 1 Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>OCAN 1L Oceanography Lab</td>
<td>2</td>
</tr>
<tr>
<td>CHEM 101A General College Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 110A Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 110B Calculus II</td>
<td>4</td>
</tr>
</tbody>
</table>
PHYC 4A Physics for Scientists and Engineers .............. 3  
PHYC 4AL Physics Laboratory for  
Scientists and Engineers ................................. 1  
PHYC 4B Physics for Scientists and Engineers .............. 3  
PHYC 4BL Physics Laboratory for  
Scientists and Engineers ................................. 1  

Elective courses (choose one of the following two courses):  
CHEM 10IB General College Chemistry .................. 5  
MATH 110C Calculus III .................................. 4  

Choose one of the following sets of courses:  
GEOL 10 + 10L Physical Geology + Lab. ................. 5  
BIO 100A + BIO 100B General Biology .................. 10  
Total Units ......................................................... 35 - 41  

*NOTE: Students who want to major in biological oceanography should take the BIO 100A + B option instead of geology.

Recommended activities:  
- Enroll in the Earth Sciences Club.  
- Become part of the Earth Sciences Mentoring Program (see Department website for details).  
- Enroll in both the geology and biology classes as many transfer programs will require both.  
- Enroll in Math 110C.  
- Enroll in a computer class, such as Geog/GIS 110.

Certificate Curriculum

Geographic Information Systems (GIS) Certificate

Students will develop in-depth knowledge of the fundamental concepts and practice of Geographic Information Systems (GIS) and learn hands-on problem-solving skills doing real-world GIS application projects. Students will be able to apply this knowledge and hands-on skills to various fields including, but not limited to, planning, engineering, geography, criminology, real estate, biotech, public utilities, transportation, forestry, ecology, resource management, emergency response, business/marketing.

Learning Outcomes

Upon completion of this certificate, students will be able:  
- Apply GIS technology to evaluate real-world problems, and communicate the GIS project process and results in written and graphic medias at a professional level.  
- Locate, assess, and retrieve spatial data and knowledge across the GIS technical community to apply to GIS projects.  
- Draw upon the underlying theory behind GIS technology (including projections and spatial databases) to optimize application of the technology and extend it into new areas.

Requirements for the Certificate of Accomplishment. Students may obtain the Certificate of Accomplishment in Geographic Information Systems (GIS) by completing the following courses with a grade of "C" or higher in each course. A minimum of two of the courses must be taken at City College of San Francisco.

Courses Required for the Certificate of Accomplishment in Geographic Information Systems (GIS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG/GIS 110 Introduction to GIS</td>
<td>3</td>
</tr>
<tr>
<td>GEOG/GIS 111 GIS Analysis and Modeling</td>
<td>3</td>
</tr>
<tr>
<td>GEOG/GIS 112 GIS Software Technology</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>9</td>
</tr>
</tbody>
</table>

Announcement of Courses

General Information

The Earth Sciences Department offers day and evening courses that advance students toward degrees in both the natural and social sciences. Credit earned is transferable, and most courses satisfy specific graduation requirements at four-year universities. For more information, visit our website: www.ccsf.edu/Earth.

Credit, Degree Applicable Courses:

Geography

GEOG 1. Physical Geography (3)
Lec-3, field trips
An introduction to the Earth's physical environment. Processes and patterns of weather and climate, the development of landforms, plant and animal distributions, and the interpretation of maps. Emphasis on the interpretation of weather maps, climatic data, aerial photographs, and topographic maps. C-ID GEOG 110; C-ID GEOG 115 (GEOG1 + GEOG 1L); UC/CSU

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.

GEOG 41. Current Topics in Earth Sciences (1)
Lec-1, field trips
P/NP available
Prereq.: ENGL 92 or higher
An examination of the scientific and research evidence regarding the causes, consequences, and proposed solutions to environmental and natural resource issues. Study of sustainability and potential solutions from different academic fields including the natural sciences, social sciences and engineering. UC/CSU

GEOG 41A. Climate Change (1)
Lec-1
An introduction to the science of climate change. Topics include basic processes of weather and climate, measures of climate and climate change, natural and human-induced processes of climate change. UC/CSU

GEOG 41A = GEOL 41A
GEOG 42. Current Topics in Earth Sciences (2)
Lec-1, field trips P/NP available
Exploration of topics of current interest in the Earth Sciences. CSU (UC UPON REVIEW)

GEOG 43. Current Topics in Earth Sciences (3)
Lec-1, field trips P/NP available
Exploration of topics of current interest in the Earth Sciences. CSU (UC UPON REVIEW)

GEOG 49. National Parks - Their Geology and Geography (3)
Lec-3, field trips P/NP available
A survey of the national parks and monuments with emphasis on the western United States. An introduction to their discovery and development; appreciation of their particular beauties, natural phenomena, and historic significance. CSU

GEOG 91. Geography Work Experience (1)
Work-5 P/NP available
Repeat: GEOG/GEOL 91, 92, and 93 combined, max. credit: 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 92. Geography Work Experience (2)
Work-10 P/NP available
Repeat: GEOG/GEOL 91, 92, and 93 combined, max. credit: 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 93. Geography Work Experience (3)
Work-15 P/NP available
Repeat: GEOG/GEOL 91, 92, and 93 combined, max. credit: 6 units
Off-campus work may include employment or volunteer service in a geography-related setting (e.g., laboratory, museum, park) under the supervision of a qualified professional or faculty member. On-campus work consists of instruction and experience in the preparation, care, and maintenance of equipment, materials, training aids, and specimens used in the Earth Sciences Department. CSU

GEOG 10. Physical Geology (3)
Lec-3
Advise: MATH 55 or MATH 60 or MATH 92 or MATH 90 or ET 108B; and completion of or concurrent enrollment in ENGL 96 or placement in ENGL 1A
Introduction to the basic concepts of physical geology, including Earth's origins and internal structure, plate tectonics, mountain building, earthquakes, minerals, rocks, volcanoes, geologic time, weathering, erosion, coastal processes, landslides, rivers, glaciers, and ice ages. Emphasis on geologic features of western North America. C-ID GEOL 100; C-ID GEOL 101 (GEOL10+GEOL 10L); UC/CSU

GEOG 10L. Physical Geology Lab (2)
Lec-1, lab-3, field trips
Prereq: completion/concurrent enrollment in GEOL 10
Advise: MATH 55 or MATH 60 or MATH 92 or MATH 90 or ET 108B; completion of or concurrent enrollment in ENGL 96 or placement in ENGL 1A
Introduction to the materials of the Earth with emphasis on the identification and interpretation of common minerals and rocks (especially those common to California); interpretation of topographic, geologic, and structural maps; and analysis of Plate Tectonics processes. C-ID GEOL 100L; C-ID GEOL 101 (GEOL10+GEOL 10L); UC/CSU
Laboratory fee of $5 required

GEOG 11. Historical Geology (3)
Lec-3
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. C-ID GEOL 110; UC/CSU

GEOG 11L. Historical Geology Lab (1)
Lab-3, field trips
Prereq: completion/concurrent enrollment in GEOL 11
This laboratory course emphasizes hands-on skill development in the techniques of historical geological investigation. Topics include the principles of relative and absolute dating; plate tectonic reconstruction, interpreting stratigraphic relationships, paleoclimatology; and the identification and use of fossils, rocks, minerals and other evidence of Earth's physical and biological evolution. C-ID GEOL 110L; UC/CSU

GEOG 112. GIS Software Technology (3)
Lec-2.5, lab-1.5
Prereq: GIS/GEOG 110
Hands-on training in advanced application of GIS technology. Network modeling, suitability analysis, web GIS, mobile GIS, software customization using Visual Basic for Applications (VBA) on ESRI's ArcViewTM version 9 platform. CSU
GEOG 112=GIS 112

GEOG 111. GIS Analysis and Modeling (3)
Lec-2.5, lab-1.5
Prereq: GIS/GEOG 110
Foundational use of GIS software. GIS database design, data collection, sophisticated analysis. Production of professional maps. Interface customization. Hands-on training using industry-standard GIS software (ESRI's ArcViewTM version 9). Introduces Global Positioning Systems (GPS) as they relate to GIS. CSU
GEOG 111=GIS 111

GEOG 18. Geology of California (3)
Lec-3, field trips P/NP available
Introduction to California geology. Rocks and minerals, geologic features, and economic geology. The geologic history and importance of each natural province of California. C-ID GEOL 200; UC/CSU
GEOL 20A. Long Valley Geology (3)
Lec-3, field trips P/NP available
Geological processes at work in the Long Valley and its surroundings, emphasizing scientific field work, volcanic and hydrologic processes, topographic features and their formation, geologic hazards, and geologic history. CSU

GEOL 20B. Sierra Nevada Geology (3)
Lec-3, field trips P/NP available
Geological processes at work in the Sierra Nevada, emphasizing scientific field work, volcanic processes, mountain-building processes, topographic features and their formation, geologic hazards, and geologic history. CSU

GEOL 20C. Death and Owens Valley Geology (3)
Lec-3, field trips P/NP available
Geological processes at work in Death and Owens Valleys, emphasizing scientific field work, hydrologic processes, topographic features and their formation, geologic hazards, and geologic history. CSU

GEOL 21A. San Francisco Coastal Geology (1)
Lec-1, field trips P/NP available
Introduction to geological processes at work along the San Francisco Pacific coastline, emphasizing scientific field work, coastal erosion, human interactions with the coastline, sand formation and migration, and geologic history of the coastline. CSU

GEOL 21B. San Francisco Geology (1)
Lec-1, field trips P/NP available
Geological processes at work in the City of San Francisco, emphasizing scientific field work, surface and rock types, topographic features and their formation, geologic hazards, and geologic history. CSU

GEOL 21C. The San Andreas Fault System (1)
Lec-1, field trips P/NP available
Geological processes related to earthquakes within the San Andreas fault system, emphasizing scientific field work, the physical, biological, and historical impacts of earthquakes, fault formation and evolution, and geologic history of local faults. CSU

GEOL 25. Introduction to Gems (3)
Lec-3, field trips P/NP available
Fundamentals of the optical, chemical, and physical properties of gems including their historical, economic, and cultural importance. Use of basic and advanced lab techniques for studying gems. CSU

GEOL 30. Environmental Geology (3)
Lec-3
The study of the nature and dynamics of Earth's near-surface environment (waters, atmosphere, soils, and landforms) and human interactions with it. Topics include climate and climate change, natural hazards (earthquakes, volcanoes, floods), resource management (mining, fossil fuels, groundwater), pollution (water quality and air pollution), monitoring, and political and human influences. C-ID GEOL 130; C-ID GEOL 131 (GEOL30+GEOL 30L); UC/CSU

GEOL 30L. Environmental Geology Lab (1)
Lab-3, field trips
Prereq: Completion of or concurrent enrollment in GEOL 30
An introduction to the fundamentals of Environmental Geology through laboratory work in hazards and resource assessment, regional planning as relates to these assessments, and the nature and dynamics of Earth's near-surface environment (water, atmosphere, soils, and landforms) and human interactions with it. C-ID GEOL 130L; C-ID GEOL 131 (GEOL30+GEOL 30L); UC/CSU

GEOL 36X. Environmental Field Instrumentation (2)
Lec-1, lab-3, field trips P/NP available
Prereq.: MATH 40 or ET/BTEC 108A or placement in MATH 60
A study of instrumentation, sensors, and equipment used in environmental monitoring. The course also exposes the student to a variety of analytical techniques and instruments utilized in environmental analysis. It is designed to couple theory of equipment operation with a basic understanding of how to meaningfully collect and present data. CSU

GEOL 41A. Climate Change (1)
Lec-1
An introduction to the science of climate change. Topics include basic processes of weather and climate, measures of climate and climate change, natural and human-induced processes of climate change. UC/CSU

GEOL 91. Geology Work Experience (1)
Work-5 P/NP available
Repeat: GEOG/GEOL 91, 92, and 93 combined, max. credit: 6 units
Off-campus internship in a geology-related setting (e.g. laboratory, museum, park) under the supervision of a qualified professional. Or on-campus internship in instruction and the preparation and maintenance of equipment and materials. The student will need to arrange the internship and can contact the department for suggestions and strategies. CSU

GEOL 92. Geology Work Experience (2)
Work-10 P/NP available
Repeat: GEOG/GEOL 91, 92, and 93 combined, max. credit: 6 units
Off-campus internship in a geology-related setting (e.g. laboratory, museum, park) under the supervision of a qualified professional. Or on-campus internship in instruction and the preparation and maintenance of equipment and materials. The student will need to arrange the internship and can contact the department for suggestions and strategies. CSU

GEOL 93. Geology Work Experience (3)
Work-15 P/NP available
Repeat: GEOG/GEOL 91, 92, and 93 combined, max. credit: 6 units
Off-campus internship in a geology-related setting (e.g. laboratory, museum, park) under the supervision of a qualified professional. Or on-campus internship in instruction and the preparation and maintenance of equipment and materials. The student will need to arrange the internship and can contact the department for suggestions and strategies. CSU

Oceanography

OCAN 1. Oceanography (3)
Lec-3, field trips
Advis.: Completion of or concurrent enrollment in ENGL 96 or placement in ENGL 1A, and MATH 55 or MATH 60 or ET 108 or placement in MATH 90
Introduction to the major physical, biological, chemical, and geological processes at work in the oceans. Covers the formation and evolution of the oceans through Earth's history and the dynamics and interactions of currents, coastal processes, climate, seawater chemistry and physics, marine ecosystems, and society. UC/CSU
OCAN 1L. Oceanography Laboratory (2)
Lec-1, lab-3, field trips

Advise: Completion of or concurrent enrollment in ENGL 96 or placement in ENGL 1A; and MATH 55 or MATH 60 or ET 108 or placement in MATH 90; Prereq: completion/concurrent enrollment in OCAN 1

Introduction to the physical, biological, chemical, and geological processes at work in the oceans with emphasis on measuring and analyzing data pertaining to San Francisco Bay and the Pacific Coast including the interactions of seafloor features, weather systems, currents, tides, swell, coastal processes, seawater chemistry and physics, and biological communities. UC/CSU Laboratory fee of $5 required

Paleontology
PALE 1. Introduction to Paleontology (4)
Lec-3, lab-3, field trips

Introduction to the principles of paleontology (study of past life on Earth), basic laboratory skills in paleontology, and an overview of the evolution of life throughout the history of Earth. UC/CSU Laboratory fee of $5 required

Economics
Office: Batmale 656
Phone Number: (415) 239-3330
Web Site: www.ccsf.edu/socialsci

Announcement of Curricula
Degree Curricula
Economics Major (AA-T)

The AA-T in Economics offers students a comprehensive lower division program in economics. The AA-T prepares students who wish to transfer and pursue a baccalaureate degree in Economics, particularly at California State University campuses.

Learning Outcomes

Upon completion of the major, students will be able to:

- Identify, analyze, apply and evaluate basic economic concepts, principles and methods.
- Identify and analyze important economic problems and issues, and identify, analyze, apply, compare and evaluate important economic models and theories and relevant policy alternatives.
- Describe and analyze U.S. economic development and important economic institutions in social, cultural, political and international context, including areas such as race, ethnicity, gender, and sexual orientation; identify, analyze, apply, and evaluate alternative theories and related policy recommendations.
- Identify, analyze, apply and evaluate the economic concepts, principles and alternative economic theories of the nature and development of international economic relations, including international trade and finance, considering important institutions and policies affecting international trade and finance.
- Identify, develop, apply and interpret the important concepts and methods of descriptive and inferential statistics relevant for economics, the other social sciences and statistical analysis in general.

- Meet the requirements for transfer to pursue a baccalaureate degree in Economics, particularly at the California State University campuses.

Degree Requirements. Students who wish to earn the Associate in Arts in Economics for Transfer (AA-T) must complete 60 CSU transferable units with at least a 2.0 grade point average. This must include the units required for full completion of the IGETC or CSU GE curriculum and the 19-21 units for the major as specified below. Each course in the major must be completed with a grade of “C” or better. Courses used to meet the major requirement may also be used to meet IGETC or CSU GE requirements.

Courses Required for the Major in Economics for Transfer

Core Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 1 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 3 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 5 Introductory Statistics (recommended)</td>
<td></td>
</tr>
<tr>
<td>or MATH 80 Probability and Statistics</td>
<td></td>
</tr>
<tr>
<td>or PSYC 5 Statistics for Behavioral Science</td>
<td>4</td>
</tr>
<tr>
<td>MATH 100A Short Calculus I</td>
<td></td>
</tr>
<tr>
<td>or MATH 110A* Calculus I</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Elective Courses (List A) Select ONE of the Following:

- MATH 110B* Calculus II | 4 |
- ACCT 1 Financial Accounting | 4 |
- ACCT 2 Managerial Accounting | 4 |
- MABS 160 Survey of Business Data Processing | 3 |

Elective Courses (List B) Select ONE of the Following:

- ECON 6 International Economics | 3 |
- ECON 10 Economic History of the United States | 3 |
- ECON 25 Women in the Economy | 3 |
- ECON 30 Economics of the African-American Community | 3 |

Total | 19-21 |

* NOTE: Students intending to pursue graduate study in Economics are encouraged to take MATH 110A, MATH 110B, MATH 110C, MATH 115, and MATH 120 and 125 or MATH 130

Announcement of Courses

(See also courses in "Business Administration" and "Business."

Credit, Degree Applicable Courses:

ECON 1. Principles of Macroeconomics (3)
Lec-3
Prereq: MATH 40 or demo of exit skills; or placement in MATH 60
Advise: MATH 60

General principles, terminology, and methodology of economics with emphasis on macroeconomics. Economic organization and institutions, markets, national income analysis, business cycles, models of aggregate economic analysis, macroeconomic equilibrium, money and banking, fiscal and monetary policy, economic growth, fundamentals of international economics. C-ID ECON 202; UC/CSU

ECON 3. Principles of Microeconomics (3)
Lec-3
Prereq: MATH 40 or placement in MATH 60 or other demonstration of exit skills
Advise: ECON 1; and MATH 60 or placement in MATH 90

General principles and terminology of economics, with emphasis on
microeconomics. Supply and demand theory, utility, elasticity, production, costs, revenues, market structures, income distribution, market failures and government policy, and international trade. C-ID ECON 201; UC/CSU
ECON 5. Introductory Statistics (4)
Lec-5
Prereq.: MATH 92 or 60, or demonstration of MATH 60 exit skills or 2nd year HS Algebra
Introduction to statistical method, with emphasis on the analysis of statistical data—its 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. UC/CSU
ECON 6. International Economics (3)
Lec-3
Introduction to the general principles, terminology, and methods of international economics, with emphasis on international trade. Examine several alternative models of international trade as well as foreign exchange markets, currency/financial crisis, globalization, unfair trade practices, regional integration, and the impact of trade on economic growth. UC/CSU
ECON 10. Economic History of the United States (3)
Lec-3
Prereq.: MATH 92 or 60, or demonstration of MATH 60 exit skills or 2nd year HS Algebra
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. UC/CSU
ECON 25. Women in the Economy (3)
Lec-3
Prereq.: MATH 92 or 60, or demonstration of MATH 60 exit skills or 2nd year HS Algebra
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. UC/CSU
ECON 30. Economics of the African American Community (3)
Lec-3
Prereq.: MATH 92 or 60, or demonstration of MATH 60 exit skills or 2nd year HS Algebra
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. UC/CSU

Engineering Major (AS)

General Information
The Associate in Science Degree in Engineering offers students the skills to design functional products and systems based on a foundation formed from engineering, physical science, and mathematics coursework. Graduates generally transfer to four-year institutions as juniors where they can major in a variety of engineering disciplines: computer, electrical, electronics, mechanical, civil, industrial, chemical, or manufacturing. Others seek employment as engineering technicians or technologists.

Engineering students on the transfer track are encouraged to complete additional general education college requirements so they may earn the AS in Engineering as they transfer to a four-year institution.

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.

Upon completion of this degree, students will develop an understanding of the fundamental principles of the major fields of engineering. Students will develop problem solving skills that will enable them to solve a variety of practical engineering problems using the latest software tools such as word processing, spreadsheets, computational frameworks, computer aided design, and computer programming languages.

Learning Outcomes
Upon completion of this degree, students will be able to:
- Employ problem solving skills in basic engineering, physics, and chemistry topics.
- Demonstrate math skills through differential equations.
- Compose, prepare, and communicate engineering, analyses, reports and presentation using applicable software.
- Design and conduct experiments and numerical simulations, analyze, and interpret general scientific and engineering information.

Beginning courses in engineering require a foundation in algebra, geometry, advanced algebra, trigonometry, chemistry, physics, and mechanical drawing. The equivalents to these courses may be taken at City College.

Courses Required for the Major in Engineering

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGN 10A Intro to Engn: The Profession</td>
<td>1</td>
</tr>
<tr>
<td>ENGN 10B Intro to Engn: Softwr Tools &amp; Design</td>
<td>2</td>
</tr>
</tbody>
</table>
MATH 110A Calculus I .......................... 4
CHEM 101A General College Chemistry
or CHEM 103A General Chemistry for Engineering .......................... 4-5

Subsequent Semesters
Additional Major Requirements:
ENGN 20 & 20L Circuit Analysis & Lab .......................... 4
ENGN 38 Intro to Programming Concepts for Engrs .......................... 3
MATH 110B Calculus II .................................. 4
MATH 110C Calculus III .................................. 4
MATH 125 Diff Equations .................................. 3
PHYC 4A & 4AL Mech and Relativity .................................. 4
PHYC 4B & 4BL Elect & Magnetism .................................. 4
PHYC 4C & 4CL Waves, Optics, & Thermo .................................. 4

Total Units .................................. 41–42

Consult the catalog for specific requirements and courses available to satisfy the graduation requirements for the Associate in 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, 1B, 24, 36, 37, 45; MATH 115, 120, 130; PHYC 4D and 4DL.

Biotechnology Major (AS)

In the biotechnology curriculum, a two-year course of study, the Engineering and Technology Department offers students specialized training for employment as bio-technicians engaged in research, design, manufacturing, operation, maintenance, testing, or sales related to this field. All students in this field of study complete the required core courses. Specialization is offered from the second through the fourth semester course work and will lead to a certificate of accomplishment concurrently. The program advisers work closely with each student to assure normal progress. Upon successful completion of the curriculum, students receive the Associate in Science degree with Biotechnology as the Major.

Training in the Major. Training in the first year is designed to provide students with a sound working knowledge of the applied principles of mathematics, chemistry and biology and introductory biotechnology. In the second year, students complete more advanced courses in biotechnology.

Employment. Students who complete the curriculum satisfactorily are qualified for positions as quality control, research and development, and bio-manufacturing technicians in hundreds of pharmaceutical and biotechnology companies in the Bay Area.

Major. Students who complete the curriculum with final grades of C or higher in the major technical courses receive the Associate in Science degree in Biotechnology.

Four-year Degree Preparation. Besides preparing students who complete this curriculum for careers in the biotechnology industries, the students can also transfer to universities to pursue a BS degree, most likely in industrial technology with focus on biotechnology. The department currently has a formal articulation agreement with California State University at Fresno. Please contact the program advisor in the Biotechnology Program office In S259 for details.

Learning Outcomes

Upon completion of courses in biotechnology major, students will be able to:

- Demonstrate proper aseptic technique and skills in culturing and analyzing cells.
- Demonstrate and apply knowledge of methods of quantitating and analyzing cellular biological molecules.
- Define and use SI units
- Describe, apply and perform molecular biology techniques in a project-related, step-wise manner, properly utilize materials, and properly operate and care for the standard laboratory equipment commonly used in biotechnology-related academic and industry laboratories.
- Employ the principles of proper documentation handling in experimental data collection and recordkeeping including proper methods of laboratory report development and presentation using a computer for data analysis and report generation.
- Perform common laboratory-based mathematical operations and apply critical thinking in data analysis including statistical and graphical analysis in the interpretation of experimental results.

Courses Required for the Major in Biotechnology

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 10A Practical Math I</td>
<td>3</td>
</tr>
<tr>
<td>or ET 108A Practical Math I</td>
<td>3</td>
</tr>
<tr>
<td>or an equivalent math course</td>
<td>3</td>
</tr>
<tr>
<td>ET 108B Practical Math II</td>
<td>3</td>
</tr>
<tr>
<td>or an equivalent math course</td>
<td>3</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 40 Intro to Chemical Principles</td>
<td>4</td>
</tr>
<tr>
<td>SPCH 12 Fundamentals of Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>or BTEC 107/ET 107 Language Skills for Technicians</td>
<td>3</td>
</tr>
</tbody>
</table>

Technical Elective Courses: a minimum of 24 units must be taken from the list below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 5 Briefings in Biotechnology</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 10 Research Skills for Career</td>
<td>1</td>
</tr>
<tr>
<td>Opportunities in Biology</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 12A GLP and GMP Principles</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 12B GMP Compliance</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 14A Biotechnology Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 14B Biotechnology Internship</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 15 Organizing a Scientific Conference</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 21A Mammalian Cell Culture</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 21B Fluorescent Cell Technology</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 21C Stem Cell Technology</td>
<td>3</td>
</tr>
<tr>
<td>BTEC 22 Immunoassay: ELISA</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 23 Western Blotting Techniques</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 24 Introduction to PCR</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 25 Analytical PCR Technology</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 93 Biotechnology Work Experience</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 102 Bioreactor Technology</td>
<td>2.5</td>
</tr>
<tr>
<td>BTEC 103 Protein Purification</td>
<td>2.5</td>
</tr>
<tr>
<td>BTEC 115 Recombinant DNA Biotechnology</td>
<td>5</td>
</tr>
<tr>
<td>BTEC 120 Molecular and Cell Biotechnology</td>
<td>5</td>
</tr>
<tr>
<td>BTEC 221 Biotech Process Instrumentation</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 222 Biotech Calibration and Validation</td>
<td>1</td>
</tr>
</tbody>
</table>
BTEC 223 Introduction to Environmental Monitoring. . . 1

Total Units .................................................. 45

Up to 6 units of course work may be taken from related areas with the approval of the program advisor. These courses may include courses from related departments such as Biology.

**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 Major.** The Engineering Technology Program is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete any of the curricula with final grades of C or higher in their major technical courses also receive the Associate in Science degree in Electronic Engineering Technology or Mechanical Engineering Technology. The Major may be considered a recommendation by the faculty of the Engineering and Technology Department which, in conjunction with the Career Development and Placement Center, will aid the graduate in finding a position.

**Transfer to Other Colleges and Universities.** Students in the Engineering Technology Programs may either enter industry upon graduation or transfer to a four-year institution to earn a bachelor’s degree in engineering technology. Several campuses of the California State University such as the Sacramento, Long Beach, and Pomona campuses, as well as private institutions, such as DeVry University, offer graduates this opportunity. Engineering Technology students may also choose to transfer to a bachelor degree program in industrial technology offered at several campuses of the California State University, such as the San Francisco, San Jose, Fresno, and Chico campuses. The time required for completion of curricula open to graduates at these schools is normally two additional years. Students who intend to transfer should consult their advisers and the section in this catalog entitled “Transfer Information.”

**Common Core.** All students in Engineering Technology initially enroll in common core courses.

**Electronic Engineering Technology Major (AS)**

**General Information**

The Major in Electronic Engineering Technology offers students training for employment in industries utilizing analog and digital systems, microprocessors and communication electronics. The major is designed to be a two-year course of study in which students work closely with Engineering and Electronics faculty to develop the skills needed for work in the electronics industry. Upon successful completion of the curriculum, students receive the Associate in Science Degree in Electronic Engineering Technology.

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). Students also study the basic principles of amplifiers, solid-state devices, digital techniques, circuits, and systems. In the second year, the student completes courses in advanced electronics; including microprocessors, communication systems (i.e. radios), and non-sinusoidal circuits.

Students who complete the curriculum satisfactorily are qualified for positions as technicians engaged in research and development, manufacturing, testing, installing, and maintaining electronic equipment. Graduates may advance after obtaining experience and further training to become production supervisors, sales engineers, field engineers, and test engineers.

**Learning Outcomes**

Upon completion of this degree, students will be able to:

- Demonstrate an ability to apply current knowledge and adapt to emerging applications of mathematics, science, engineering and technology.
- Employ knowledge and hands-on competence in the application of circuit analysis and design, associated software, analog and digital electronics, and microcomputers to the building, testing, operation, and maintenance of electronic systems.
- Employ knowledge and hands-on competence in the applications of physics to electronics circuits in a rigorous mathematical environment.
- Demonstrate technical and communication skills effectively in a group environment.

Students must complete each course with a grade of “C” or higher in order to be awarded the Associate in Science Degree in Electronic Engineering Technology.

**Courses Required for the Major in Electronic Engineering Technology**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>(The core required courses are identical to the core required for the Mechanical Engineering Technology Major)</td>
<td></td>
</tr>
</tbody>
</table>
Course | Recommended First Semester | Units
---|---|---
ENGN 10A Intro to Eng: The Profession | 1
ET 50 Technical Mathematics | 4
ET 104 Intro to Engineering Drawing & Manuf. | 3
ELEC 101 Electronics I: Elec Measure & Passive Cir | 4
PHYC 2A/2AL Introductory Physics | 4

**Specialization Courses**

PHYC 2B/2BL Introductory Physics | 4
MATH 100A Short Calculus I | 3
SPCH 12 Fundamentals of Oral Comm or equivalent | 3
ELEC 102A Elec II: Basic Active Analog Circ & Meas. | 3
ELEC 102B Elec II: Basic Digital Circ & Meas. | 3
ELEC 103A Elec III: Intermed Analog Circ & Meas. | 3
ELEC 103B Elec III: Intermed Digital Circ & Meas. | 3
ELEC 104A Elec IV: Analog & Digital Comm Elec | 3
ELEC 104B Elec IV: Micro-controller Interfacing | 3
BTEC 221 Biotech Process Instrumentation | 2

Technical Electives | 4

**Total Units** | 49

Technical Electives must be selected from Engineering (ENGN) and/or Computer Networking & Information Technology (CNIT) courses. Please consult an engineering advisor to ensure your choices match your academic goals.

You may request to substitute courses not on the above list if you get approval of an engineering advisor. These could include mechanical courses, engineering courses, or courses in other departments.

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**Mechanical Engineering Technology Major (AS)**

**General Information**

The Major in Mechanical Engineering Technology offers students specialized training for employment as engineering technicians engaged in research, design, operation, manufacturing, testing, or sales. The major is designed to be a two-year course of study in which students work closely with Engineering and Engineering Technology faculty to develop the skills needed for work in various engineering related industries. Specialization options are offered from the second through the fourth semester. Upon successful completion of the curriculum, students receive the Associate in Science Degree in Mechanical Engineering Technology.

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 have the option to focus on computer-aided design (CAD), advanced manufacturing (CAM), heating ventilation and air-conditioning (HVAC), or engineered plumbing systems.

Students who complete the curriculum satisfactorily are qualified for positions such as an estimator-designer, assistant operating engineer, mechanical or research technician, or junior test engineer. Graduates may advance after obtaining experience and further training to become production supervisors, sales engineers, field engineers, and test engineers.

**Learning Outcomes**

Upon completion of this degree, students will be able to:

- Demonstrate an ability to apply current knowledge and adapt to emerging applications of mathematics, science, engineering and technology.
- Perform technical calculations and solve technical problems commonly encountered in mechanical engineering technology careers.
- Function competently in a laboratory environment; making measurements safely operating technical equipment, critically analyzing and interpreting experimental results, and properly reporting on experimental results, including their potential for improvement.
- Identify, analyze, formulate and solve technical engineering problems by applying modern tools, including scientific calculators, computers, and appropriate software.
- Demonstrate technical and communication skills effectively in a group environment.

Students must complete each course with a grade of “C” or higher in order to be awarded the Associate in Science Degree in Mechanical Engineering Technology.

**Courses Required for the Major in Mechanical Engineering Technology**

(The core required courses are identical to the core required for the Electronics Engineering Technology Major)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended First Semester</td>
<td></td>
</tr>
<tr>
<td>ENGN 10A Intro to Eng: The Profession</td>
<td>1</td>
</tr>
<tr>
<td>ET 50 Technical Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>ET 104 Intro to Engn Drawing &amp; Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 101 Electronics I: Elec Measure &amp; Passive Circuits</td>
<td>4</td>
</tr>
<tr>
<td>PHYC 2A/2AL Introductory Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Subsequent Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 180 Intro to Technical Drawing</td>
<td>1</td>
</tr>
<tr>
<td>CAD 181 Intro to Comp Aided Drafting-CAD I</td>
<td>3</td>
</tr>
<tr>
<td>CAD 182 Intermed Comp Aided Drafting-CAD II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Choose three courses from the following:**

- CAD 184 Structural CAD Drafting
- CAD 187 HVAC/Pipe CAD Design
- CAD 190 Adv Comp Aided Drafl-Intro to Solid Works
- CAD 191 Adv Comp Aided Drafl-Rend & Animation
- CAD 192 Adv Comp Aided Drafl-CAD Based Multimed

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Units Required</td>
<td>42</td>
</tr>
</tbody>
</table>

**Option in Computer Aided Drafting**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 180 Intro to Technical Drawing</td>
<td>1</td>
</tr>
<tr>
<td>CAD 181Intro to Comp Aided Drafting-CAD I</td>
<td>3</td>
</tr>
<tr>
<td>CAD 182 Intermed Comp Aided Drafting-CAD II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Specialization Courses**

**Option in Computer Aided Drafting**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 180 Intro to Technical Drawing</td>
<td>1</td>
</tr>
<tr>
<td>CAD 181 Intro to Comp Aided Drafting-CAD I</td>
<td>3</td>
</tr>
<tr>
<td>CAD 182 Intermed Comp Aided Drafting-CAD II</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose three courses from the following:

- CAD 184 Structural CAD Drafting
- CAD 187 HVAC/Pipe CAD Design
- CAD 190 Adv Comp Aided Drafl-Intro to Solid Works
- CAD 191 Adv Comp Aided Drafl-Rend & Animation
- CAD 192 Adv Comp Aided Drafl-CAD Based Multimed

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Units Required</td>
<td>42</td>
</tr>
</tbody>
</table>

**Option in HVAC and Engineered Plumbing Systems**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 135A Fundamentals of Air-Cond &amp; Refrigeration</td>
<td>2</td>
</tr>
<tr>
<td>ET 135B Fundamentals of Air-Cond &amp; Refrigeration</td>
<td>2</td>
</tr>
<tr>
<td>ET 135C Fundamentals of Air-Cond &amp; Refrigeration</td>
<td>2</td>
</tr>
<tr>
<td>ET 139A Engineered Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td>ET 139B Engineered Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td>ET 139C Engineered Plumbing Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 6 units from the following Technical Elective Courses:

- ENGN 24 Design Graphics
- ENGN 38 Computers in Engineering
- ET 86 Intro to Comp-Aided Manufacturing - CAM I
Upon completion of this certificate, students will be able to:

Learning Outcomes
HV ACR installers, mechanics and technicians.

- Install to achieve a level of HV ACR certification.
- Practice to simulate the work environment and skills needed to excel in this challenging field.
- The program prepares students for employment in the field and provides an opportunity for currently employed personnel to prepare for advancement. Students are required to satisfy various 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.

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 various 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.

Certificate Curricula

Engineering-Related Occupations

The requirements for the certificate are completion of the following courses with a grade of “C” or higher. ET135 A, B, and C may be taken in any order.

Courses Required for the Certificate of Accomplishment in Air-Conditioning and Refrigeration

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 135A Fund. of Air-Cond. and Refrig</td>
<td>2</td>
</tr>
<tr>
<td>ET 135B Fund. of Air-Cond. and Refrig</td>
<td>2</td>
</tr>
<tr>
<td>ET 135C Fund. of Air-Cond. and Refrig</td>
<td>2</td>
</tr>
<tr>
<td>ET 139C Engr'd. Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>9</td>
</tr>
</tbody>
</table>

Biomanufacturing Certificate

Over the past several years an important change has been taking place in the biotechnology sector. Biotech companies are shifting their focus from exclusively research and development to a mix of drug production and research. This change has been precipitated by a rapidly increasing collection of FDA-approved biotech pharmaceuticals. The San Francisco Bay area has the highest concentration of biotech companies in the world.

The shift towards increasing production of biotech products created a demand for a new set of skills among entry-level workers in the field. The requirements for the certificate in biomanufacturing described here will prepare students for entry into the field as a bio-process technician, media prep technician, pharmaceutical materials specialist, or pharmaceutical manufacturing technician.

The biomanufacturing certificate program is open to anyone. High school algebra (or ET 108B), biology, and chemistry are recommended. For more information, call 415-239-3627.

Learning Outcomes
Students in the Biomanufacturing certificate program will be prepared to work at a biotech company or an academic research lab as a technician in fermentation and protein purification. Upon completion of the certificate, students will be able to:

- Demonstrate understanding of and ability to work in a cGMP (current Good Manufacturing Practices) compliant environment.
- Demonstrate skills in culturing and maintaining mammalian cells including stem cells.
- Perform basic mathematical operations as applied to chemistry and biology.
- Apply knowledge of basic molecular and cellular biology to the biomanufacturing process.
- Demonstrate proper techniques used for production and purification of biologics.

The requirements for the certificate are completion of the following courses with a grade of “C” or higher.

Courses Required for the Certificate of Accomplishment in Biomanufacturing

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 11 The Science of Living Organisms</td>
<td>4</td>
</tr>
<tr>
<td>BTEC 102 Bioreactor Technology</td>
<td>2.5</td>
</tr>
<tr>
<td>BTEC 103 Protein Purification</td>
<td>2.5</td>
</tr>
</tbody>
</table>
CHEM 32 Intro to Medical Chemistry ................. 4
CHEM 40 Introduction to Chemical Principles ........ 4
Total Units ........................................ 17

Recommended elective courses are: GEN 10; M B 12; BTEC 5, 12A, 12B, 21A

Biomedical Equipment Technician (BMET) Certificate

Students in Biomedical Equipment Technician (BMET) will develop in-depth knowledge of the fundamental concepts and practice in the use, maintenance, and repair of medical equipment such as heart-lung machines, dialysis machines, medical imaging machines, and defibrillators. Unlike electrocardiograph and electroencephalograph technicians, who specialize in one type of equipment, biomedical equipment technicians (BMET) will be familiar with many different medical devices. Biomedical equipment technicians work in hospitals and research organizations. They also work for manufacturers’ sales departments and for research and development departments. Most technicians work under the direction of biomedical or clinical engineers.

Learning Outcomes

Upon completion of the certificate, students will be able to:

- Identify and evaluate biomedical equipment in terms of engineering design, operations, and safety and the impact on human physiological systems.
- Describe and summarize medical equipment management program policies and regulatory compliance.
- Describe, verify, and troubleshoot medical equipment used in operating rooms, imaging systems, respiratory systems, anesthesia systems, and cardiac monitoring systems.
- Identify, diagnose, and repair medical communication network.

Students may obtain the Certificate of Accomplishment in Biomedical Equipment Technician (BMET) by completing the following courses with a grade of “C” or higher in each course. A minimum of two thirds of the courses must be taken at City College of San Francisco. Besides the courses listed below, an introductory course in AC/DC Electricity such as ELEC 101 or equivalent is required, which serves as prerequisite for several BMET courses.

Courses Required for the Certificate of Accomplishment in Biomedical Equipment Technician

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 14 Introduction to Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BMET 250 Introduction to Biomedical Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>BMET 251 Introduction to Medical Equipment Management</td>
<td>3</td>
</tr>
<tr>
<td>BMET 252 Biomedical Instrumentation - Surgical Equipment</td>
<td>1</td>
</tr>
<tr>
<td>BMET 253 Biomedical Instrumentation - Medical Imaging Equipment</td>
<td>1</td>
</tr>
<tr>
<td>BMET 254 Biomedical Instrumentation - Respiratory Equipment</td>
<td>1</td>
</tr>
<tr>
<td>BMET 255 Biomedical Instrumentation - Anesthesia Equipment</td>
<td>1</td>
</tr>
<tr>
<td>BMET 256 Biomedical Instrumentation - Medical Equip. Networking</td>
<td>1</td>
</tr>
<tr>
<td>BMET 257 Biomedical Instrumentation - Equipment Monitoring</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Units ........................................ 16

Biotechnology Certificate

The biotechnology certificate program is designed to prepare students to work at a biotech company as a technician in quality control, research and development, or biomanufacturing. The biotechnology certificate is designed for students that have earned the biomanufacturing certificate or have a strong grasp of algebra, biology, and chemistry from previous academic or work experience. Call the Biotechnology Hotline at (415) 239-3627 for more information.

Students in the Biotechnology Certificate will be prepared to work at a biotech company or academic research institution.

Learning Outcomes

Upon completion of the certificate, students will be able to:

- Define and use SI units.
- Describe and apply molecular biology techniques in a project-related, step-wise manner, properly utilize materials, and properly operate and care for the standard laboratory equipment used in biotechnology research and assay laboratory techniques.
- Employ the principles of proper documentation handling in experimental data collection and record keeping including proper methods of laboratory report development and presentation using a computer for data analysis and report generation.
- Apply critical thinking in data analysis including statistical and graphical analysis, and in the interpretation of experimental results.

The requirements for the certificate are completion of the following courses with a grade of “C” or higher.

Courses Required for the Certificate of Accomplishment in Biotechnology

Students must complete the following courses with a grade of “C” or better:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 22 Immunoassay: ELISA</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 24 Introduction to PCR</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 115 Recombinant DNA Biotechnology (fall)</td>
<td>5</td>
</tr>
<tr>
<td>BTEC 120 Molecular and Cell Biotechnology (spring)</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Units ........................................ 12

The following courses are recommended but not required: M B 12, BTEC 93, BTEC 21A.

Bioprocess Instrumentation and Control Certificate

Process and control equipment in the biotech industry must be constantly maintained, repaired, upgraded, and validated. Instrumentation technicians are normally generalists, yet certification and FDA requirements require more industry specific specialization in the biotech field. The set of skills acquired through this curriculum may be broadly applied in biotech companies throughout the San Francisco Bay area and beyond.

Learning Outcomes

Students in the Bioprocess Instrumentation and Control Certificate will be prepared to work at a biotech company or other industries, such as food, beverages, and petroleum, in which process control plays...
an important role. Upon completion of the certificate, students will be able to:

- Demonstrate knowledge of cGMP and GLP compliance.
- Prepare validation protocols for biotechnology equipment.
- Diagram and measure process control.
- Evaluate process control equipment.

The requirements for the certificate are completion of the following courses with a grade of "C" or higher.

Courses Required for the Certificate of Accomplishment in Bioprocess Instrumentation and Control

The one-year certificate in bioprocess instrumentation and control described here requires completion of the following courses with a grade of "C" or better:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 108B Practical Math I or MATH 40 Elementary Algebra</td>
<td>3</td>
</tr>
<tr>
<td>BTEC 12A GLP and GMP Principles</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 12B GMP Compliance</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 221 Biotech Process Instrumentation</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 222 Biotech Calibration and Validation</td>
<td>1</td>
</tr>
<tr>
<td>Total Units</td>
<td>8</td>
</tr>
</tbody>
</table>

Recommended elective courses are: ELEC 101; BTEC 5; BTEC 101

Biotechnology Lab Assistant Certificate

Over the past several years the biotech industry has grown tremendously and this has generated an increasing number of entry-level positions. In turn there is now a large demand for workers who are qualified for these positions. This entryway certificate program is designed to give a rigorous and engaging introduction to the sciences while strengthening the math and language skills needed for success in these entry level positions. Our one-year Laboratory Assistant Certificate will prepare students for jobs as media prep technicians, laboratory aids or laboratory safety monitors. No previous experience or coursework in science is necessary, and you will gain valuable work experience in an internship as a lab assistant.

Learning Outcomes

Students in the Biotechnology Lab Assistant Certificate will be prepared to work at a biotech company or academic research lab as a Laboratory Assistant. Upon completion of the certificate, students will be able to:

- Demonstrate knowledge of cGMP (current Good Manufacturing Practices) and GLP (Good Laboratory Practices) compliance.
- Perform basic mathematical operations in the context of chemistry and biology.
- Document, write, communicate and perform laboratory protocols.
- Prepare to interview for a laboratory Assistant position.
- Demonstrate proficiency in the laboratory techniques commonly used in the biotechnology industry.

The requirements for the certificate are completion of the following courses with a grade of "C" or higher.

Courses Required for the Certificate of Accomplishment in Biotechnology Lab Assistant

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 10 Research Skills for Career Opp. in Biology</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 108A Practical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>BTEC 107 Language Skills for Technicians</td>
<td>3</td>
</tr>
<tr>
<td>BTEC 14A Biotechnology Laboratory Techniques</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 12A GLP and GMP Principles</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 12B GMP Compliance</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 14B Biotechnology Internship</td>
<td>4</td>
</tr>
<tr>
<td>Total units</td>
<td>16</td>
</tr>
</tbody>
</table>

Genomics Technology Certificate

The Genomics Technology Certificate program is designed to prepare students for employment in the research areas of genomics and proteomics. Students will gain relevant bioinformatics skills to access, query, and analyze various types of biological and clinical data from public databases, along with molecular biology laboratory skills needed to generate the data. Students will also receive an introduction to the technical computing skills needed to perform the above tasks. The Genomics Technology Certificate is designed for students that have earned the Biomanufacturing or Biotechnology certificate or have a strong grasp of algebra, biology, and chemistry from previous academic or work experience.

Learning Outcomes

Upon completion of the certificate, students will be able to:

- Retrieve and analyze sequences and structures from public databases using bioinformatics tools such as BLAST, genome browsers, multiple sequence alignment programs, and molecular graphics programs.
- Compare the genome organization of model organisms by assessing their size and complexity of the coding and non-coding regions using data available from new generation DNA sequencing.
- Combine bioinformatics tools and molecular biology techniques to perform common tasks such as PCR or restriction enzyme analysis.
- Describe how genomics is applied to solve practical problems including diagnostics, forensics, drug discovery, and personal genomics.
- Use basic computer skills to store and manipulate small amounts of bioinformatics data.

The requirements for the certificate are completion of the following courses with a grade of "C" or better:

Courses Required for the Certificate of Accomplishment in Genomics Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 201 Introduction to Bioinformatics</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 202 Advanced Bioinformatics and Genomics</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 115 Recombinant DNA Biotechnology</td>
<td>5</td>
</tr>
<tr>
<td>BTEC 24 Introduction to PCR</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 25 Analytical PCR Technology</td>
<td>1</td>
</tr>
<tr>
<td>CS 160A Introduction to the UNIX Operating System</td>
<td>2</td>
</tr>
<tr>
<td>Total units</td>
<td>13</td>
</tr>
</tbody>
</table>

Recommended elective courses: CS113A

Stem Cell Technology Certificate

Students in the Stem Cell Technology certificate program will be prepared to work at a biotech company or an academic research lab as a technician in mammalian cell culture or adult and embryonic stem cell culture.
Learning Outcomes

Upon completion of the certificate, students will be able to:

- Demonstrate proper aseptic technique in laminar flow hood and laboratory bench
- Demonstrate skills in culturing and maintaining mammalian cells including stem cells
- Demonstrate and apply knowledge of fluorescent markers and stains in cell biology research
- Demonstrate and apply knowledge of methods of quantitating and analyzing cellular proteins
- Demonstrate and apply knowledge of methods of quantitating and analyzing cellular nucleic acids

The Stem Cell Technology certificate is designed for students that have earned the Biomanufacturing or Biotechnology certificate or have a strong grasp of algebra, biology, and chemistry form previous academic or work experience. The following courses (or the equivalent) are strongly recommended: One semester of elementary algebra (MATH 40 or 840 or ET 108B) or completion of a higher level math class, two semesters of chemistry (CHEM 22 and 40) or (CHEM 101A and 208A) and one semester of biology (BIO 11) or (BIO 100A). The certificate can be completed in 2 semesters. Students must complete the following courses with a grade of “C” or higher

Courses Required for the Certificate of Accomplishment in Stem Cell Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 21A Mammalian Cell Culture</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 21B Fluorescent Cell Technology</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 21C Stem Cell Technology</td>
<td>3</td>
</tr>
<tr>
<td>BTEC 22 Immunoassay: ELISA</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 23 Western Blotting Techniques</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 24 Introduction to PCR</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 25 Analytical PCR Technology</td>
<td>1</td>
</tr>
<tr>
<td>Total Units</td>
<td>11</td>
</tr>
</tbody>
</table>

Recommended Additional Coursework: M B 12; GEN 10, 11; BIO 91

**Engineered Plumbing Systems Certificate**

This certificate includes instruction in the design and sizing of a wide variety of plumbing systems and the application of basic fluid flow principles. These skills are necessary in the design of domestic water, rainwater, sanitary drainage, fire protection, fuel gas, compressed air, hydronic and steam heating systems. Students completing this certificate program will be qualified to work alongside engineers as a plumbing systems designer.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Operate and maintain mechanical heating and cooling systems in buildings
- Ensure that HVAC equipment operates safely, economically, and within established limits
- Monitor meters, gauges, and computerized controls
- Manually control equipment and make adjustments using hand and power tools
- Routinely check safety devices, record data in logs, and identify any potential problems.

Students may obtain the Certificate of Accomplishment in Engineered Plumbing Technology by completing the following courses with a grade of “C” or higher in each course. Students must complete at least 6 of the 10 courses at City College of San Francisco.

Courses Required for the Certificate of Accomplishment in Engineered Plumbing Systems

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 139A Engineered Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td>ET 139B Engineered Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td>ET 139C Engineered Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>9</td>
</tr>
</tbody>
</table>

**Environmental Control Technology Certificate**

Environmental Control Technology is a hands-on program offering theoretical, technical, and problem-solving skills essential for employment in the heating, ventilation, and air conditioning (HVAC) industry and the refrigeration industry. Students completing the suggested curriculum can seek employment as refrigeration technicians, HVAC technicians, and building engineers/technicians.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Operate and maintain mechanical heating and cooling systems in buildings
- Ensure that HVAC equipment operates safely, economically, and within established limits
- Monitor meters, gauges, and computerized controls
- Manually control equipment and make adjustments using hand and power tools
- Routinely check safety devices, record data in logs, and identify any potential problems.

Students must complete at least 6 of the 10 courses at City College of San Francisco.

Courses Required for the Certificate of Accomplishment in Environmental Control Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 108A Practical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 101 Electronics I: Electronic Meas &amp; Passive Circ</td>
<td>3</td>
</tr>
<tr>
<td>ENRG 140 Principles in Environmental Control</td>
<td>1</td>
</tr>
<tr>
<td>ENRG 141 Blueprint Reading for HVAC</td>
<td>1</td>
</tr>
<tr>
<td>ENRG 142 Codes and Standards for HVAC</td>
<td>1</td>
</tr>
<tr>
<td>ENRG 143 Motors and Drives in HVAC</td>
<td>1</td>
</tr>
<tr>
<td>ENRG 144 Fundamentals of Air Conditioning</td>
<td>1</td>
</tr>
<tr>
<td>ENRG 145 HVAC Duct System Design</td>
<td>1</td>
</tr>
<tr>
<td>ENRG 146 Refrigeration Installation and Troubleshooting</td>
<td>1</td>
</tr>
<tr>
<td>ENRG 147 Energy Management and Efficiency</td>
<td>1</td>
</tr>
<tr>
<td>Total Units</td>
<td>14</td>
</tr>
</tbody>
</table>

**Sustainability Certificate**

The Sustainability Certificate Program is designed for working professionals, business owners, and students working towards a degree who wish to understand and apply sustainability concepts to their existing or future educational pathways and careers.

Learning Outcomes:

Students in the Sustainability Certificate Program (SUST) will acquire in-depth knowledge of human impacts on the environment as well as principles and practices to promote environmental protection,
economic viability, and social equity in their careers and given fields of interest. Upon completion of the certificate, students will be able to:

- Analyze the scientific evidence underlying environmental and resource issues and relate the findings to their political, social, and historical context.
- Compare and contrast the pivotal role that energy occupies in modern society and the ongoing tension between sustainability and energy provisioning and management.
- Analyze the science and mechanisms, and appraise the benefits and negatives attributed to the most promising renewable energy sources as well as the most prevalent sources of energy in use today.
- Critically evaluate proposed solutions to environmental and resource issues especially for their integration of environmental, economic and social goals.
- Apply principles and practices of sustainability to their lifestyle choices and chosen professions.

Participants may obtain the certificate by completing the following courses at City College of San Francisco with a grade of “C” or higher in each course. The certificate can be awarded in as early as two semesters or can be completed over several years.

Courses Required for the Certificate of Accomplishment in Sustainability

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 31 Introduction to Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>ENRG 3 Introduction to Alternative Energy</td>
<td>3</td>
</tr>
<tr>
<td>GNBS 125 Green and Sustainable Business</td>
<td>3</td>
</tr>
<tr>
<td>SUST 91 Applied Research in Sustainability</td>
<td>2</td>
</tr>
<tr>
<td>Elective Courses: Choose 6 units from the following:</td>
<td></td>
</tr>
<tr>
<td>Biology Department</td>
<td></td>
</tr>
<tr>
<td>BIO 20 Introduction to Ecology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 26 Habitat Restoration Field Studies</td>
<td>1</td>
</tr>
<tr>
<td>BIO 30 Ecology and the Human Environment</td>
<td>3</td>
</tr>
<tr>
<td>BIO 80C Topics in Biology-Agroecology</td>
<td>1-3</td>
</tr>
<tr>
<td>ECOL 20 Introduction to Ecology with Laboratory/Field Study</td>
<td>4</td>
</tr>
<tr>
<td>Business Department</td>
<td></td>
</tr>
<tr>
<td>GNBS 127 Green and Sustainable Organization</td>
<td>3</td>
</tr>
<tr>
<td>Earth Sciences Department</td>
<td></td>
</tr>
<tr>
<td>GEOG 1 Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 4 Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 7 Economic Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 41A Current Topics in Earth Science: Climate Change</td>
<td>1</td>
</tr>
<tr>
<td>GEOL 30 Environmental Geology</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 30L Environmental Geology Lab</td>
<td>1</td>
</tr>
<tr>
<td>Engineering and Technology Department</td>
<td></td>
</tr>
<tr>
<td>BTEC 5 Briefings In Biotecnology</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 223 Introduction to Environmental Monitoring</td>
<td>1</td>
</tr>
<tr>
<td>ENRG 3I Introduction to Alternative Energy Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ENRG 130 Residential Energy and Efficiency Measures</td>
<td>2</td>
</tr>
<tr>
<td>Social Sciences Department</td>
<td></td>
</tr>
<tr>
<td>POLS 22 Environmental Politics and Policy</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>17</td>
</tr>
</tbody>
</table>

Basic Electronics Certificate

The Certificate in Basic Electronics includes instruction in the fundamental principles of electronics. Students will be able to apply this knowledge and understanding to perform tests, troubleshooting and repair of analog and digital electronic circuits and instruments. Students will be instructed in the building of circuits that demonstrate an understanding of basic electronics device principles. Students will also learn how to develop procedural methods in troubleshooting and repair of analog and digital circuits and instruments.

Learning Outcomes

Upon completion of the Basic Electronics Certificate, students will be able to:

- Construct electronic circuits from schematics and demonstrate their function.
- Verify circuit performance using typical electronic test and measurement equipment following industry accepted procedures.
- Perform calculation as relates to circuit components and parameters.
- Integrate discrete and IC components into functioning end products.
- Resolve schematic and build errors. Document and describe steps taken.

Students may obtain the Certificate of Accomplishment in Basic Electronics by completing the following courses with a grade of “C” or higher in each course. A minimum of two of the courses must be taken at City College of San Francisco.

Courses Required for the Certificate of Accomplishment in Basic Electronics

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 50 Technical Math</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 101 Electronics I: Electronic Measurements</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 102A Electronics II: Basic Act Ana Cir</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 102B Electronics II: Basic Digi Cir &amp; Meas</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>13</td>
</tr>
</tbody>
</table>

Intermediate Electronics Certificate

The Certificate in Intermediate Electronics provides more advanced electronics instruction building upon foundations provided in the Basic Electronics Certificate. Students will be instructed in the implementation of projects utilizing industry standard electronic devices, learning their associated functions and principles. With these additional skills and knowledge, the student will be able to resolve common software, hardware, and interface errors in electronic systems of increasing complexity.

Learning Outcomes

Upon completion of the Intermediate Electronics Certificate, students will be able to:

- Construct electronic circuits using discrete and IC components from schematics and demonstrate its function.
- Resolve and verify circuit performance using typical electronic test and measurement equipment following industry accepted procedures.
- Confirm and determine circuit parameter and component values via related rules and calculation.
- Design and merge analog and digital technology in modern radio circuits.
- Describe a digital design, implement and test it using design software tools.
Students may obtain the Certificate of Accomplishment in Intermediate Electronics by completing the following courses with a grade of "C" or higher in each course. A minimum of two of the courses must be taken at City College of San Francisco.

**Courses Required for the Certificate of Accomplishment in Intermediate Electronics**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 103A Electronics III: Inter Ana Cir &amp; Meas</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 103B Electronics III: Inter Digi Cir &amp; Meas</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 104A Electronics IV: Ana &amp; Digi Comm</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 104B Electronics IV: Micro-control Inf</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Effectively and efficiently create drawings using CAD and illustration software programs.
- Demonstrate the drawing and illustration skills essential for employment in architectural, engineering, construction and manufacturing industries.
- Plan and evaluate which software or technique is most effective for a particular goal.
- Draw and dimension precisely as per ANSI standards.
- Demonstrate familiarity with industry standards and their purpose in technical documents and illustrations.

Students must complete each course with a grade of "C" or higher.

**Courses Required for the Certificate of Accomplishment in Manufacturing and Fabrication**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 140 Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>WELD 144 Welding Processes</td>
<td>2</td>
</tr>
<tr>
<td><strong>Elective Courses:</strong> Choose 3 units from the following:</td>
<td></td>
</tr>
<tr>
<td>CAD 190 Advanced Computer Aided Drafting-Introduction to SolidWorks</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 101 Electronics I: Electronics Measurements and Passive Circuits</td>
<td>3</td>
</tr>
<tr>
<td>WELD 146 Manufacturing Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>WELD 147 Welding Inspection Technology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Weld structural steel using arc welding equipment.
- Plan, design, and fabricate basic multi-part prototypes.
- Safely operate machine shop and welding equipment.

Students must complete each course with a grade of "C" or higher.

**Computer Aided Design (CAD)-Architectural Certificate**

This certificate includes instruction in technical drawing and the use of software tools to create 2-dimensional and 3-dimensional models. Students will gain significant practice in creating models through extensive lab work using industry standard software tools. This certificate program provides skills valuable to machinists, manufacturers, architects, technicians, and engineers in industries where high quality technical drawings are needed.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Effectively and efficiently create drawings using CAD and illustration software programs.
- Demonstrate the drawing and illustration skills essential for employment in architectural, engineering, construction and manufacturing industries.
- Plan and evaluate which software or technique is most effective for a particular goal.
- Draw and dimension precisely as per ANSI standards.
- Demonstrate familiarity with industry standards and their purpose in technical documents and illustrations.

Students must complete each course with a grade of "C" or higher.

**Courses Required for the Certificate of Accomplishment in Computer Aided Drafting**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 180 Intro to Technical Drawing</td>
<td>1</td>
</tr>
<tr>
<td>CAD 181 Intro to Comp Aided Drafting-CAD I</td>
<td>3</td>
</tr>
<tr>
<td>CAD 182 Inter Comp Aided Drafting-CAD II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective Courses:</strong> Choose 9 units from the following:</td>
<td></td>
</tr>
<tr>
<td>CAD 184 Structural CAD Drafting</td>
<td>3</td>
</tr>
<tr>
<td>CAD 187 HVAC/Pipe CAD Design</td>
<td>3</td>
</tr>
<tr>
<td>CAD 190 Adv CAD-Intro to SolidWorks</td>
<td>3</td>
</tr>
<tr>
<td>CAD 191 Adv CAD-Rendering &amp; Animation</td>
<td>3</td>
</tr>
<tr>
<td>CAD 192 Adv CAD-CAD Based Multimedia</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Students who have completed ET 104, or who can demonstrate prior drafting and drawing skills by performing at satisfactory level on a test can have CAD 180 waived from the above requirements.

**Manufacturing and Fabrication Certificate**

This certificate program is designed to provide the student with instruction in basic welding, machining, and fabrication processes. Students completing this certificate program will be qualified for manufacturing apprenticeships or internships.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Weld structural steel using arc welding equipment.
- Plan, design, and fabricate basic multi-part prototypes.
- Safely operate machine shop and welding equipment.

Students must complete each course with a grade of "C" or higher.

**Courses Required for the Certificate of Accomplishment in Manufacturing and Fabrication**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 140 Manufacturing Processes</td>
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<td>4</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>
ENGN 48L. Introductions to Engineering & Technology - Laboratory ...........................................1
ET 104. Introduction to Engineering Drawing and Manufacturing .......................................... 2
(ENGN 48L & ET 104 must both be taken for the 3 units to apply towards the certificate)
Total Units .................................................................................................................. 8-9

Geographic Information Systems (GIS) Certificate

Learning Outcomes
Students will develop an understanding of the fundamental concepts and practice of Geographic Information Systems (GIS) and will be able to apply this knowledge and hands-on skills to various fields including, but not limited to, planning, engineering, geography, criminology, real estate, biotech, public utilities, transportation, forestry, ecology, resource management, emergency response, business/marketing.

Requirements for the Certificate of Accomplishment. Students may obtain the Certificate of Accomplishment in Geographic Information Systems (GIS) by completing the following courses with a grade of "C" or higher in each course. A minimum of two of the courses must be taken at City College of San Francisco.

Courses Required for the Certificate of Accomplishment in Geographic Information Systems (GIS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG/GIS 110 Introduction to GIS</td>
<td>3</td>
</tr>
<tr>
<td>GEOG/GIS 111 Intermediate GIS Applications</td>
<td>3</td>
</tr>
<tr>
<td>GEOG/GIS 112 Advanced GIS</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

Announcement of Courses

Biomedical Equipment Technology

Credit, Degree Applicable Courses:

BMET 250. Introduction to Biomedical Instrumentation (3)
Lec-3
Prereq.: ANAT 14 and ELEC 101
A study of biomedical instrumentation and equipment used in the health care field emphasizing critical care applications. Bioelectric potentials will be examined and analyzed with electrocardiographs, electroencephalographs, and similar equipment. Other subjects reviewed include but are not limited to: blood pressure, flow and heart sounds, operation principles of transducers, patient monitors, equipment defibrillators and pacers. CSU

BMET 251. Introduction to Medical Equipment (3)
Lec-3, field trips
Prereq.: BMET 250
Managing multi-vendor medical equipment maintenance in compliance with state regulatory requirements and standards of hospital and health organizations is covered in this course. CSU

BMET 252. Biomedical Instrumentation-Surgical Equipment (1)
Lec-9, lab-27 (total hrs)
Prereq.: BMET 250
This short course is a part of a series of courses covering biomedical instrumentation. Course contents include the theories of operation, circuit analyses, troubleshooting techniques, and medical applications of a variety of medical devices commonly found in Operating Rooms (ORs). CSU

BMET 253. Biomedical Instrumentation-Medical Imaging Equipment (1)
Lec-9, lab-27 (total hrs)
Prereq.: BMET 250
This short course is a part of a series of courses covering biomedical instrumentation. Course contents include the theory of operation, circuit analysis, troubleshooting techniques, and medical applications of a variety of medical imaging systems. CSU

BMET 254. Biomedical Instrumentation-Respiratory Equipment (1)
Lec-9, lab-27 (total hrs)
Prereq.: BMET 250
This short course is a part of a series of courses covering biomedical instrumentation. This course focuses on respiratory care equipment - its theory of operation, internal circuitry, troubleshooting techniques, maintenance, calibrating, and medical application in Intensive Care Units and Operating Rooms. CSU

BMET 255. Biomedical Instrumentation-Anesthesia Equipment (1)
Lec-9, lab-27 (total hrs)
Prereq.: BMET 250
This short course is a part of a series of courses covering biomedical instrumentation. This course focuses on anesthesia care equipment - its theory of operation, internal circuitry, troubleshooting techniques, maintenance, calibrating, and medical application in Intensive Care Units and Operating Rooms. CSU

BMET 256. Biomedical Instrumentation-Medical Equipment Networking Overview (1)
Lec-9, lab-27 (total hrs)
Prereq.: BMET 250
This short course is a part of a series of courses covering biomedical instrumentation. This course focuses on medical device networking, its relationship with hospital communication protocols, and identifying and troubleshooting linked multiple systems. CSU

BMET 257. Biomedical Instrumentation-Cardiologic Equipment Monitoring (1)
Lec-9, lab-27 (total hrs)
Prereq.: BMET 250
This short course is a part of a series of courses covering biomedical instrumentation. This course focuses on patient cardiological monitoring - real-time as well as diagnostic monitoring - order to perform systems level troubleshooting. CSU

Biotechnology

Credit, Degree Applicable Courses:

BTEC 5. Briefings in Biotechnology (1)
Lec-18 (total hrs) P/NP available
Underlying principles of molecular biology and the laboratory procedures involved in the biotechnology industry. Examples of new products, processes, and prospects for the future in medicine, environmental restoration, forensics, and agriculture. Implications for society and governmental regulations. Features lectures by scientists currently working in the biotechnology industry. CSU

BTEC 6. Basics of Cell Culture (1)
Lec-9, lab-27 (total hrs) P/NP available
Advis: BTEC 5
Introduction to cell culture and stem cell biology and techniques. Topics include aseptic techniques, counting cells, cell/stem cell culture maintenance, transfection, cytotoxicity, fluorescence labeling and
stem cell differentiation. Practical experience includes use of common laboratory equipment such as micropipettes, centrifuges, inverted and fluorescent microscopes. CSU

BTEC 10. Research Skills for Career Opportunities in Biology (2)
Lec-1, lab-3, field trips P/NP available
Introduction to the skills and concepts necessary to work in the biotechnology industry, allied health or other biology-related fields. Basic concepts and lab skills will be taught at the college. CSU

BTEC 12A. GLP and GMP Principles (1)
Lec-18 (total hrs), field trips P/NP available
General overview of Food and Drug Administration regulations as they pertain to the biotechnology field. The course will emphasize cGLP, cGMP and SOP practices that pertain to biopharmaceutical laboratory and manufacturing facilities. CSU

BTEC 12B. GMP Compliance (1)
Lec-18 (total hrs), field trips P/NP available
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 14A. Biotechnology Laboratory Techniques (2)
Lec-1.5, lab-1.5
Coreq.: Completion or concurrent enrollment in BTEC 10
A laboratory focused introduction to laboratory techniques needed for entry-level positions in the biotechnology industry, especially in the research field. CSU

BTEC 14B. Biotechnology Internship Support (4)
Lec-4, field trips
Prereq.: BTEC 14A and 15
Coreq.: BTEC 93
This class provides the necessary tools for students placed in biotechnology-related internships in Bay Area bioscience laboratories and companies. Types of internships may include, but are not limited to, glassware washers, laboratory assistants, animal technicians, biomanufacturing technicians, calibration technicians, environmental health and safety technicians, quality control or assurance technicians. CSU

BTEC 15. Organizing a Scientific Conference (2)
Lec-32, lab-16 (total hrs) P/NP only
Advice: Completion of or concurrent enrollment in any laboratory course in the CCSF Biotechnology Program or Bridge to Biosciences Program (BTEC 10, 107 and 108A); and completion of ESLN 3700 or ESL 130 or ENGL L or placement into ESLN 3800 or ESL 140, or ENGL 91
This class provides students with an overview of Bay Area Biotech companies and institutes and the skills to network with professionals. Students will use these skills to organize and run a scientific conference with poster presentations, professional workshops and seminars where they will connect with Biotech professionals and other students. CSU

BTEC 21A. Mammalian Cell Culture (2)
Lec-36, lab-18 (total hrs), field trips P/NP available
Advice: BIO II or 101A; and CHEM 32 or 40 or 101A; and MATH 40 or 840 or ET 108A
Introduction to techniques for culturing mammalian cells, including media preparation, sterile technique, freezing, thawing, subculturing, and maintaining cells. Theory includes the selection of media, maintaining sterile conditions, preventing contamination, as well as cellular responses to DNA damage and gene expression. Practical experience includes the proper use and care of equipment for culturing cells. CSU

BTEC 21B. Fluorescent Cell Technology (2)
Lec-36, lab-18 (total hrs), field trips P/NP available
Prereq.: BTEC 21 or 21A
Introduction to advanced techniques in the study of normal and mutant tissue culture cells including organelle visualization with various fluorophores, transfection with fluorescent markers, and immunostaining. In depth coverage of the theory behind and use of fluorescent microscopy and current research methods using fluorescent technology, including apoptosis assays and immunohistochemistry, DNA microarrays and FACS analysis. CSU

BTEC 21C. Stem Cell Technology (3)
Lec-48, lab-24 (total hrs), field trips P/NP available
Prereq.: BTEC 21B
A general introduction to the principles of stem cell biology. Topics include embryonic stem cells in early development, adult stem cells, potential applications of stem cell culture and ethical issues involved in stem cell research. Emphasis on laboratory techniques including proper use and care of equipment, flow cytometry, isolation of mouse adult stem cells, and culture of mouse embryonic stem cells. CSU

BTEC 21D. Stem Cell Technology Internship (4)
Lec-4
Prereq.: BTEC 21C
Coreq.: BTEC 93
Provides the necessary tools for students placed in off-campus stem cell biology internships in companies and research laboratories. Types of internships may include, but not be limited to, differentiation of pluripotent stem cells, FACS analysis, primary cell culture, propagation of iP cells, immunolocalization, microarray analysis and tumor cell characterization. CSU

BTEC 21E. Advanced CIRM Internship Support (4)
Lec-4
Prereq.: BTEC 21D
Coreq.: BTEC 93
Advanced of complex analysis and enhanced scientific presentation skills necessary for continuing students placed in off-campus stem cell biology internships. Types of internships may include, but are not limited to, differentiation of pluripotent stem cells, FACS, cell culture, propagation of iP cells, immunolocalization, microarray analysis and tumor cell characterization. CSU

BTEC 22. Immunoassay: ELISA (1)
Lec-14, lab-10 (total hrs), field trips P/NP available
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 23. Western Blotting Techniques (1)
Lec-16, lab-8 (total hrs), field trips P/NP available
Underlying principles of immunoassays with focus on Western blotting. Examples of new procedures, technical advances, past, present and future prospects in the pharmaceutical, biotechnology and clinical laboratory settings will be discussed. Implications for society and
governmental regulations will be addressed. Course will feature hands-on laboratory exercises emphasizing all aspects of Western blotting. CSU

BTEC 24. Introduction to PCR (1)
Lec-16, lab-8 (total hrs), field trips P/NP available
An introduction to the theoretical aspects and laboratory techniques of the Polymerase Chain Reaction (PCR). Students gain practical experience performing PCR as well as experimenting with optimization of the reaction. Applications of PCR used in DNA fingerprinting, diagnostic medicine, genome mapping, evolutionary relationship determination, and epidemiology will be discussed. CSU

BTEC 25. Analytical PCR Technology (1)
Lec-16, lab-8 (total hrs), field trips P/NP available
Prereq.: Completion of BTEC 24 or Demonstration of BTEC 24 exit skills
A course in the theory and practice of current polymerase chain reaction (PCR) analytical methods. Students will gain laboratory experience in performing techniques such as reverse transcriptase PCR (RT-PCR), real-time PCR, inverse PCR, construction of oligonucleotide DNA microarrays, site-directed mutagenesis, and strategies for cloning genes from organisms lacking genome projects. Experimental optimization will be emphasized. CSU

BTEC 26EX. Southern and Northern Blotting (.5)
Lec-16, lab-8 (total hrs), field trips P/NP available
Advis: BIO II or 101A or 65
An advanced course in molecular biology techniques that extends on topics covered in Biology 65. Students will become proficient in the skills of Southern and Northern blotting. Students will isolate nucleic acid (DNA and RNA), prepare them for the appropriate agarose gel electrophoresis protocols, prepare DNA probes, set-up nucleic acid hybridizations, and complete and interpret non-radioactive Southern and Northern blots. CSU

BTEC 93. Biotechnology Work Experience (1-8)
Work experience-5, 10, 15, or 40 hrs P/NP available
Repeat: max 16 units
Students will be able to get work experience through internships while working towards their A.S. in biotechnology. This valuable industry experience will help train them for future jobs in biotechnology. In addition, they will apply their skills gained from previous biotechnology courses to real life laboratory situations. CSU

BTEC 101. Fermentation and Protein Purification (5)
Lec-4, lab-4, field trips P/NP available
Advis: CHEM 32
Skills needed to become a technician in biotechnology production. Students grow and monitor cultures emulating large-scale production used in industry. Cleaning, sterilization, aseptic inoculation, operation, and monitoring of fermenters and bioreactors. Recover and purify proteins from cell cultures. Current Good Manufacturing Practices (cGMP) and Standard Operating Procedures (SOP) are emphasized. CSU

BTEC 102. Bioreactor Technology (2.5)
Lec-34, lab-34 (total hrs), field trips P/NP available
Advis: BIO II or BTEC 10
Skills needed to serve as a technician in biotechnology production. Students grow and monitor bacterial and yeast cultures emulating the large-scale production used in industry. Cleaning, sterilization, aseptic inoculation, operation, and monitoring of fermenters and bioreactors.

Current Good Manufacturing Practices (cGMP), and Standard Operating Procedures (SOP) will be emphasized. CSU

BTEC 103. Protein Purification (2.5)
Lec-34, lab-34 (total hrs), field trips P/NP available
Advis: CHEM 32; and BIO II or BTEC 10; and BTEC 102 or BTEC 120
An introduction to protein purification techniques including sample preparation, column chromatography, and analysis of purification. Hands on training with manual and automated FPLC chromatography systems used in industry and research laboratories. Purification analysis includes gel electrophoresis, specific activity, and mass balance calculations. CSU

BTEC 107. Language Skills for Technicians (3)
Lec-3, conf-1
Introductory level lecture course covering basic scientific language and concepts of biology and chemistry, and the academic study skills needed to succeed in science courses. An orientation to the field of biotechnology and professional opportunities. CSU
BTEC 107=ET 107

BTEC 108A. Practical Mathematics I (3)
Lec-3, conf-1
Concepts, techniques and applications of arithmetic and elementary algebra emphasizing applications to practical problems. Interactive and traditional problem solving methods. Class interactive group exercises applying mathematical techniques to various applications and real world problems.

BTEC 108A=ET 108A=BTEC 108A

BTEC 115. Recombinant DNA Biotechnology (5)
Lec-3, lab-6, field trips P/NP available
Advis: BIO II
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
Formerly BIO 65

BTEC 120. Molecular and Cell Biotechnology (5)
Lec-3, lab-6 P/NP available
Advis: BIO II
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

BTEC 201. Introduction to Bioinformatics (2)
Lec-36 (total hrs) P/NP available
Advis: BIO II or BIO 101A; and ET 108A or MATH 840 AND CHEM 32 or CHEM 40; and CNIT 100
Introduction to genomics and the tools, techniques and databases used in bioinformatics. Topics include molecular biology, genome sequence acquisition, online databases and software used in biotechnology. Hands-on practice includes web programs for aligning sequences, comparing DNA or protein sequences, retrieving genomic and clinical data. Emphasis is on online bioinformatics databases. CSU

BTEC 202. Advanced Bioinformatics and Genomics (2)
Lec-36 (total hrs) P/NP available
Prereq: BTEC 201
Advanced topics in genomics and bioinformatics including applications to problems such as human disease, forensics, and agriculture. Topics include integrated genomic databases, protein alignments, protein families, protein structure, proteomics, and microarrays. Critical
BTEC 221. Biotech Process Instrumentation (2)
Lec-1, lab-3
Prereq.: BTEC/ET/CDEV 108A or MATH 40 or Demonstration of BTEC/ET/CDEV 108A or MATH 40 Exit Skills
BTEC 221=ELEC 221

BTEC 222. Biotech Calibration and Validation (1)
Lec-9, lab-27 (total hours)
Prereq.: BTEC 221
An introduction to the theory and application of calibration and validation as applied to the Biotechnology Industry. CSU

BTEC 223. Introduction to Environmental Monitoring (1)
Lec-0.5, lab-1.5, field trips P/NP available
Study of regulations, protocol and procedures for collection and storage of air, soil and liquid samples. Quality assurance/quality control, safety, site selection, sample storage and preservation. Practical experience includes use of portable instruments and immunoassay kits for chemical contaminants. Microbiological laboratory techniques for analysis of soil and water samples. CSU
BTEC 223=BIO 223

Computer Aided Drafting (CAD)

Credit, Degree Applicable Courses:

CAD 99A. 3D Printing and Solid Modeling (1)
Lec-16, lab-16 (total hrs)
Overview of 3D Printing, from its origins to its revolutionary future, and its impact on the design process. Produce a simple part in a 3D modeling software and print it. Experience using two significant categories of 3D printers. CSU

CAD 99B. Advanced AutoCAD Techniques (1)
Lec-16, lab-16 (total hrs)
Advanced AutoCAD techniques including 3D modeling and rendering, customization, external references, and data linking and management. CSU

CAD 180. Introduction to Technical Drawing (1)
Lec-1.5, lab-1.5
Introduction to engineering and technical drawing techniques, the systems of drawings and their applications in drafting, and the basic shape description of products. Technical sketching; dimensioning; sections and applications of orthographic projection standards in technical documents. CSU

CAD 181. Intro to Computer Aided Drafting-CAD I (3)
Lec-2, lab-2
Advise: CAD 180, or ET 104, or 1 year H.S. Drafting
Introduction to CAD hardware and software operations and their applications in drafting; basic shape description, display, editing, dimensioning and plotting. UC/CSU
Students must have an understanding of orthographic projection, isometric drawing techniques and dimensioning according to ANSI standards.

CAD 182. Intermed Computer Aided Drafting-CAD II (3)
Lec-2, lab-3
Advise: CAD 181 or equivalent skills/course work or 100 hours of industrial work experience in basic AutoCAD
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 wireframe and surface modeling, the operation of various hardcopy output devises including pen plotting and printer plotting. CSU

CAD 184. Structural CAD Drafting (3)
Lec-2, lab-3
Advise: ARCH 214, CAD 181 or demo of CAD exit skills (equivalent course work or 200 hrs of Auto CAD industrial work experience)
Structural design theory. Use of Computer Aided Drafting (CAD) to generate steel and concrete details. CSU

CAD 187. HVAC/Pipe CAD Design (3)
Lec-2, lab-3
Advise: ARCH 214 or CAD 181 or demonstration of CAD exit skills
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

CAD 190. Advanced Computer Aided Drafting-Introduction to SolidWorks (3)
Lec-2, lab-3
Overview of extending CAD-based graphics into 3-dimensional parametric modeling, realistic rendering, animation of assemblies, and exploded views. Introduction to related software (such as SolidWorks and Inventor). Experience creating a computer-generated physical 3D model using a state-of-the-art 3D printer. CSU

CAD 191. Adv Comp Aided Drafting-Rendering & Animation (3)
Lec-2, lab-3
Introduction to computer generated rendered images and animation. CSU

CAD 192. Adv Computer Aided Draf-CAD Based Multimedia (3)
Lec-2, lab-3
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
Advise: ET 108B or MATH 40 or placement in MATH 60
This course covers the construction and analysis of basic electronic circuits including capacitors and inductors. The student will learn to use the multi-meter to measure DC and AC voltages and currents in resistive series/parallel circuits and the oscilloscope to measure AC
and pulsed waveforms, and phase and time delay measurements. The student will also learn the use of computer simulation software to analyze circuits. CSU

ELEC 102A. TELEC 102A. Electronics II: Basic Active Analog Circuits and Measurements (3)
Lec-2, lab-3
Advisement: 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 analysis of digital logic principles by building and testing basic functional digital electronics kits. CSU

ELEC 102B. Electronics II: Basic Digital Circuits and Measurements (3)
Lec-2, lab-3
Advisement: 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 intermediate use of the oscilloscope and multi-meter. There will be an emphasis on electronic projects. CSU

ELEC 103A. Electronics III. Intermediate Analog Circuits and Measurements (3)
Lec-2, lab-3
Prerequisite: 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
Prerequisite: 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
Prerequisite: 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
Prerequisite: ELEC 102A and 102B or demonstration of ELEC 102A and 102B exit skills
This course covers micro-controller interfacing, driver programs, input sensors and output electrical and electro-mechanical devices. CSU

ELEC 221. Biotech Process Instrumentation (2)
Lec-1, lab-3
Prerequisite: ET/BTEC/CDEV 108A or MATH 40 or demonstration of ET/BTEC/CDEV 108A or MATH 40 exit skills

Energy
Credit, Degree Applicable Courses:
ENRG 3. Introduction to Alternative Energy (3)
Lec-3
Advisement: Concurrent enrollment in ENRG 3L
Introduction to the science that underpin alternative energy resources and their implementation in various contexts. Covers: fundamental energy science and math; climate change; national and global energy trends; solar, wind, and hydro resources; photovoltaic effect; photo- synthesis; geothermal; and nuclear. Explores each resource in terms of technological options, sustainability, and feasibility. UC/CSU

ENRG 3L. Intro to Alternative Energy Laboratory (1)
Lab-3, field trips
Advisement: Concurrent enrollment in ENRG 3
Physical science oriented laboratory course focused on alternative energy. Provides experimental understanding of the scientific principles that drive renewable energy systems. Solar, wind, fuel cells, geothermal, combustion and other energy experiments. Gain critical hands-on insight into the advantages and limitations of each energy system. UC/CSU

ENRG 130. Residential Energy and Efficiency Measures (3)
Lec-2.5, lab-1.5 P/NP available
This introductory course provides a general overview of residential energy use. It briefly covers residential energy related systems and how building energy efficiencies may be improved. CSU

ENRG 140. Principles in Environmental Control (1)
Lec-9, lab-27 (total hrs)
Prerequisite: Completion of or concurrent enrollment in ET 108A and ELEC 101
Introduction to fundamentals of electricity and electronics as applied to Heating, Ventilation, and Air Conditioning (HVAC) operations. Covers Ohm’s law, power and electrical instruments, basic electrical AC and DC circuits, electrical and mechanical devices, and heating and electronic controls. CSU

ENRG 141. Blueprint Reading for HVAC (1)
Lec-9, lab-27 (total hrs)
Prerequisite: ENRG 140 and ET 108A
Basic techniques for reading and interpreting typical design documents, drawings, and specifications. Emphasis will be given on interpreting Heating, Ventilation, and Air Conditioning (HVAC) mechanical and electrical drawings, symbols, and abbreviations. CSU

ENRG 142. Codes and Standards for HVAC (1)
Lec-9, lab-27 (total hrs)
Prerequisite: Completion of or concurrent enrollment in ET 108A
Introduction to national, state, and local regulations and standards that govern the design, installation, and operation of Heating, Ventilation, and Air Conditioning (HVAC) systems. Topics will also cover the code development process, its adoption, and its enforcement by local building authorities. CSU

ENRG 143. Motors and Drives in HVAC (1)
Lec-9, lab-27 (total hrs)
Prerequisite: Completion of or concurrent enrollment in ET 108A and ELEC 101
Introduction to the application of motors and drives used in commercial and industrial Heating, Ventilation, and Air Conditioning (HVAC). Covers the theory and applications of different types of
motors and drives, including electric and magnetic Variable Frequency Drives (VFD) for improved efficiency control and energy savings. CSU

ENRG 144. Fundamentals of Air Conditioning - Heating and Cooling (1)
Lec-9, lab-27 (total hrs)
Prereq.: ENRG 140
Advis: ET 135A, 135B, or 135C
Introduction to residential and light commercial heating and cooling air conditioning equipment. Emphasis will be on reading electrical diagrams, understanding sequences of operation of systems, performing service diagnosis procedures, and carrying out maintenance and repair. CSU

ENRG 145. HVAC Duct System Design (1)
Lec-9, lab-27 (total hrs)
Prereq.: Completion of or concurrent enrollment in ET 108A and ENRG 144
Advis: ET 135A, 135B, or 135C
Introduction to duct system installations for residential and light commercial HVAC systems. Topics include proper procedures for air system distribution and balance, mechanical devices, ventilation equipment, filtration systems, flue pipes, and duct pipes (flex, square and rigid). CSU

ENRG 146. Refrigeration Installation and Troubleshooting (1)
Lec-9, lab-27 (total hrs)
Prereq.: ELEC 101.
Coreq.: ET 135C
Introduction to installation and troubleshooting practices on refrigeration equipment. Covers electrical diagrams, service diagnostic procedures, maintenance, troubleshooting and repair, system charging, leak testing, evacuating and recovering methods, and safety practices. CSU

ENRG 147. Energy Management and Efficiency in Environmental Control (1)
Lec-9, lab-27 (total hrs)
Prereq.: ENRG 140 and completion of or concurrent enrollment in ET 108A
Advis: CNTT 100 or similar skills, ENRG 141
Introduction to energy auditing and management. Covers life cycle costing and improvement of energy efficiency through simulations of building heating, cooling, lighting, ventilating, and other energy flows. The class introduces energy analysis software tools such as EnergyPlus, CalArch, and DOE-2. CSU

Engineering
Credit, Degree Applicable Courses:
ENGN 1A. Measurements & 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. UC/CSU

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 Engin: 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. UC/CSU

ENGN 10B. Intro. to Engin: Software Tools & Design (2)
Lec-1, lab-3
Prereq.: MATH 55, MATH 92, and MATH 95
This course introduces the student to team oriented engineering design and problem solving processes as well as the use of computers in the solution of a wide variety of engineering problems. The course makes use of a variety of software applications including commercial spreadsheets such as Microsoft Excel and a graphics program such as Matlab in solving problems. Throughout the course, emphasis will be given to technical communications, teamwork, engineering design and problem solving methodologies. UC/CSU

ENGN 20. Introduction to Circuit Analysis (3)
Lec-3
Prereq.: ENGN 10B, MATH 110C and PHYC 4B, both of which may be taken concurrently and concurrent enrollment of 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, Thévenin and Norton’s Theorems, generalized impedance and admittance techniques and phasor methods. UC/CSU

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. UC/CSU

ENGN 24. Design Graphics (3)
Lec-2, lab-3, field trips
Prereq.: ET 50 or MATH 95; and ET 104; or demonstration of their exit skills
Introduction to technical sketching, engineering graphics and design; development of visualization skills by using computer aided drafting (CAD) software in conjunction with orthographic projection problems; emphasis on computer aided design and graphical analytical methods of solutions to three-dimensional problems. UC/CSU

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. UC/CSU

ENGN 37. Engineering Mechanics - Dynamics (3)
Prereq.: ENGN 10B, 36
An introductory calculus-based course in Dynamics covering kinematics and kinetics of particles, systems of particles, rigid bodies and systems of rigid bodies. Applications of Newton's Second Law, the
Work-Energy Theorem, the Principle of Impulse and Momentum, Coriolis acceleration and impact. UC/CSU

**ENGN 38. Introduction to Programming Concepts and Methodologies for Engineers (3)**
Lec-3, conf-1
Prereq.: ET 51 or MATH 100A or completion/concurrent enrollment in MATH 100A
Instruction in programming using computer programming. Topics include problem solving strategies, algorithm development, structured programming design, the interface of software with the physical world (e.g., the use of sensors) and the application of numerical techniques. UC/CSU

**ENGN 45. Materials Science (3)**
Lec-2, lab-3
Prereq.: Completion of ENGN 10B, CHEM 101A or 103A, PHYC 4A-4AL
An introductory course in the fundamental science of materials used by engineers. Emphasis on structure and properties. Some processing and applications of materials is also covered. Finally, a strategy is developed for the selection and use of these materials in engineering design. UC/CSU

**ENGN 48L. Introduction to Engineering & Technology Lab (1)**
Lab-3 P/NP available
This is a project-oriented, hands-on course to introduce students to the practices and methodologies used in Engineering and Technology. Work will be in four areas: electronics, computer aided drafting, mechanical construction and fabrication and technical mathematics. CSU

**ENGN 91. Applied Engineering Project (2-4)**
Conf-1, work-10-20
Prereq.: ENGN 10A, ENGN 10B
On and off campus college project and research work experience with an external community partner or a CCSF faculty in the field of engineering and technology, subject to approval of and under the supervision of the course instructor. CSU

**ENGN 99. Materials and Fabrication Shop (1)**
Lab-3 P/NP available
A project-oriented, hands-on course to introduce students to the practices and methodologies used in fabricating architectural models or execution of three-dimensional designs using wood, metals and plastics. Students learn shop and cleanup procedures, safety procedures, and proper use of equipment and tools. CSU
ENGN 99=ARCH 99

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**Engineering Technology**

**Credit, Degree Applicable Courses:**

**ET 50. Technical Mathematics (4)**
Lec-4
Prereq.: ET 108B or MATH 90/92 and 95
Applied mathematics designed to develop ability to solve problems. Practical application of algebra, geometry, and trigonometry to basic problems in the applied sciences, including the study of alternating current circuitry with emphasis on periodic functions, vector analysis, logarithms, and exponential functions. CSU

**ET 51. Advanced Technical Mathematics (4)**
Lec-4
Prereq.: ET 50
Instruction in applied mathematics and physical science designed to develop the student's ability to solve fundamental engineering problems in mechanics and electronics. Introduction to analytical geometry, statistics, and calculus. CSU

**ET 86. Introduction to Computer-Aided Manufacturing - CAM I (2)**
Lec-1, lab-3
Prereq.: ET 104
Introduction to computer numerical control, training in G and M codes. Hands-on training on the CNC machines. Testing, debugging, and running programs. Includes processes used to describe product geometry in computer terms, modern practices in tolerancing, HVAC and piping. CSU

**ET 104. Introduction to Engineering Drawing & Manufacturing (2)**
Lec-1, lab-3
Fundamental drafting techniques including sketching, orthographic projection and dimensioning. Development of detailed drawings (electrical, electronic, and mechanical) for the fabrication of individual projects. Sheet metal shop practices; use of hand tools; measurement and layout techniques. Printed circuit board design and fabrication. Machine tools and machine shop operations. CSU

**ET 107. Language Skills for Technicians (3)**
Lec-3, conf-1
Introductory level lecture course covering basic scientific language and concepts of biology and chemistry, and the academic study skills needed to succeed in science courses. An orientation to the field of biotechnology and professional opportunities. CSU
BTEC 107=ET 107

**ET 108A. Practical Mathematics I (3)**
Lec-3, conf-1
Prereq.: ET 108B or MATH 90/92 or 95
Concepts, techniques and applications of arithmetic and elementary algebra emphasizing applications to practical problems. Interactive and traditional problem solving methods. Class interactive group exercises applying mathematical techniques to various applications and real world problems.
CDEV 108A=ETI08A=BTEC 108A

**ET 108B. Practical Mathematics II (3)**
Lec-2.5, Lab-1.5
Prereq.: ET 108A/CDEV 108A or demonstration of ET 108A/ CDEV 108A exit skills
Concepts, techniques, and applications of intermediate algebra and introductory trigonometry emphasizing real world applications. Interactive group exercises and traditional lecture - problem-solving methods. Demonstration of mathematical concepts by showing how they are applied to various fields such as medical, business, industrial, and scientific. Emphasis on problem solving and the application of mathematics to real world problems. CSU
ET 108B=CDEV 108B

**ET 122S. Lead in Construction, Supervisor/Contractor (1.5)**
Lec-32, lab-9 (total hrs), field trips P/NP available
Preparation for interim certification as CA lead in construction supervisor/contractor. Lead uses, sources, characteristics, hazards, and safety; PPE and hygiene; monitoring, regulations and work practices;
insurance and liability; record keeping; contract preparations, specifications, and administration; community relations. CSU

ET 122W. Lead in Construction, Worker (1)
Lec-22, lab-12 (total hrs), field trips P/NP available
Preparation for interim certification as CA lead in construction worker. Lead uses, sources, characteristics, hazards, and safety; PPE and hygiene; monitoring, regulations, and work practices. CSU

ET 135A. Fundamentals of Air-Conditioning & Refrigeration (2)
Lec-1.5, lab-1.5
The psychrometrics of air and water-vapor mixtures, basic elements of air-conditioning, and psychrometric processes. Use of psychrometric instruments and psychrometric chart graphical analysis of the processes. CSU

ET 135B. Fundamentals of Air-Conditioning & Refrigeration (2)
Lec-1.5, lab-1.5
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
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

Environmental Monitoring & Assessment Program

Credit, Degree Applicable Courses:
EMAP 24X. Environmental Field Instrumentation (2)
Lec-1, lab-3, field trips P/NP available
Prereq.: MATH 40 or ET/BTEC 108A or placement in MATH 60
A study of instrumentation, sensors, and equipment used in environmental monitoring. The course also exposes the student to a variety of analytical techniques and instruments utilized in environmental analysis. It is designed to couple theory of equipment operation with a basic understanding of how to meaningfully collect and present data. CSU
EMAP 24X=GEOL 36X

EMAP 26X. Environmental Toxicology (3)
Lec-3
Prereq.: BIO 11
Advis: ENGL 96 or placement in ENGL 1A
A comprehensive examination of the environmental fate and effect of toxic substances resulting from human activities. Topics include basic principles of toxicology, movement and transformation of toxicants in the environment, and examination of the impacts of air/water/soil pollutants. Methods to identify, study, and remediate environmental toxics will be addressed. UC/CSU
EMAP 26X=ECOL 26X

EMAP 28X. Environmental Microbiology (4)
Lec-3, lab-4 P/NP available
Prereq.: BIO 11
An introduction to microbial diversity and environmental microbiology. Topics include: microbial cellular architecture, metabolic diversity, biogeochemistry, bioenergetics, and growth; population and community dynamics; ecosystem health; water and soil microbiology; and microorganisms in bioremediation and biostimulation. The laboratory will emphasize methods used to analyze and detect microbial contamination in environmental samples. CSU
EMAP 28X=M B 28X

Environmental Monitoring

EMSA 22. Foundations in Environmental Instrumentation, Sampling and Monitoring (3)
Lec-3, lab-3, field trips P/NP available
Advis: MATH 40 or ET/BTEC 108A or placement in MATH 60; BIO 11; and CHEM 32 or 40
This introductory course in environmental field monitoring provides exposure and understanding of environmental field sampling and monitoring techniques for chemical and microbial contaminants that impact the environment. Theoretical and practical experience is offered with emphasis on regulatory requirements governing sampling and field analysis of water, soil and air matrices. CSU
Formerly EMAP 22X/BIO 224X/GEOL 35X

EMSA 28. Environmental Microbiology Methods (3)
Lec-2, lab-4, field trips P/NP available
Advis: BIO 11 or BTEC 10; and MB 12; and CHEM 32 or CHEM 40; and MATH 40 or ET/BTEC 108A or placement in MATH 60
An introduction to the theoretical aspects and laboratory methods in environmental microbiology. Students gain practical experience performing EPA and standard methods and protocols to examine environmental samples such as water, soil, and air. The laboratory will emphasize methods used to detect and identify microorganisms in the environment. UC/CSU

EMSA 30A. Water Quality Analysis by Anion-based Chromatography (1)
Lec-12, lab-12 (total hrs), field trips P/NP available
Students will be taught the theory and practical applications of ion chromatography as it relates to water and drug quality analysis; identification and quantification of anions and other small molecules. This course will specifically study (EPA-Method-300.1A) and other standard methods used in both environmental and drug analyses. CSU
Geographic Information Systems

Credit, Degree Applicable Courses:
GIS 110. Introduction to GIS (3)
Lec-2.5, lab-1.5
Advise: CNIT 100
A primer course for GIS technology. History, structure, uses, and current trends of GIS, related fundamental concepts, basic query and cartography operations using an industry-standard GIS software such as ESRI's ArcViewTM version 9 or ArcExplorerTM. C-ID GEOG 155; UC/CSU GIS I10=GEOG I10

GIS 111. GIS Analysis and Modeling (3)
Lec-2.5, lab-1.5
Prereq.: GIS I10/GEOG I10
Foundational use of GIS software. GIS database design, data collection, sophisticated analysis. Production of professional maps. Interface customization. Hands-on training using industry-standard GIS software (ESRI's ArcViewTM version 9). Introduces Global Positioning Systems (GPS) as they relate to GIS. CSU GIS III=GEOG III

GIS 112. GIS Software Technology (3)
Lec-2.5, lab-1.5
Prereq.: GIS/GEOG I10
Hands-on training in advanced application of GIS technology. Network modeling, suitability analysis, web GIS, mobile GIS, software customization using Visual Basic for Applications (VBA) on ESRI's Arc ViewTM version 9 platform. CSU GIS II2=GEOG II2

Sustainability

SUST 5. Sustainability and the Environment Speaker Series (1)
Lec-18 (total hrs), field trips P/NP available
Students will hear from professionals and experts from government, private, non-profits and public sectors as they share their insights on careers in sustainability and the environment. Career opportunities, academic and job training pathways will also be discussed. CSU

SUST 31. Introduction to Environmental Science (3)
Lec-3, field trips P/NP available
Prereq.: ENGL 92 or higher
An examination of the scientific and research evidence regarding the causes, consequences, and proposed solutions to environmental and natural resource issues. Study of sustainability and potential solutions from different academic fields including the natural sciences, social sciences and engineering. UC/CSU

SUST 91. Applied Research in Sustainability (2-4)
Conf-1, work-10-20
Advise: BIO 31, ENRG 3, GNBS 125
Repeat: Maximum credit: 12 units
On and off campus college work and research experience with a community partner in the field of sustainability, subject to approval of and under the supervision of an instructor. CSU

Technology

Credit, Degree Applicable Courses:
TECH 199X. Technical Knowledge Synthesis (.5)
Lec-.25, lab-.75 P/NP only
Coreq.: Concurrent enrollment in final semester of technical certificate program

This short course teaches students to integrate and communicate specialized knowledge and skills acquired in certificate training programs. To better equip students for technical occupations, this course introduces the big picture thinking and strategies for presenting sophisticated technical information to a variety of audiences. CSU

Welding

Credit, Degree Applicable Courses:
WELD 140. Manufacturing Processes (3)
Lec-1.5, lab-4.5
Elementary machine-tool practice, with special emphasis on the use of the lathe engine, horizontal and vertical milling machines, and drill press. CSU

WELD 144. Welding Processes (2)
Lec-1.5, lab-1.5
Classroom instruction and laboratory practice in joining metal by welding. This course is designed to provide the safe and operational uses of the basic welding processes including oxy/fuel welding, plasma cutting and physical testing of welds. This course provides students with cutting and welding skills relevant to industry standards, welding certification requirements and general purposes. CSU

WELD 145. Intermediate Welding Processes (3)
Lec-1.5, lab-4.5
Prereq.: WELD 144
Classroom instruction and laboratory practice in joining metal by intermediate and advanced welding techniques. This course is designed to provide the safe and operational uses of the intermediate welding processes. This course provides students with cutting and welding skills relevant to industry standards, welding certification requirements and general purposes. Emphasis is on preparation for meeting State Welding Certification requirements, CSU

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

WELD 147. Welding Inspection Technology (4)
Lec-4
Introduction into welding codes, terminology, metallurgy, procedures, processes; welder qualification; high-strength bolting; the basics of destructive and non-destructive examination. Includes related math, the use of measuring tools and weld symbols. CSU

Noncredit Courses:
TIWE 9676. Combination Welding
Advise: TRST 4601
Lab/lecture course designed to prepare students for entry into the trade as combination welders. Emphasizes safety, certification preparation, and relevant theory as it applies to industry. Students will weld a variety of metals using a combination of welding processes such as gas, stick (maw), MIG, TIG, innershield, along with metal cutting and gouging.
English
Office: Batmale 556
Phone Number: (415) 239-3406
Web Site: www.ccsf.edu/english

English Major (AA-T)
Associate in Arts in English for Transfer. CCSF’s English major offers a wide variety of language, literature, and writing courses—18 GE transferable units—to serve students with diverse goals, including transfer to UC, CSU, or other four year colleges. English majors will be able to complete most or all of their lower division preparation at CCSF before they transfer but should see a counselor to confirm their program of study.

By taking 6 units of Core Reading and Composition Courses, students will learn techniques to produce clear, precise prose by integrating writing, reading, and research. The required 6 units of Core Surveys of literature in English will ensure students have a broad familiarity with different eras of literary history; the required 3 units of Core Genre courses will provide a deeper understanding of literary forms. An additional requirement of 3 units of Specialized Literature Courses provides students with an opportunity for more focused study. If students anticipate careers in law, education, government, advertising, or business, the English major should serve them well.

Learning Outcomes
- Demonstrate knowledge of and familiarity with genres, themes, and contexts of variety of works of literature.
- Demonstrate knowledge of and familiarity with methods of Interpreting literature across genres.
- Assess, evaluate, and analyze ideas expressed in text or in spoken language.
- Create (write or present) coherent arguments that exhibit clear prose and synthesize diverse bodies of knowledge.
- Conceptualize, write, workshop, present for feedback, revise and edit an original text.

Degree Requirements. Students who wish to earn the Associate in Arts in English for Transfer (AA-T) must complete 60 CSU transferable units with at least a 2.0 grade point average. This must include the units required for full completion of the IGETC or CSU GE curriculum and the 18 units for the major as specified below. Each course in the major must be completed with a grade of "C" or better. Courses used to meet the major requirement may also be used to meet IGETC or CSU GE requirements.

Courses Required for the Major in English for Transfer
Group 1: Core Reading and Composition Courses-6 units
Course Units
ENGL 1A University-Parallel Reading & Comp ............3
ENGL 1B University-Parallel Reading & Comp ............3

Group 2: Core Surveys-6 units
ENGL 30A Survey of American Literature, part 1 ............3
ENGL 30B Survey of American Literature, part 2 ............3
ENGL 46A Survey of Literature in English, part 1 ............3
ENGL 46B Survey of Literature in English, part 2 ............3
ENGL 46C Survey of Literature in English, part 3 ............3

Note: Group 2 courses not used toward the 6 required units may be used to fill Group 3 or Group 4 requirements.

Group 3: Core Genre Courses-3 units
ENGL 43 Introduction to the Study of Poetry ............3
ENGL 52 Shakespeare ................................................3
ENGL 53 Introduction to the Study of Drama ............3

Note: Group 3 courses not used toward the 3 required units may be used to fill Group 4 requirement.

Group 4: Specialized Literature Courses-3 units
ENGL IC Advanced Composition .........................3
ENGL 36 African Amer Literature-A Survey ............3
ENGL 44A-44B Survey of World Literature, Past & Present ..................3
ENGL 48B Detective Fiction ..................3
ENGL 48C Science Fiction and Fantasy ............3
ENGL 48K The Bible as Literature ......................3
ENGL 57 Women & Literature ......................3
ENGL 58A Contemporary Women Writers and Poets ............3

Total Units .................................................. 18

English Major (AA)
Associate in Arts in English. CCSF’s English major offers a wide variety of language, literature, and writing courses—18 GE transferable units—to serve students with diverse goals, including transfer to U.C., C.S.U., or other four year colleges. English majors will be able to complete most or all of their lower division preparation at CCSF before they transfer but should see a counselor to confirm their program of study.

By taking 6 units of Core Reading and Composition Courses, students will learn techniques to produce clear, precise prose by integrating writing, reading, and research. The required 6 units of Core Surveys of literature in English will ensure students have a broad familiarity with different eras of literary history; an additional requirement of 6 units of Specialized Literature Courses provides students with an opportunity for more focused study. If students anticipate careers in law, education, communication, writing, government, advertising, or business, the English major should serve them well.

Learning Outcomes
- Demonstrate knowledge of and familiarity with genres, themes, and contexts of variety of works of literature.
- Demonstrate knowledge of and familiarity with methods of Interpreting literature across genres.
- Assess, evaluate, and analyze ideas expressed in text or in spoken language.
- Create (write or present) coherent arguments that exhibit clear prose and synthesize diverse bodies of knowledge.
- Conceptualize, write, workshop, present for feedback, revise and edit an original text.

Courses Required for the Major in English
Group 1: Core Reading and Composition Courses-6 units
Course Units
ENGL 1A University-Parallel Reading & Comp ............3
ENGL 1B University-Parallel Reading & Comp ............3

Note: Group 1 courses not used toward the 6 required units may be used to fill Group 3 requirement. Completion of ENGL 1B is strongly recommended prior to enrolling in literature electives.
requirements. Students are responsible for checking the appropriate policies and

Caution: Not all schools and programs accept AP scores for transfer.

Hall, Rm 204; ...)

of Group 3 requirements.

Group 3: Specialized Writing and Literature-6 units

ENGL 32A Early African American Fiction
ENGL 32B Contemporary African Amer Fiction
ENGL 36 African American Literatures-A Survey
ENGL 41 Writing in Connection with Reading
ENGL 44A Survey of World Literature, Past & Present (Classical Literature)
ENGL 44B Survey of World Literature, Past & Present (Medieval to Present)
ENGL 48A-O Selected Topics
ENGL 57 Women & Literature
ENGL 58A Contemporary Women Writers and Poets
ENGL 59 Advanced Literary Analysis
ENGL 60 Identity in Current Ethnic Fiction

Total Units: 18

Announcement of Courses

CCSF English placement testing is required prior to enrollment in English courses. Students may be excused from taking the English Placement Test and may demonstrate their eligibility for ENGL 1A or 1B by filing an English Placement Test Waiver Form and submitting proof of one of the following to the Matriculation Office, Conlan Hall, Rm 204:

1. University of California Analytical Writing Placement Exam score of 8 or higher - Eligibility: English 1A

2. Completion of a U.C. course satisfying the U.C. Entry Level Writing Requirement (e.g. Subject A Course) - Eligibility: English 1A

3. International Baccalaureate Exam scores:
   IB High Level English A Exam score of 5 or higher – Eligibility: English 1A
   IB Standard Level English Exam with score of 6 – Eligibility: English 1A

4. Any of the following SAT scores:
   SAT Verbal (before 4/95): 510 - Eligibility: English 1A
   SAT Verbal (after 4/95): 590 - Eligibility: English 1A
   SAT II Writing Subject Test: 660 - Eligibility: English 1A
   SAT Reasoning Test, Writing Section: 680 - Eligibility: English 1A

5. ACT Combined English/Writing Test with score of 30 or higher - Eligibility: English 1A

6. Advanced Placement Test Exam in English Literature Score of 3 - Eligibility: English 1B/1C, Exemption 1A
   Score of 4 - Eligibility: English 1B/1C, Exemption 1A
   Score of 5 - Exemption 1A and 1B/1C

Caution: Not all schools and programs accept AP scores for transfer credit. Students are responsible for checking the appropriate policies and requirements.

7. Advanced Placement Test Exam English Language Score of 3 - Eligibility: English 1B/1C, Exemption 1A
   Score of 4 - Eligibility: English 1B/1C, Exemption 1A
   Score of 5 - Eligibility: English 1B/1C, Exemption 1A

7. Completion (with “C” or higher) of English 1A - College Level Reading and Composition course or the equivalent - Eligibility: English 1B/1C, Exemption 1A

The sequence of composition courses is ENGL 92, 93, 96, 1A, 1B, 1C. The number of ENGL courses that a student is required to complete depends upon his placement level and educational goal.

A final grade of D or F does not allow the student to progress to the next level in the composition sequence.

Students for whom English is a second language should take the ESL Placement Test. Non-native English speakers with proficient English skills can be placed into the general English sequence through this test.

The chair of the English Department or designee rules on all matters of equivalency of ENGL 1A and 1B courses completed at out-of-state colleges, universities, or private institutions.

For information about challenging English placement see the Testing Office's retake policy (http://www.ccsf.edu/NEW/en/future-students/future-credit-students/take_a_placementtest/test_retake_policy.html) or meet with the English Eligibility Coordinator in Batmale 514 to schedule a written essay challenge exam. Access the English Eligibility website at https://sites.google.com/a/mail.ccsf.edu/eligibility/.

Credit, Non-Degree Applicable Courses:

ENGL K. Phonics for Spelling and College Reading Development (3)
Lec-3, conf-1 P/NP only
Advise: ESL 120 or placement in ESL 130
Designed to improve reading fluency and spelling through a concentration on patterns of English phonics and use of word attack strategies for decoding college-level vocabulary.

ENGL L. Foundation for College Reading and Studying (3)
Lec-3, conf-1 P/NP available
Prereq.: ESL 130; or placement in ESL 140 or ENGL L
Advise: Completion/concurrent enrollment in ENGL K
This course presents a basic understanding of and practice in reading comprehension, vocabulary, and study skills, and teaches awareness of reading processes. This course will also introduce students to college essay writing in preparation for ENGL 90 or ENGL 91.
Not recommended for students who have completed ENGL 9, 19, 96 or higher.

ENGL 9. Reading and Study Skills II (3)
Lec-3, conf-1 P/NP available
Advise: ENGL L or higher or ESL 140 or higher
This course presents a basic grounding and practice in reading comprehension, vocabulary, and study skills. The emphasis is on comprehending short selections and increasing awareness of reading processes.
Not recommended for students who are currently enrolled in ENGL L, 19, or 91. Not recommended for students who have completed ENGL 19. Not recommended for students currently enrolled in English 96 or higher.
ENGL 91. Introduction to Basic Reading and Writing (6)
Lec-6
Prereq.: ENGL L or placement in ENGL 91
This 6-unit course provides practice in writing, reading, and study
skills. The emphasis is on reading closely to comprehend texts and on
acquiring and using strategies to undertake writing projects.

ENGL 92. Basic Reading and Writing II (3)
Lec-3
Prereq.: ENGL 91 or placement in ENGL 92
Advice: Completion Concurrent Enrollment in ENGL 9.
English 92 expands on the basic reading and writing skills practiced
in English 90 or 91. Emphasis is on reading and rereading multiple
texts, the connections between reading and writing essays, and the
development of essay writing and revision skills.
(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).]

ENGL 93. Introduction to Academic Writing and Reading (3)
Lec-3
Prereq.: ENGL 92 or ESL 160, or placement in ENGL 93
Advice: Completion Concurrent Enrollment in ENGL 9 or 93.
Training and practice in academic essay writing and analytical reading.
Emphasis is on learning to read and write pre-collegiate argumentative prose.

ENGL 95X. Academic Reading and Writing Intensive (6)
Lec-6, field trips
Prereq.: ENGL 91 or ESL 160; or placement in ENGL 92
English 95X is an intensive course in the accelerated pathway merging
English 92 and 93 in one semester to prepare students for English 96.
Emphasis is on reading multiple academic texts, synthesizing ideas,
and developing text based essays and revising. As part of the accelerated
pathway, workload in this course is intensive and recommended for
highly motivated students.

Credit Degree Applicable Courses:
ENGL 96. Academic Writing and Reading (3)
Lec-3
Prereq.: ENGL 93 or 94, or placement in ENGL 96
College-level training and practice in critical reading and in writing
argumentative essays. Emphasis is on reading and writing analytically
and developing research and documentation skills.

ENGL 1A. University-Parallel Reading and Composition (3)
Lec-3
Prereq.: ENGL 96 or placement in ENGL 1A through CCSF
English Placement Testing or the English Placement Test
Waiver process
University-parallel reading, writing, and critical thinking with a major
research component. Reading, writing, and research assignments are
based predominately on non-fiction texts. C-ID ENGL 105; UC/CSU

ENGL 1B. Reading, Writing, and Critical Thinking About Literature (3)
Lec-3
Prereq.: ENGL 1A
University-parallel reading, writing, and critical thinking applied to lit-
erature, including poetry, drama, and fiction. Students will write essays
employing methods of literary analysis, research, and critical thinking.
C-ID ENGL 120; UC/CSU

ENGL 1C. Advanced Composition (3)
Lec-3, field trips
Prereq.: ENGL 1A
An advanced composition course that helps students hone a style
appropriate for upper-division work which integrates the close reading
of non-fiction and the writing of expository and argumentative essays.
Focus on sharpening critical thinking skills, analyzing and evaluating
texts, and writing text-based prose. C-ID ENGL 105; UC/CSU

ENGL 14. Literary Magazine (3)
Lec-3 P/NP available
Prereq.: ENGL 96
This class teaches students the basics of producing a literary magazine.
Students gain experience in writing, editing and copy editing with a
focus on careful reading and written evaluations of literary and artistic
works. Students develop aesthetic judgment and create a professional
journal with a different literary vision each semester. CSU

ENGL 16. Academic Writing Workshop (3)
Lec-3 P/NP only
Prereq.: ENGL 92 or ESL 160; or placement in ENGL 93 or ESL
170
Practice in developing strategies for college level thesis-based analyti-
cal and argumentative essays. Useful for students who want additional
preparation and support in developing a writing process and academic
habits of mind. CSU
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 stu-
dent for ENGL 1A.

ENGL 17. Writing Workshop for English 1A (1.5)
Lec-1.5 P/NP available
Prereq.: Placement in English 1A or completion of English 96
Practice in developing strategies for ENGL 1A level academic essays,
including thesis-based analytical and argumentative essays, research,
timed writing, and summarizing. Useful for students who want additional
preparation before taking English 1A. CSU

ENGL 19. Advanced Reading Techniques and Vocabulary (3)
Lec-3 P/NP available
Advice: Completion Concurrent Enrollment in ENGL 9 or 93 or higher
This course provides students practice in critical reading of college-
level texts, including analysis of various text structures. Students will
enhance their awareness of different reading processes. CSU

ENGL 26. English Grammar and Sentence Combining (3)
Lec-3 P/NP available
Advice: Completion Concurrent Enrollment in ENGL 90 or higher,
or ESL 150 or higher
This course teaches the rules of English grammar and sentence-
combining techniques to help students understand and fix common
grammatical errors and write more sophisticated sentences. CSU

ENGL 30A. American Literature, Beginnings to Civil War (3)
Lec-3 P/NP available
Prereq.: ENGL 96 or Placement in ENGL 1A
ENGL 30A surveys American literature from its Native and European
beginnings to the Civil War. It is designed to introduce students to the
analysis of a variety of texts forming and critiquing the idea of America
and a national literature. C-ID ENGL 130; UC/CSU

ENGL 30B. American Literature, 1865–present (3)
Lec-3 P/NP available
PREREQ.: ENGL 96 or PLACEMENT IN ENGL 1A
ENGL 30B is a course surveying American literature from the Civil
War to the present. It is designed to introduce students to significant
stories, novels, poetry and drama. C-ID ENGL 135; UC/CSU

ENGL 35A. Introduction to Writing Fiction (3)
Lec-3, field trips P/NP available
ADVISE: ENGL 96 or PLACEMENT IN ENGL 1A
In this introduction to the fundamentals of short story writing, stu-
dents develop story writing skills by studying elements of fiction in
published works, engaging in writing exercises, and learning to partici-
pate in a workshop. UC/CSU

ENGL 35B. Intermediate Fiction Writing (3)
Lec-3, field trips P/NP available
ADVISE: ENGL 35A
In this intermediate fiction workshop, students expand their skills
writing, reading, and critiquing short stories, as well as share their
writing with peers in a workshop setting. UC/CSU

ENGL 35C. Introduction to Writing Poetry (3)
Lec-3, field trips P/NP available
ADVISE: ENGL 96 or PLACEMENT IN ENGL 1A
In this beginning poetry writing course, students will read, listen to,
and analyze poetry in order to apply basic poetic techniques to their
work. Students will write poetry, both in and out of class, and will
workshop with their peers in a supportive environment. UC/CSU

ENGL 35D. Intermediate Poetry Writing (3)
Lec-3, field trips P/NP available
ADVISE: ENGL 35C
In this intermediate poetry workshop, students expand their skills in
writing, reading, and critiquing poetry, as well as share their writing
with peers in a workshop setting. UC/CSU

ENGL 35L. Introduction to Literary Magazine (3)
Lec-3, field trips P/NP available
This class teaches students the basics of producing a literary
magazine. Students gain experience in writing, copy editing, and
production while developing the aesthetic judgment and the skills
for taking on greater editorial and production responsibilities in the
future. CSU

ENGL 35M. Intermediate Literary Magazine (3)
Lec-3, field trips P/NP available
ADVISE: ENGL 35L
The class teaches students intermediate to advanced editorial and
project management skills involved in publishing a literary magazine,
from managing submissions and reading groups to coordinating with
the Graphics Arts Department on design and layout, to promoting the
magazine. CSU

ENGL 36. Survey of African American Literature (3)
Lec-3 P/NP available
PREREQ.: ENGL 96 or PLACEMENT IN ENGL 1A
Reading and analysis of formal and informal literary expressions of
African Americans from slavery to the present. UC/CSU

ENGL 43. Introduction to Poetry (3)
Lec-3 P/NP available
ADVISE: ENGL 96 or PLACEMENT IN ENGL 1A
Across time and cultures, poetry is one of the most powerful ways to
communicate thought and emotion and celebrate the beauty of lan-
guage. This class helps students understand, appreciate, and analyze a
wide range of poems, from canonical works to contemporary popular
forms. UC/CSU

ENGL 44A. Survey of World Literature, Part I: Ancient, Medieval,
and Early Modern (3)
Lec-3 P/NP available
PREREQ.: ENGL 96 or PLACEMENT IN ENGL 1A
A survey of significant world literature in English translation, from
antiquity through the late Renaissance. UC/CSU

ENGL 44B. Survey of World Literature, Part II: Early Modern to the
Present (3)
Lec-3 P/NP available
PREREQ.: ENGL 96 or PLACEMENT IN ENGL 1A
A survey of significant world literature in English translation, from the
early modern period to the present. UC/CSU

ENGL 46A. Survey of Literature in English, Part 1: Beowulf through
Milton (3)
Lec-3 P/NP available
PREREQ.: ENGL 1A
A survey of significant literature written in English, from the Anglo-
Saxon era through the late Renaissance. C-ID ENGL 160; UC/CSU
NO PART OF ENGL 46 SERIES IS PREREQUISITE TO ANY OTHER PART.
REQUIRED FOR A UNIVERSITY MAJOR IN ENGLISH.

ENGL 46B. Survey of Literature in English (3)
Lec-3 P/NP available
PREREQ.: ENGL 1A
A survey of important literature written in English, from the restora-
tion through Neo-Classicism and Romanticism to the Early Victorian
period. UC/CSU
NO PART OF ENGL 46 SERIES IS PREREQUISITE TO ANY OTHER PART.
REQUIRED FOR A UNIVERSITY MAJOR IN ENGLISH.

ENGL 46C. Survey of Literature in English (3)
Lec-3 P/NP available
PREREQ.: ENGL 1A
A survey of important literature written in English, from the Mid to
Late Victorian Era through Early Modernism. UC/CSU
NO PART OF ENGL 46 SERIES IS PREREQUISITE TO ANY OTHER PART.
REQUIRED FOR A UNIVERSITY MAJOR IN ENGLISH.

ENGL 48. Selected Topics (3)
Lec-3 P/NP available
PREREQ.: ENGL 96 or PLACEMENT IN ENGL 1A
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. **Not recommended for students who are enrolled in or who have completed the same ENGL 49 topic. No part of the ENGL 48 series is a prerequisite to any other part.**

**ENGL 48C. Science Fiction and Fantasy (3)**
Lec-3 P/NP available
Prereq.: ENGL 96 or placement in ENGL 1A
The roots, twentieth-century rise, and contemporary status of the science fiction and fantasy literary genres are studied. Focus is on recurrent themes and tropes, as well as the mythological, philosophical, and socio-cultural foundations from which they arise. UC/CSU

**ENGL 48K. The Bible as Literature (3)**
Lec-3, field trips P/NP available
Prereq.: ENGL 96 or placement in ENGL 1A
An introduction to the Bible in English--one of Western culture's most influential books and an important source for literature--through a study of its literary aspects, interpretative methods, and historical context. UC/CSU
*Not recommended for students who are enrolled in or who have completed the same ENGL 49 topic. No part of the ENGL 48 series is a prerequisite to any other part.*

**ENGL 52. Shakespeare (3)**
Lec-3, field trips P/NP available
Prereq.: Completion of ENGL 96 or placement in ENGL 1A
**Advising: completion of ENGL 1B or another English literature elective**
A survey of Shakespeare's plays and poetry that emphasizes his growth as a literary artist and the social and artistic forces which shaped his work in the Elizabethan/Jacobean periods. Students learn strategies for textual analysis and interpretation, engage in in-depth discussion, write critical essays, and develop analytical and creative projects. UC/CSU

**ENGL 53. The Development of the Drama in English: Medieval to Early Modern (3)**
Lec-3 P/NP available
Prereq.: ENGL 96 or eligibility for ENGL 1A
The development of the drama in English, from the medieval through the nineteenth century. Students study plays from major historical periods, Medieval, English Renaissance, through the nineteenth century, with emphasis on critical works on various methods of examining and evaluating the dramatic form. UC/CSU

**ENGL 57. Survey of Women's Literature (3)**
Lec-3 P/NP available
Prereq.: ENGL 96 or placement in ENGL 1A
A survey of literature written in English by women over the last four hundred years, emphasizing nineteenth- and early twentieth-century novels, poetry, and drama by major as well as rediscovered authors prior to 1970. UC/CSU

**ENGL 58. Contemporary Women's Writing (3)**
Lec-3, field trips P/NP available
Prereq.: ENGL 96 or placement in ENGL 1A
An exploration of contemporary women's writing: fiction, poetry, and drama written in English by contemporary women from diverse social, cultural and ethnic backgrounds. UC/CSU
Formerly ENGL 58A

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**English as a Second Language**
Office: Batmale 616
Phone Number: (415) 239-3003
Web Site: www.ccsf.edu/esl

**Announcement of Curricula**

**Credit Programs**

**Advanced Academic English as a Second Language Certificate**

The Certificate of Accomplishment in Advanced Academic ESL provides students, prospective employers, and others with documented evidence of persistence and academic accomplishment in ESL. Each course must be completed with a final grade of "C" or higher. Where available, grades of Pass may be used.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:
- Demonstrate comprehension of an ability to read critically a variety of genres of authentic texts.
- Demonstrate ability to write expository essays and academic summaries.
- Demonstrate ability to use various grammatical structures to establish sequence and coherence.
- Speak with increasing confidence, fluency, and control in formal and informal oral communication.
- Recognize and correct pronunciation and speech problems that impede successful communication.

**Courses Required for the Certificate of Accomplishment in Advanced Academic English as a Second Language**

**Core Courses**

- ESL 160 High-Advanced Academic ESL
- ESL 79 Advanced Speaking and Pronunciation

**Units**

- 4
- 3

**Electives (Choose one):**

- ESL 66 Advanced Listening and Reading
- ESL 69 Accent Improvement
- ESL 85 Advanced Editing and Grammar Review

**Total Units**

- 9-10

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**Advanced English as a Second Language Oral Communication Skills Certificate**

The Certificate of Accomplishment in Advanced English as a Second Language (ESL) Oral Communication Skills provides students, prospective employers, and others with documented evidence of persistence and academic accomplishment in listening and speaking. Each course must be completed with a final grade of "C" or higher. Where available, grades of Pass may be used.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:
- Demonstrate the ability to apply, analyze, synthesize and evaluate complex spoken and written material for purposes of participating in discussions and giving oral presentations.
- Demonstrate awareness of situational norms in academic, business and social settings and the ability to negotiate challenging listening encounters.
• Speak with increasing confidence, fluency, and control in formal and informal oral communication.
• Recognize and correct pronunciation and speech problems that impede successful communication.
• Demonstrate comprehension of academic lectures and demonstrations in English.

Courses Required for the Certificate of Accomplishment in Advanced English as a Second Language Oral Communication Skills

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 142 High-Advanced Academic ESL</td>
<td>2</td>
</tr>
<tr>
<td>ESL 79 Advanced Speaking and Pronunciation</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives (Choose one):
- ESL 66 Advanced Listening and Reading 3
- ESL 69 Accent Improvement 2

Total Units 7-8

Announcement of Courses

Credit Courses
Initial recommended placement in the credit ESL program is based on results of 1) the ESL Placement Examination 2) 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 intended for native speakers of English.

Credit, Non-Degree Applicable Courses:
- ESL 20. Health Professions: Communication & Careers A (6) Lec-6 P/NP available
  **Prereq.: ESL 120 or Placement in ESL 130**
  **Advise: Healthcare background**
  Intermediate ESL health professionals study career options and communication in health settings. They develop integrated language skills on themes including requirements in health care, patient-centered communication techniques, interaction patterns among health workers and teams, assertive communication, health care systems and traditions, and cultural diversity in healthcare contexts in the U.S.

- ESL 23. Health Professionals: Communication & Careers B (6) Lec-6 P/NP available
  **Prereq.: ESL 120 or Placement in ESL 130**
  **Advise: Healthcare background**
  Intermediate ESL health professionals explore career goals and processes in healthcare. Students will develop integrated communication skills include interviewing for jobs, working with diverse patients, co-workers and supervisors, charting, developing and offering alternative treatment options, and how the workplace evaluation process works.

  Intermediate ESL health professionals study responsibilities and communication in health settings. They develop integrated language skills in phone and email communication, strategies for communicating with special-needs patients, handling conflicts with co-workers, understanding legal and ethical issues in health care, and researching racial and cultural health disparities.

- ESL 49. Pronunciation (2) Lec-3, lab-1 P/NP available
  **Prereq.: Placement in ESL 120 or Completion of ESL 110**
  Systematic practice in American English sounds and speech segmentals and suprasegmentals, for improved reading and oral communication, especially listening and pronunciation. Recommended for ESL 120, 130, and 140 students with pronunciation problems. CSU

ESL 51A. ESL for Child Development (3) Lec-3 P/NP available
  **Prereq.: Placement in ESL 130 or Higher or Completion of ESL 120; May be taken concurrently with either CDEV 65 or 66, or alone**
  Support class for non-native speakers of English taking Child Development courses. Reading strategies to successfully manage CDEV course load; writing strategies to successfully complete CDEV class reports and tests. Vocabulary building in CDEV terminology. CSU

ESL 66. Advanced Listening and Reading (3) Lec-3
  **Prereq.: Placement in ESL 140 or 150 or Completion of ESL 130 or Higher**
  ESL students do intensive work on academic skills and strategies in the areas of listening in mainstream classroom lectures, reading a variety of text types in different academic content areas, and note-taking and test-taking. This course is especially designed for students who already possess time-management and native-language academic skills. CSU

ESL 69. Accent Improvement (2) Lec-3, lab-1 P/NP available
  **Prereq.: Placement in ESL 140 or Completion of ESL 130**
  Improvement in standard American English pronunciation with emphasis on accent reduction, by improving overall clarity, voice quality, and physical presentation. Recommended for ESL 140, 150, 160 students with pronunciation problems. CSU
  **STUDENTS WITH SEVERE PRONUNCIATION PROBLEMS SHOULD ENROLL IN ESL 49 BEFORE TAKING ESL 69.**

ESL 75. Intermediate Editing and Grammar Review (2) Lec-3 P/NP only
  **Prereq.: Placement in ESL 130 with a Grade of C or Higher or Placement in ESL 140 or ESL 150**
  **Advise: Concurrent Enrollment in ESL 140 or ESL 150**
  Support for non-native speakers of English; intermediate grammar for mid-level texts and composition; editing/proofreading skills to improve quality and accuracy of written college work. Intended for non-native speakers of English taking ESL 140 or ESL 150 who require additional instructional instruction in intermediate grammar and writing skills.

ESL 79. Advanced Speaking and Pronunciation (3) Lec-3 P/NP available
  **Prereq.: Placement in ESL 150 or 160 or Completion of ESL 140**
  **Advise: ESL 69 or ESL 142**
  Practice in effective communication in everyday, academic, and professional situations through the use of individual and group presentations, oral reports and summaries, debates and discussions, in conjunction with pronunciation exercise. CSU
  **NOT INTENDED FOR STUDENTS WHO HAVE COMPLETED MORE THAN ONE LEVEL BEYOND ESL 82/ESL 160**

ESL 85. Advanced Editing and Grammar Review (2) Lec-3 P/NP available
  **Prereq.: Completion of ESL 150 or ENGL 92 with a Grade of C or Higher or Placement in ESL 160 or Above**
  **Advise: Concurrent Enrollment in ESL 160 or ENGL 96**
  Support for non-native speakers of English; advanced grammar
for high level texts and composition; editing/proofreading skills to improve quality and accuracy of written college work. Intended for non-native speakers of English taking ESL 160, ENGL 93, or ENGL 96 who require additional instruction in advanced grammar and writing skills.

ESL 110. Introductory Academic ESL (6)
Lec-6
Prereq.: Placement in ESL 110
Introduction to academic reading materials, skills and strategies. Builds vocabulary and knowledge through practice in reading non-fiction and fiction texts. Practice in writing simple pre-academic paragraphs, reports and short answers. Study of high-beginning level vocabulary and grammar.
Intended to be taken concurrently with ESL Listening/Speaking.

ESL 112. Introductory Listening/Speaking (2)
Lec-3 P/NP available
Prereq.: Placement in ESL 112
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. Language skills integrated on the basis of academic tasks and content.

ESL 120. Low-Intermediate Academic ESL (6)
Lec-6
Prereq.: Placement in ESL 120 or completion of ESL 110
Pre-academic reading skills and strategies. Increase vocabulary and knowledge through practice in reading non-fiction and fiction texts. Practice in writing basic academic paragraphs, reports and short answers. Low-intermediate level vocabulary and grammar study. Language skills integrated on the basis of academic tasks and content.
Intended to be taken concurrently with ESL Listening/Speaking.

ESL 120R. Low-Intermediate Academic ESL (3)
Lec-3
Pre-college reading skills and strategies. Low-intermediate level vocabulary. Formerly ESL 120B

ESL 120W. Low-Intermediate Academic ESL (3)
Lec-3
Pre-college practice in writing academic paragraphs, short essays and reports. Low-intermediate level vocabulary and grammar study. Formerly ESL 120A

ESL 122. Low-Intermediate. Listening/Spkg. (2)
Lec-3 P/NP available
Prereq.: Placement in ESL 122 or completion of ESL 112
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.

ESL 130. Intermediate Academic ESL (6)
Lec-6
Prereq.: Placement in ESL 130 or completion of ESL 120; or ESL 120R and ESL 120W
Intermediate academic reading skills and strategies, with simple, yet authentic academic and literary reading passages used to support written composition work. Practice in writing single- and multi-paragraph texts. Intermediate level vocabulary and grammar study. Language skills integrated on the basis of academic tasks and content.

ESL 132. Intermediate Listening/Spkg. (2)
Lec-3 P/NP available
Prereq.: Placement in ESL 132 or completion of ESL 122
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.

ESL 140. High-Intermediate Academic ESL (6)
Lec-6
Prereq.: Placement in ESL 140 or completion of ESL 130
High-intermediate academic reading skills and strategies, with authentic reading passages from a variety of genres used to support written composition work. Practice in writing summaries, short answers, and expository essays. High-intermediate level vocabulary and grammar study. Language skills integrated on the basis of academic tasks and content. UC/CSU
Intended to be taken concurrently with ESL Listening/Speaking.

ESL 142. High-Intermediate. Listening/Spkg. (2)
Lec-3 P/NP available
Prereq.: Placement in ESL 142 or completion of ESL 132
Academic and professional listening and speaking skills and strategies. Focus on oral communication activities, oral presentations and listening competency with vocabulary and grammatical structures appropriate to the high-intermediate level.

ESL 150. Advanced Academic ESL (5)
Lec-5.5, Lab-1
Prereq.: Placement in ESL 150 or completion of ESL 140
Advanced academic reading skills and strategies, with authentic reading texts of a variety of genres used to support written composition work. Practice in writing summaries, expository essays and essay tests. Advanced level vocabulary and grammar study. Language skills integrated on the basis of academic tasks and content. UC/CSU

ESL 160. High-Advanced Academic ESL (4)
Lec-4.5, Lab-1
Prereq.: Placement in ESL 160 or completion of ESL 150
Advanced academic reading skills and strategies. Practice in various forms of composition and research necessary for college academic work. High-advanced level vocabulary and grammar study. Language skills integrated on the basis of academic tasks and content. UC/CSU

ESL 170. ESL College Reading & Composition (3)
Lec-3
Prereq.: Placement in ESL 170 or completion of ESL 160
Advanced academic reading skills and strategies, with an emphasis on critical reading of expository prose. Practice in various forms of composition and research necessary for college work, with attention to the development of grammatical accuracy and a college writing style. UC/CSU

Announcement of Curricula
Noncredit Programs
Learning Outcomes
Upon completion of the noncredit ESL program, non-native speakers of English will have the language skills necessary to achieve a variety of social, academic, and vocational goals. Skills include abil
ity to: 1) understand oral communication in a variety of contexts; 2) speak on a variety of topics in social and work-related contexts, 3) use increasingly complex grammatical patterns, 4) use word analysis, vocabulary development strategies and reading strategies to read and comprehend authentic texts on familiar topics, and 5) write a variety of correspondence and produce coherent short pieces of writing. Learners acquire the basic language, social, and problem-solving skills to participate as responsible citizens and competitive workers.

**General Programs**

ESL Literacy
ESL Beginning Low 1
ESL Beginning Low 2
ESL Beginning Low 1-2 Intensive
ESL Beginning 1-4 Multilevel
ESL Beginning Low Conversation
ESL Beginning Low Focus Skills
ESL Beginning High 3
ESL Beginning High 4
ESL Beginning High 3-4 Intensive
ESL Beginning High Focus Skills
ESL Computer Assisted Intermediate
ESL Intermediate Low 5
ESL Intermediate Low 6
ESL Intermediate Low 5-6 Intensive
ESL Intermediate Low Focus Skills
ESL Intermediate 5-8 Multi-level
ESL Intermediate High 7
ESL Intermediate High 8
ESL Intermediate High 7-8 Intensive
ESL Intermediate High Conversation
ESL Intermediate High Focus Skills
ESL Intermediate High Reading
ESL Advanced Low 9

**Vocational ESL Programs**

ESL Beginning Workplace Skills
ESL for Health Professionals
Beginning Low VESL Communication
Beginning Low VESL for Housekeeping Workers
Beginning VESL for Construction Workers
Beginning VESL for Janitorial Workers
Beginning VESL for the Hospitality Industry
Intermediate VESL for Biotech Workers
Intermediate VESL for Child Development Workers
Intermediate VESL for Clerical Workers
Intermediate VESL for Construction Workers
Intermediate VESL for Health Workers
Intermediate VESL for Hospitality Workers
Intermediate VESL for Job Searching
Vocational ESL Office Training

**ESL Literacy Noncredit Certificate**

These courses in English as a Second Language will provide language skills for students with little or no English language skills.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Recognize a limited range of simple spoken isolated words, phrases and questions.
- Demonstrate ability to copy letters of the alphabet, numbers and isolated words and phrases.
- Engage in very limited conversation.

Students may obtain a Certificate of Completion in ESL Literacy upon successful completion of any of the following courses.

**Courses Required for the Certificate of Completion in ESL Literacy**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ESLF 3000 Native Language Literacy</td>
<td>175</td>
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<tr>
<td>ESLN 3010 ESL Literacy A</td>
<td>175</td>
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<tr>
<td>ESLN 3015 ESL Literacy</td>
<td>85</td>
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<tr>
<td>ESLN 3016 ESL Literacy A-R/W</td>
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<td>ESLN 4015 ESL Literacy A</td>
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<tr>
<td>ESLN 3020 ESL Literacy B</td>
<td>175</td>
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<tr>
<td><strong>Total Hours</strong></td>
<td>45-180</td>
</tr>
</tbody>
</table>

**ESL Beginning Low 1 Noncredit Certificate**

These courses in English as a Second Language will provide language skills for students with little or no English language skills.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Demonstrate general recognition of high frequency spoken words, phrases and questions in familiar contexts.
- Demonstrate ability to correctly apply short phrases and sentences in learned common social conversations.
- Construct limited meaning from reading materials using familiar words on learned topics.
- Demonstrate ability to print numbers, letters, a limited number of basic sight words and previously learned simple sentences and phrases.

Students may obtain a Certificate of Completion in ESL Beginning low 1 upon successful completion of any of the following courses.

**Courses Required for the Certificate of Completion in ESL Beginning Low 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3100 Beginning Low 1</td>
<td>175</td>
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<tr>
<td>ESLN 3105 Beginning Low1-A</td>
<td>85</td>
</tr>
<tr>
<td>ESLN 3106 Beginning Low1-B</td>
<td>85</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td>85-175</td>
</tr>
</tbody>
</table>

**ESL Beginning Low 2 Noncredit Certificate**

These courses in English as a Second Language develop and expand Beginning Low 1 English skills.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:
• Demonstrate a good understanding of commonly used spoken words, phrases, simple learned expressions and questions in familiar contexts.
• Employ simple learned phrases and sentences to engage in limited social situations using familiar basic conversations.
• Construct limited meaning from simplified reading materials on familiar topics.
• Demonstrate ability to write basic personal information lists and simple messages.

Students may obtain a Certificate of Completion in ESL Beginning Low 2 upon successful completion of any of the following courses.

Courses Required for the Certificate of Completion in ESL Beginning Low 2

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3200 Beginning Low 2</td>
<td>175</td>
</tr>
<tr>
<td>ESLN 3205 Beginning 2-A</td>
<td>85</td>
</tr>
<tr>
<td>ESLN 3206 Beginning 2-B</td>
<td>85</td>
</tr>
<tr>
<td>Total Hours</td>
<td>85-175</td>
</tr>
</tbody>
</table>

ESL Beginning Low 1-2 Intensive Noncredit Certificate

This is an ESL Beginning Low accelerated study certificate. These courses in English as a Second Language develop and expand Beginning Low English skills.

Learning Outcomes

Upon completion of this certificate, students will be able to:
• Recognize a range of frequently used spoken words, phrases, simple learned expressions and questions in familiar contexts.
• Demonstrate ability to communicate survival needs using very simple learned phrase and sentences and begin to engage in social communication.
• Construct limited meaning from simple print materials on familiar topics.
• Demonstrate ability to print numbers, letters, and a limited number of basic sight words, phrases, and simple sentences.

Students may obtain an ESL Beginning Low 1-2 Intensive Noncredit ESL Certificate of Completion upon successful completion of any course.

Courses Required for the Certificate of Completion in ESL Beginning Low 1-2 Intensive

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3150 Beginning Low 1-2 Intensive</td>
<td>175</td>
</tr>
<tr>
<td>ESLN 4150 Beginning Low 1-2 Intensive-A</td>
<td>85</td>
</tr>
<tr>
<td>ESLN 4151 Beginning Low 1-2 Intensive-B</td>
<td>85</td>
</tr>
<tr>
<td>Total Hours</td>
<td>85-175</td>
</tr>
</tbody>
</table>

ESL Beginning 1-4 Multi-Level Noncredit Certificate

This certificate is designed to meet the needs of students with various levels of Beginning English proficiency. These courses in English as a Second Language develop and expand basic English skills.

Learning Outcomes

Upon completion of this certificate, students will be able to:
• Demonstrate general understanding of spoken English from common activities in familiar contexts.
• Determine the meaning of new words in simple written material by applying basic word analysis and vocabulary development skills.
• Produce sentences and short notes related to common and personal topics.

Students may obtain an ESL Beginning 1-4 Multi-level Noncredit ESL Certificate of Completion upon successful completion of any of the following courses.

Courses Required for the Certificate of Completion in ESL Beginning 1-4 Multi-Level

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3140 Beginning 1-4 Multi-level</td>
<td>175</td>
</tr>
<tr>
<td>ESLN 3145 Beginning 1-4 Multi-level-A</td>
<td>85</td>
</tr>
<tr>
<td>ESLN 3146 Beginning 1-4 Multi-level-B</td>
<td>85</td>
</tr>
<tr>
<td>Total Hours</td>
<td>90-180</td>
</tr>
</tbody>
</table>

ESL Beginning Low Conversation Noncredit Certificate

This certificate develops speaking skills for Beginning Low ESL students. Students practice communicating survival and personal needs using very simple learned phrases and sentences. These courses in English as a Second Language expand Beginning Low English skills.

Learning Outcomes

Upon completion of this certificate, students will be able to:
• Compose simple questions to request basic factual or personal information.
• Respond to simple questions with short-phrase answers.
• Demonstrate ability to ask for and respond to requests for simple clarification.
• Engage in simple conversational exchanges on limited and familiar topics using learned phrases.
• Demonstrate ability to give simple commands and express caution using short phrases.

Students may obtain an ESL Beginning Low Conversation Certificate of Completion upon successful completion of any two courses.

Courses Required for the Certificate of Completion in ESL Beginning Low Conversation

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLF 3127 Speaking-Beginning Low</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 3144 Pronunciation-Beginning</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 4127 Beginning Low Conversation</td>
<td>40</td>
</tr>
<tr>
<td>ESLN 3205 Beginning Low 2</td>
<td>85</td>
</tr>
<tr>
<td>ESLN 3206 Beginning Low 2-R/W</td>
<td>85</td>
</tr>
<tr>
<td>Total Hours</td>
<td>125-170</td>
</tr>
</tbody>
</table>

ESL Beginning Low Focus Skills Noncredit Certificate

Beginning Low skills are emphasized for students who want focused practice in listening, speaking, reading and writing. These courses in English as a Second Language develop and expand Beginning Low English skills.
Learning Outcomes
Upon completion of this certificate, students will be able to:

- Demonstrate a good understanding of commonly used spoken words, phrases, simple learned expressions and questions in familiar contexts.
- Employ simple learned phrases and sentences to engage in limited social situations using familiar basic conversations.
- Recognize and read numbers, letters and sub-parts of familiar words.
- Construct limited meaning from simplified reading materials on familiar topics.
- Demonstrate ability to write basic personal information, lists and simple messages.

Students may obtain an ESL Beginning Low Focus Skills Noncredit ESL Certificate of Completion upon successful completion of any two courses.

Courses Required for the Certificate of Completion in ESL Beginning Low Focus Skills

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLF 3129 Writing-Beginning Low</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 3126 Listening-Beginning Low</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 3128 Reading-Beginning Low</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 3127 Speaking-Beginning Low</td>
<td>85</td>
</tr>
<tr>
<td>Total Hours</td>
<td>170</td>
</tr>
</tbody>
</table>

ESL Beginning High 3 Noncredit Certificate

These courses in English as a Second Language develop and expand Beginning Low 2 English skills.

Learning Outcomes
Upon completion of this certificate, students will be able to:

- Demonstrate limited understanding of spoken English from learned topics and familiar contexts.
- Determine ability to speak English about basic needs and routine activities in simple conversations.
- Recognize words in familiar contexts using visual clues and previously learned material, demonstrating limited comprehension of simplified reading material.
- Produce grammatically correct sentences related to common and personal topics.

Students may obtain a Certificate of Completion in ESL Beginning High 3 upon successful completion of any of the following courses.

Courses Required for the Certificate of Completion in ESL Beginning High 3

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3300 Beginning High 3</td>
<td>175</td>
</tr>
<tr>
<td>ESLN 3305 Beginning High 3-A</td>
<td>85</td>
</tr>
<tr>
<td>ESLN 3306 Beginning High 3-B</td>
<td>85</td>
</tr>
<tr>
<td>Total Hours</td>
<td>85-175</td>
</tr>
</tbody>
</table>

ESL Beginning High 4 Noncredit Certificate

These courses in English as a Second Language develop and expand Beginning High 4 English skills.

Learning Outcomes
Upon completion of this certificate, students will be able to:

- Demonstrate ability to speak English about basic needs and routine activities in simple conversations.
- Demonstrate limited comprehension of simplified reading material.
- Produce grammatically correct sentences related to survival and personal topics using appropriate language structures and forms appropriate for Beginning High level 4.

Students may obtain a Certificate of Completion in ESL Beginning High 4 upon successful completion of any two of the following courses.

Courses Required for the Certificate of Completion in ESL Beginning High 4

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3400 Beginning High 4</td>
<td>175</td>
</tr>
<tr>
<td>ESLN 3340 Beginning High 3-4 Multi-level</td>
<td>175</td>
</tr>
<tr>
<td>ESLN 3405 Beginning High 4-L/S</td>
<td>85</td>
</tr>
<tr>
<td>ESLN 3406 Beginning High 4-R/W</td>
<td>85</td>
</tr>
<tr>
<td>Total Hours</td>
<td>170-350</td>
</tr>
</tbody>
</table>

ESL Beginning High 3-4 Intensive Noncredit Certificate

This is a Beginning High accelerated study certificate. These courses in English as a Second Language develop and expand Beginning High English skills.

Learning Outcomes
Upon completion of this certificate, students will be able to:

- Demonstrate general understanding of spoken English with some unfamiliar words well enough to participate in simple conversations.
- Relate information about basic needs and routine activities in basic conversations in routine social situations.
- Recognize words on familiar topics and construct limited meaning from some authentic material dealing with everyday matters.
- Produce sentences to form short loosely organized paragraphs related to survival skills and personal topics using Beginning High structures and forms appropriately.

Students may obtain an ESL Beginning High 3-4 Intensive Noncredit Certificate of Completion upon successful completion of ESLN 3350 and any of the following courses.

Courses Required for the Certificate of Completion in ESL Beginning High 3-4 Intensive

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3350 Beginning High 3-4 Intensive</td>
<td>175</td>
</tr>
<tr>
<td>And any one of the following</td>
<td></td>
</tr>
<tr>
<td>ESLN 3400 Beginning High 4</td>
<td>175</td>
</tr>
<tr>
<td>ESLN 3405 Beginning High 4-L/S</td>
<td>85</td>
</tr>
<tr>
<td>ESLN 3406 Beginning High 4-R/W</td>
<td>85</td>
</tr>
<tr>
<td>Total Hours</td>
<td>260-350</td>
</tr>
</tbody>
</table>

ESL Beginning High Focus Skills Noncredit Certificate

Beginning High skills are emphasized for students who want focused practice in listening, speaking, reading, or writing. These courses in English as a Second Language develop and expand Beginning High English skills.
Learning Outcomes
Upon completion of this certificate, students will be able to:

- Use English to speak about basic needs and routine activities in simple conversations.
- Determine comprehension of beginning English level material.
- Communicate basic needs and personal topics in sentence form and organize the sentences into paragraph form.
- Utilize beginning-high basic language structures in speaking and in writing about basic needs and personal topics.

Students may obtain an ESL Beginning High Focus Skills Noncredit ESL Certificate of Completion upon successful completion of any two of the following courses.

Courses Required for the Certificate of Completion in ESL Beginning High Focus Skills

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLF 3346 Listening-Beginning High</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 3347 Speaking-Beginning High</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 4347 Beginning High Conversation</td>
<td>40</td>
</tr>
<tr>
<td>ESLF 3011 English Through Song Lyrics</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 3348 Reading-Beginning High</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 3349 Writing-Beginning High</td>
<td>85</td>
</tr>
<tr>
<td>Total Hours</td>
<td>125-170</td>
</tr>
</tbody>
</table>

ESL Computer-Assisted Intermediate Noncredit Certificate

Using ESL language software and online ESL resources, students expand Intermediate level ESL listening, speaking, reading and writing skills through group computer-assisted projects. This certificate in English as a Second Language will expand English as a Second Language skills for Intermediate level ESL students.

Learning Outcomes
Upon completion of this certificate, students will be able to:

- Demonstrate understanding of essential points in spoken English on familiar topics and topics of interest enough to be able to participate in extended conversations.
- Demonstrate ability to communicate beyond survival needs and be able to engage in familiar and unfamiliar conversational subjects.
- Interpret simplified readings on familiar subjects, identify the main ideas and draw conclusions.
- Relate a variety of common topics in written English demonstrating control of basic grammatical structures and forms.
- Use appropriate computer technology to access and use commercial software, teacher-authored software, and/or CD-ROM disks.

Students may obtain a Computer-Assisted ESL Intermediate Noncredit ESL Certificate of Completion upon successful completion of any course.

Courses Required for the Certificate of Completion in ESL Computer-Assisted Intermediate

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLF 3006 Computer Assisted ESL-Intermediate</td>
<td>175</td>
</tr>
<tr>
<td>ESLF 4006 Computer Assisted ESL</td>
<td>90</td>
</tr>
<tr>
<td>ESLF 5006 Computer Assisted ESL</td>
<td>40</td>
</tr>
<tr>
<td>ESLF 3821 Introduction to Computers</td>
<td>90</td>
</tr>
<tr>
<td>for ESL-Intermediate</td>
<td></td>
</tr>
<tr>
<td>ESLF 4821 Introduction to Computers</td>
<td>45</td>
</tr>
<tr>
<td>for ESL-Intermediate</td>
<td></td>
</tr>
<tr>
<td>ESLV 3829 Computer VESL-High Intermediate</td>
<td>85</td>
</tr>
<tr>
<td>ESL 3005 Writing with a Computer-Intermediate</td>
<td>85</td>
</tr>
<tr>
<td>Total Hours</td>
<td>40-175</td>
</tr>
</tbody>
</table>

ESL Intermediate Low 5 Noncredit Certificate

These courses in English as a Second Language develop and expand Beginning High 5 English skills.

Learning Outcomes
Upon completion of this certificate, students will be able to:

- Demonstrate understanding of spoken English in increasingly extended conversations.
- Interpret simple short narratives and descriptive passages on familiar topics using contextual clues to differentiate between fact and opinion.
- Demonstrate ability to write an organized paragraph or message.

Students may obtain a Certificate of Completion in ESL Intermediate Low 5 upon successful completion of any of the following courses.

Courses Required for the Certificate of Completion in ESL Intermediate Low 5

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3500 Intermediate Low 5</td>
<td>175</td>
</tr>
<tr>
<td>ESLN 3505 Intermediate Low 5-L/S</td>
<td>85</td>
</tr>
<tr>
<td>ESLN 3506 Pronunciation-Intermediate</td>
<td>85</td>
</tr>
<tr>
<td>Total Hours</td>
<td>85-175</td>
</tr>
</tbody>
</table>

ESL Intermediate Low 6 Noncredit Certificate

These courses in English as a Second Language develop and expand Intermediate Low 5 English skills.

Learning Outcomes
Upon completion of this certificate, students will be able to:

- Comprehend spoken English containing some unfamiliar words in mostly familiar contexts.
- Demonstrate ability to participate in increasingly extended conversational exchanges about topics beyond survival needs.
- Differentiate fact from opinion in simplified reading material and some authentic material.
- Organize relevant ideas and appropriate details into one or more clearly organized short paragraphs.

Students may obtain a Certificate of Completion in ESL Intermediate Low 6 upon successful completion of any two of the following courses.

Courses Required for the Certificate of Completion in ESL Intermediate Low 6

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3600 Intermediate Low 6</td>
<td>175</td>
</tr>
<tr>
<td>ESLN 3560 Intermediate Low 5-6 Multi-level</td>
<td>175</td>
</tr>
<tr>
<td>ESLN 3605 Intermediate Low 6-L/S</td>
<td>85</td>
</tr>
<tr>
<td>ESLN 3606 Intermediate Low 6-R/W</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 4567 Intermediate Low Conversation</td>
<td>40</td>
</tr>
<tr>
<td>ESLF 4569 Speaking Low Conversation</td>
<td>45</td>
</tr>
<tr>
<td>Total Hours</td>
<td>85-350</td>
</tr>
</tbody>
</table>
**ESL Intermediate Low 5-6 Intensive Noncredit Certificate**

This is an Intermediate Low accelerated study certificate. These courses in English as a Second Language develop and expand Intermediate Low English skills.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Comprehend spoken English containing some unfamiliar words in mostly familiar contexts.
- Demonstrate ability to participate in increasingly extended conversational exchanges about topics beyond survival needs.
- Demonstrate ability to read simplified materials on familiar subjects and have limited success reading authentic materials.
- Compose one or more short paragraphs related to survival skills and personal topics, and complete messages with few errors.

Students may obtain an ESL Intermediate Low 5-6 Intensive Noncredit Certificate of Completion upon successful completion of ESLN 3550 and any of the following courses.

**Courses Required for the Certificate of Completion in ESL Intermediate Low 5-6 Intensive**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3550 Intermediate Low 5-6 Intensive</td>
<td>175</td>
</tr>
</tbody>
</table>

And any one of the following

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3600 Intermediate Low 6</td>
<td>175</td>
</tr>
<tr>
<td>ESLN 3605 Intermediate Low 6 – L/W</td>
<td>85</td>
</tr>
<tr>
<td>ESLN 3606 Intermediate Low 6 – R/W</td>
<td>85</td>
</tr>
</tbody>
</table>

Total Hours: 260-350

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**ESL Intermediate Low Focus Skills Noncredit Certificate**

Intermediate Low skills are emphasized for students who want focused practice in listening, speaking, reading, or writing. These courses in English as a Second Language develop and expand Intermediate Low English skills.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Comprehend spoken English containing some unfamiliar words in mostly familiar contexts.
- Demonstrate ability to communicate orally in formal and informal settings on familiar topics with increasing ease and accuracy.
- Differentiate fact from opinion in simplified reading material and some authentic material.
- Organize relevant ideas and appropriate details into one or more clearly organized short paragraphs or speeches.

Students may obtain an ESL Intermediate Low Focus Skills Noncredit Certificate of Completion upon successful completion of any two of the following courses.

**Courses Required for the Certificate of Completion in ESL Intermediate Low Focus Skills**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLF 3566 ESL Listening-Intermediate Low</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 4567 Intermediate Low Conversation</td>
<td>40</td>
</tr>
<tr>
<td>ESLF 3567 Speaking- Intermediate Low</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 3568 Reading -Intermediate Low</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 3569 Writing-Intermediate Low</td>
<td>85</td>
</tr>
</tbody>
</table>

Total Hours: 125-170

---

**ESL Intermediate 5-8 Multi-level Noncredit Certificate**

This certificate is designed to meet the needs of students with various levels of Intermediate English proficiency. These courses in English as a Second Language develop and expand Intermediate English skills.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Demonstrate understanding of extended conversations with some unfamiliar vocabulary.
- Demonstrate an ability to participate in extended conversations beyond survival needs on some unfamiliar topics.
- Identify main ideas in short narrative and descriptive passages on familiar topics.
- Compose short letters and summaries of learned material.

Students may obtain an ESL Intermediate 5-8 Multi-level Noncredit ESL Certificate of Completion upon successful completion of ESLN 3580 and any of the following courses.

**Courses Required for the Certificate of Completion in ESL Intermediate 5-8 Multi-level**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3580 Intermediate 5-8 Multi-level</td>
<td>175</td>
</tr>
</tbody>
</table>

And any one of the following

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLF 3585 Accelerated Grammar</td>
<td>175</td>
</tr>
<tr>
<td>ESLF 3581 Vocabulary Power</td>
<td>175</td>
</tr>
<tr>
<td>ESLV 3819 Social Communication</td>
<td>85</td>
</tr>
</tbody>
</table>

Total Hours: 260-350

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**ESL Intermediate High 7 Noncredit Certificate**

These courses in English as a Second Language develop and expand ESL Intermediate High 7 English skills.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Recognize essential information on a familiar subject in a spoken English speech or lecture.
- Use appropriate syntax and formality to participate in extended conversations and interviews.
- Interpret information from authentic material on a variety of common topics.
- Demonstrate ability to produce a practical composition or report.

Students may obtain a Certificate of Completion in ESL Intermediate High 7 upon successful completion of ESLN 3700 and any of the following courses.

**Courses Required for the Certificate of Completion in ESL Intermediate High 7**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3700 Intermediate High 7</td>
<td>175</td>
</tr>
</tbody>
</table>

And any one of the following

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLF 3001 ESL Women’s Issues</td>
<td>85</td>
</tr>
<tr>
<td>ESLV 3819 Social Communication</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 4787 Intermediate High Conversation</td>
<td>40</td>
</tr>
<tr>
<td>ESLF 3584 Pronunciation - Intermediate</td>
<td>85</td>
</tr>
</tbody>
</table>

Total Hours: 215-260
ESL Intermediate High 8 Noncredit Certificate
These courses in English as a Second Language develop and expand ESL Intermediate High 8 English skills.

Learning Outcomes
Upon completion of this certificate, students will be able to:
- Demonstrate understanding of essential points of discussion or speeches on familiar or unfamiliar topics.
- Demonstrate ability to communicate with appropriate syntax and control of grammatical patterns in most extended conversations and interviews.
- Demonstrate understanding of authentic reading materials on common topics and interpret the meaning of readings on specialized topics.
- Demonstrate ability to write brief compositions on previously discussed topics and exhibit control of basic grammatical patterns.

Students may obtain a Certificate of Completion in ESL Intermediate High 8 upon successful completion of any of the following courses.

Courses Required for the Certificate of Completion in ESL Intermediate High 8

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3800 Intermediate High 8</td>
<td>175</td>
</tr>
<tr>
<td>ESLF 3786 Listening-Intermediate High</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 3788 Reading-Intermediate High</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 3789 Writing-Intermediate High</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 3584 Pronunciation-Intermediate</td>
<td>85</td>
</tr>
<tr>
<td>ESLN 3780 Intermediate High 7-8 Multilevel</td>
<td>175</td>
</tr>
<tr>
<td>Total Hours</td>
<td>85-175</td>
</tr>
</tbody>
</table>

ESL Intermediate High 7-8 Intensive Noncredit Certificate
This is an Intermediate High accelerated study certificate. These courses in English as a Second Language develop and expand Intermediate High English skills.

Learning Outcomes
Upon completion of this certificate, students will be able to:
- Identify essential points of discussion or speeches on topics in special fields of interest.
- Use appropriate syntax to communicate about a variety of topics.
- Interpret authentic reading materials on everyday subjects.

Students may obtain an ESL Intermediate High 7-8 Intensive Noncredit ESL Certificate of Completion upon successful completion of any of the following courses.

Courses Required for the Certificate of Completion in ESL Intermediate High 7-8 Intensive

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3750 Intermediate High 7-8 Intensive</td>
<td>175</td>
</tr>
<tr>
<td>ESLN 3785 Intermediate High 7-8 Intensive-A</td>
<td>85</td>
</tr>
<tr>
<td>ESLN 3786 Intermediate High 7-8 Intensive-B</td>
<td>85</td>
</tr>
<tr>
<td>Total Hours</td>
<td>85-175</td>
</tr>
</tbody>
</table>

ESL Intermediate High Conversation Noncredit Certificate
This certificate develops speaking skills for Intermediate High ESL students. Students participate in extended conversations on a variety of topics. Students are able to read and discuss authentic material on common topics.

Learning Outcomes
Upon completion of this certificate, students will be able to:
- Engage in extended conversations on a variety of topics using appropriate syntax, formality and control of grammatical patterns.
- Recognize and respond to discussions or speeches on topics in special fields of interest.
- Use discussion techniques to talk about written material on everyday subjects.

Students may obtain an ESL Intermediate High Conversation Noncredit Certificate of Completion upon successful completion of any two of the following courses.

Courses Required for the Certificate of Completion in ESL Intermediate High Conversation

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLF 3787 Speaking-Intermediate High</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 3819 Social Communication</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 4787 Intermediate High Conversation</td>
<td>40</td>
</tr>
<tr>
<td>ESLF 3584 Pronunciation-Intermediate</td>
<td>85</td>
</tr>
<tr>
<td>Total Hours</td>
<td>125-170</td>
</tr>
</tbody>
</table>

ESL Intermediate High Focus Skills Noncredit Certificate
Intermediate High skills are emphasized for students who want focused practice in listening, speaking, reading and writing. These courses in English as a Second Language develop and expand Intermediate High English skills.

Learning Outcomes
Upon completion of this certificate, students will be able to:
- Identify essential points of discussions, speeches, or lectures.
- Utilize appropriate formality and grammatical patterns to communicate in extended conversations or interviews.
- Demonstrate understanding of authentic reading materials and interpret meaning on a variety of common topics.
- Organize and compose paragraphs or brief essays and letters, using appropriate syntax.

Students may obtain an ESL Intermediate High Focus Skills Noncredit Certificate of Completion upon successful completion of any two courses.

Courses Required for the Certificate of Completion in ESL Intermediate High Focus Skills

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLF 3786 Listening-Intermediate High</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 3791 ESL Through Story-Based Video and TV</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 3789 Writing-Intermediate High</td>
<td>85</td>
</tr>
<tr>
<td>ESLV 3828 Business Writing for ESL</td>
<td>85</td>
</tr>
<tr>
<td>ESLA 3565 Strategies for Success in Credit ESL</td>
<td>85</td>
</tr>
<tr>
<td>Total Hours</td>
<td>170</td>
</tr>
</tbody>
</table>

ESL Intermediate High Reading Noncredit Certificate
The certificate enables students to understand essential points of authentic written material in special fields of interest. Students can communicate about a variety of topics using appropriate syntax based upon a variety of reading topics.
Learning Outcomes
Upon completion of this certificate, students will be able to:

- Identify main points or key information from written or spoken material.
- Demonstrate understanding of authentic reading materials on common topics and interpret the meaning of readings on specialized topics.
- Interpret, evaluate and criticize written and spoken materials.
- Recognize and discuss implicit information and inferences.

Students may obtain an ESL Intermediate High Reading Noncredit ESL Certificate upon successful completion of any of the following courses.

Courses Required for the Certificate of Completion in ESL Intermediate High Reading

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLF 3788 Reading-Intermediate High</td>
<td>85</td>
</tr>
<tr>
<td>ESLN 3800 Intermediate High 8</td>
<td>175</td>
</tr>
<tr>
<td>ESLF 3581 Vocabulary Power</td>
<td>175</td>
</tr>
<tr>
<td>ESLF 3002 Current Events</td>
<td>85</td>
</tr>
<tr>
<td>Total Hours</td>
<td>85-175</td>
</tr>
</tbody>
</table>

ESL Advanced Low 9 Noncredit Certificate

These courses in English as a Second Language develop and expand ESL Advanced Low 9 English skills.

Learning Outcomes
Upon completion of this certificate, students will be able to:

- Engage in casual and extended conversation about a variety of topics with increasing fluency and control of complex grammatical patterns.
- Demonstrate comprehension of authentic materials on abstract topics in familiar contexts as well as descriptions and narrations of factual material.
- Demonstrate ability to write compositions on familiar material using appropriate structures and forms.

Students may obtain a Certificate of Completion in ESL Advanced Low 9 upon successful completion of ESLN 3900 and any of the following courses.

Courses Required for the Certificate of Completion in ESL Advanced Low 9

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3900 Advanced Low 9</td>
<td>175</td>
</tr>
</tbody>
</table>

And any one of the following

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLA 3012 Test of English as a Foreign Language (TOEFL) Test Preparation</td>
<td>25</td>
</tr>
<tr>
<td>ESLF 3790 Storytelling for ESL Students</td>
<td>85</td>
</tr>
<tr>
<td>ESLF 3791 ESL Through Story-Based Video and TV</td>
<td>85</td>
</tr>
<tr>
<td>Total Hours</td>
<td>200-260</td>
</tr>
</tbody>
</table>

Vocational ESL Programs

ESL Beginning Workplace Skills Noncredit Certificate

This is an ESL Beginning Workplace Skills certificate. Students further develop and expand their knowledge of beginning English skills.

Learning Outcomes
Upon completion of this certificate, students will be able to:

- Demonstrate ability to follow basic oral and written instructions to complete simple assignments and exercises.
- Demonstrate ability to type and to proofread original or adapted ESL level-appropriate personal business letter.
- Demonstrate ability to read, write, and pronounce vocabulary involved in the use of fractions, decimals, percents and measurement operations.
- Use appropriate English vocabulary, sentence structure, and mechanics to complete online job applications and to compose online resumes.

Students may obtain a Certificate of Completion in ESL Beginning Workplace Skills upon successful completion of any two of the following courses.

Courses Required for the Certificate of Completion in ESL Beginning Workplace Skills

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLB 3822 Keyboarding for ESL Students</td>
<td>180</td>
</tr>
<tr>
<td>ESLB 4822 ESL Keyboarding</td>
<td>85</td>
</tr>
<tr>
<td>ESL 3020 ESL Skills Computer Lab</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 4823 Online Job Search Skills for ESL</td>
<td>40</td>
</tr>
<tr>
<td>Total Hours</td>
<td>130-270</td>
</tr>
</tbody>
</table>

ESL for Health Professionals Noncredit Certificate

Requirements for the Certificate of Completion. The Certificate of Completion in ESL for Health Professionals provides immigrant and non-native English speakers, current and protective health care/community health employers, and others documented evidence of completion of three courses in an accelerated program in English communication for the healthcare workplace.

Learning Outcomes
Upon completion students will have an upper intermediate English language proficiency level and will have acquired communicative and cultural competencies that will help them succeed in the field of healthcare.

Upon completion of this certificate, students will be able to:

- Explore career goals and tools to assist them in advancing their career in health.
- Use appropriate language skills with patients and co-workers.
- Examine current issues in the field of medicine and health care.
- Apply strategies for recognizing and including cultural beliefs and values, as they relate to health and health care.

Courses Required for the Certificate of Completion in ESL for Health Professionals

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3842 Healthcare Communication I</td>
<td>105</td>
</tr>
<tr>
<td>ESLV 3843 Healthcare Communication II</td>
<td>105</td>
</tr>
<tr>
<td>ESLV 3844 Healthcare Communication III</td>
<td>105</td>
</tr>
<tr>
<td>Total Hours</td>
<td>315</td>
</tr>
</tbody>
</table>

Beginning Low VESL Communication Noncredit Certificate

This is a Beginning Low Vocational ESL certificate. These courses in English as a Second Language will provide language skills for students with little or no English language skills.

Learning Outcomes
Upon completion of this certificate, students will be able to:
Upon completion of this certificate, students will be able to:
- Demonstrate basic understanding of health and safety in the workplace.
- Recognize basic employee rights in the U.S. workplace.
- Effectively communicate with co-workers and supervisors on-the-job.

Students may obtain a Certificate of Completion in Beginning VESL Communication upon successful completion of any of the following courses.

**Courses Required for the Certificate of Completion in Beginning Low VESL for Communication**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3841 Beginning VESL Communication</td>
<td>175</td>
</tr>
<tr>
<td>ESLV 4841 Job Preparation - Low Beginning</td>
<td>85</td>
</tr>
<tr>
<td>ESLV 4842 ESL for Work-Low Beginning</td>
<td>85</td>
</tr>
<tr>
<td>ESLV 3836 ESL for Customer Service</td>
<td>85</td>
</tr>
<tr>
<td>Total Hours</td>
<td>85-175</td>
</tr>
</tbody>
</table>

**Beginning Low VESL for Housekeeping Workers Noncredit Certificate**

This is a Beginning Low Vocational ESL certificate. These courses in English as a Second Language will provide language skills for students with little or no English language skills.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:
- Describe housekeeping products and methods.
- Communicate effectively in a job interview and about housekeeping work.
- Explain health and safety procedures as they apply to housekeeping work.
- Understand basic employer/employee relations such as elder care issues.

Students may obtain a Certificate of Completion in Beginning Low VESL for Housekeeping Workers upon successful completion of either ESLV 3806 or ESLV 3807 and any of the following courses.

**Courses Required for the Certificate of Completion in Beginning Low VESL for Housekeeping Workers**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3806 ESL for Housekeeping</td>
<td>88-105</td>
</tr>
<tr>
<td>or ESLV 3807 Housekeeping ESL</td>
<td></td>
</tr>
<tr>
<td>And any one of the following</td>
<td></td>
</tr>
<tr>
<td>ESLV 3841 Beginning VESL Communication</td>
<td>175</td>
</tr>
<tr>
<td>ESLV 4841 Job Preparation - Low Beginning</td>
<td>85</td>
</tr>
<tr>
<td>ESLV 4842 ESL for Work-Low Beginning</td>
<td>85</td>
</tr>
<tr>
<td>ESLV 3836 ESL for Customer Service</td>
<td>85</td>
</tr>
<tr>
<td>Total Hours</td>
<td>173-280</td>
</tr>
</tbody>
</table>

**Beginning VESL for Construction Workers Noncredit Certificate**

This is a Beginning Vocational ESL certificate. These courses in English as a Second Language develop and expand beginning English skills.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:
- Identify and correctly pronounce the names of basic tools and equipment.
- Demonstrate general safety practices.

Students may obtain a Certificate of Completion in ESL Beginning VESL for Construction Workers upon successful completion of ESLV 3832 and any of the following courses.

**Courses Required for the Certificate of Completion in Beginning VESL for Construction Workers**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3832 ESL for Construction</td>
<td>85</td>
</tr>
<tr>
<td>And any one of the following</td>
<td></td>
</tr>
<tr>
<td>ESLV 3800 ESL for the Workplace</td>
<td>85</td>
</tr>
<tr>
<td>ESLV 3801 Workplace Communication</td>
<td>175</td>
</tr>
<tr>
<td>ESLV 4822 Workplace Conversation Strategies</td>
<td>40</td>
</tr>
<tr>
<td>ESLV 5822 Workplace Conversations</td>
<td>22.5</td>
</tr>
<tr>
<td>Total Hours</td>
<td>107.5-350</td>
</tr>
</tbody>
</table>

**Beginning VESL for Janitorial Workers Noncredit Certificate**

This is a Beginning Vocational ESL certificate. These courses in English as a Second Language develop and expand beginning English skills.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:
- Identify and pronounce names of basic equipment and tools.
- Demonstrate understanding of basic janitorial terminology.
- Understand general safety practices.
- Demonstrate understanding of basic workers’ rights on the job.
- Effectively communicate with co-workers and supervisors on-the-job.

Students may obtain a Certificate of Completion in Beginning VESL for Janitorial Workers upon successful completion of ESLV 3816 or ESLV 4816 and any of the following courses.

**Courses Required for the Certificate of Completion in Beginning VESL for Janitorial Workers**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3816 ESL for Janitorial Workers</td>
<td>85-175</td>
</tr>
<tr>
<td>or ESLV 4816 ESL for Janitors</td>
<td></td>
</tr>
<tr>
<td>And any one of the following</td>
<td></td>
</tr>
<tr>
<td>ESLV 3800 ESL for the Workplace</td>
<td>85</td>
</tr>
<tr>
<td>ESLV 3801 Workplace Communication</td>
<td>175</td>
</tr>
<tr>
<td>ESLV 4822 Workplace Conversation Strategies</td>
<td>40</td>
</tr>
<tr>
<td>ESLV 5822 Workplace Conversations</td>
<td>22.5</td>
</tr>
<tr>
<td>Total Hours</td>
<td>107.5-350</td>
</tr>
</tbody>
</table>

**Beginning VESL for the Hospitality Industry Noncredit Certificate**

This is a Beginning Vocational ESL certificate. These courses in English as a Second Language develop and expand beginning English skills.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:
- Identify and pronounce names of basic tools and equipment in the hospitality industry.
- Demonstrate understanding of general safety practices.
- Effectively communicate with co-workers and supervisors on-the-job.
Upon completion of this certificate, students will be able to:

**Learning Outcomes**
- Demonstrate understanding of terms in the childcare/early childhood development/early education fields.
- Practice and apply oral skills to present children's books, fingerplays, songs and nursery rhymes aloud.
- Analyze a variety of work and social situations on the job and respond appropriately.
- Clarify basic construction tasks through asking and answering appropriate questions related to tasks.
- Apply understanding of Child Development (CDEV) terms to describe children's interactions and assess individual children in a classroom setting.

Students may obtain a Certificate of Completion in Beginning VESL for the Hospitality Industry upon successful completion of ESLV 3814 or ESLV 3827 and any of the following courses.

**Courses Required for the Certificate of Completion in Beginning VESL for Hospitality Industry**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3814 ESL for Chinese Cooking or ESLV 3827 ESL for Hotel/Service Workers</td>
<td>85</td>
</tr>
<tr>
<td>And any one of the following</td>
<td></td>
</tr>
<tr>
<td>ESLV 3800 ESL for the Workplace</td>
<td>85</td>
</tr>
<tr>
<td>ESLV 3801 Workplace Communication</td>
<td>175</td>
</tr>
<tr>
<td>ESLV 4822 Workplace Conversation Strategies</td>
<td>40</td>
</tr>
<tr>
<td>ESLV 5822 Workplace Conversations</td>
<td>22.5</td>
</tr>
<tr>
<td>Total Hours</td>
<td>107.5-260</td>
</tr>
</tbody>
</table>

**Intermediate VESL for Biotech Workers Noncredit Certificate**

This certificate develops and expands ESL Intermediate level verbal communication skills for jobs as biotech workers. These courses in English as a Second Language develop and expand intermediate English skills.

**Learning Outcomes**
- Compose business messages, memoranda, reports, letters and resumes.
- Respond appropriately to basic orders, requests, and directions used in clerical jobs.
- Use basic telephone knowledge, common phrases and appropriate etiquette in answering/making office phone calls and taking phone messages.
- Apply job search skills to looking for clerical work.

Students may obtain an Intermediate VESL for Biotech Workers Noncredit Certificate of Completion upon successful completion of ESLV 3840 and any of the following courses.

**Courses Required for the Certificate of Completion in Intermediate VESL for Biotech Workers**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3840 VESL for the Biotech Industry</td>
<td>90</td>
</tr>
<tr>
<td>And any one of the following</td>
<td></td>
</tr>
<tr>
<td>ESLV 3800 ESL for the Workplace</td>
<td>85</td>
</tr>
<tr>
<td>ESLV 4822 Workplace Conversation Strategies</td>
<td>40</td>
</tr>
<tr>
<td>ESLV 5822 Workplace Conversations</td>
<td>22.5</td>
</tr>
<tr>
<td>Total Hours</td>
<td>112.5-175</td>
</tr>
</tbody>
</table>

**Intermediate VESL for Clerical Workers Noncredit Certificate**

This certificate develops and expands ESL Intermediate level verbal communication skills for jobs as clerical workers. These courses in English as a Second Language develop and expand intermediate English skills.

**Learning Outcomes**
- Compose business messages, memoranda, reports, letters and resumes.
- Respond appropriately to basic orders, requests, and directions used in clerical jobs.
- Use basic telephone knowledge, common phrases and appropriate etiquette in answering/making office phone calls and taking phone messages.
- Apply job search skills to looking for clerical work.

Students may obtain an Intermediate VESL for Clerical Workers Noncredit Certificate of Completion upon successful completion of ESLV 3804 and any of the following courses.

**Courses Required for the Certificate of Completion in Intermediate VESL for Clerical Workers**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3804 VESL for Clerical Workers</td>
<td>175</td>
</tr>
<tr>
<td>And any one of the following</td>
<td></td>
</tr>
<tr>
<td>ESLV 3828 Business Writing for ESL</td>
<td>85</td>
</tr>
<tr>
<td>ESLV 3819 Social Communication</td>
<td>85</td>
</tr>
<tr>
<td>Total Hours</td>
<td>260</td>
</tr>
</tbody>
</table>

**Intermediate VESL for Construction Workers Noncredit Certificate**

This certificate develops and expands ESL Intermediate level verbal communication skills for jobs in the construction trades.

**Learning Outcomes**
- Demonstrate understanding of basic construction terms and tasks in listening, speaking, reading and writing activities.
- Demonstrate general safety practices through listening, speaking and reading, activities.
- Clarify basic construction tasks through asking and answering appropriate questions related to tasks.
Students may obtain an Intermediate VESL for Construction Workers Noncredit Certificate upon successful completion of ESLV 3831 and any of the following courses.

Courses Required for the Certificate of Completion in Intermediate VESL for Construction Workers

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3831 ESL for Construction Workers</td>
<td>175</td>
</tr>
<tr>
<td>And any one of the following</td>
<td></td>
</tr>
<tr>
<td>ESLV 3800 ESL for the Workplace</td>
<td>85</td>
</tr>
<tr>
<td>ESLV 4822 Workplace Comm. Strategies</td>
<td>40</td>
</tr>
<tr>
<td>ESLV 5822 Workplace Conversations</td>
<td>22.5</td>
</tr>
<tr>
<td>Total Hours</td>
<td>197.5-260</td>
</tr>
</tbody>
</table>

Intermediate VESL for Health Workers Noncredit Certificate

This certificate develops and expands ESL Intermediate level verbal communication skills for jobs as health workers. These courses in English as a Second Language develop and expand intermediate English skills.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Demonstrate general knowledge of health care settings, terminology and staff.
- Communicate effectively with workers in a medical setting, including use of small talk and idioms.
- Recognize and demonstrate an awareness of cultural and gender diversity in a medical environment.

Students may obtain an Intermediate VESL for Health Workers Non-Credit Certificate upon successful completion of any of the following courses.

Courses Required for the Certificate of Completion in Intermediate VESL for Health Workers

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 5830 ESL for Health Workers</td>
<td>85</td>
</tr>
<tr>
<td>ESLV 3830 Comm. Skills for Health Workers</td>
<td>175</td>
</tr>
<tr>
<td>ESLV 4830 ESL for Health Workers-A</td>
<td>85</td>
</tr>
<tr>
<td>ESLV 4831 ELS for Health Workers-B</td>
<td>85</td>
</tr>
<tr>
<td>ESLV 4839 Computer VESL-Health Workers</td>
<td>22.5</td>
</tr>
<tr>
<td>Total Hours</td>
<td>22.5-175</td>
</tr>
</tbody>
</table>

Intermediate VESL for Hospitality Workers Noncredit Certificate

This is an Intermediate VESL certificate. These courses in English as a Second Language develop and expand intermediate English skills.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Effectively communicate with co-workers and supervisors on-the-job.
- Identify and demonstrate health and safety practices.

Students may obtain a Certificate of Completion in Intermediate VESL for Hospitality Workers upon successful completion of any two of the following courses.

Courses Required for the Certificate of Completion in Intermediate VESL for Hospitality Workers

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3822 ESL for Customer Service Employees</td>
<td>85</td>
</tr>
<tr>
<td>ESLV 3808 ESL for Culinary Workers</td>
<td>85</td>
</tr>
<tr>
<td>ESLV 3835 VESL for Banquet Servers</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 3824 VESL for Food Service/Hospitality</td>
<td>175</td>
</tr>
<tr>
<td>ESLV 3800 ESL for the Workplace</td>
<td>85</td>
</tr>
<tr>
<td>ESLV 4822 Workplace Conversation Strategies</td>
<td>40</td>
</tr>
<tr>
<td>ESLV 5822 Workplace Conversations</td>
<td>22.5</td>
</tr>
<tr>
<td>Total Hours</td>
<td>62.5-265</td>
</tr>
</tbody>
</table>

Intermediate VESL for Job Searching Noncredit Certificate

This is an Intermediate VESL certificate. These courses in English as a Second Language develop and expand intermediate English skills.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Demonstrate ability to describe one's training, education, experience, skills, and interests in an interview.
- Interpret job want-ads, announcements, and descriptions.
- Compare some cultural values and attitudes in the United States towards work with those in the student's native country.

Students may obtain a Certificate of Completion in Intermediate VESL Skills for Job Searching upon successful completion of ESLV 3823 and any of the following courses.

Courses Required for the Certificate of Completion in Intermediate VESL Skills for Job Searching

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3823 ESL for Job Searching</td>
<td>85</td>
</tr>
<tr>
<td>And any one of the following</td>
<td></td>
</tr>
<tr>
<td>ESLV 3800 ESL for the Workplace</td>
<td>85</td>
</tr>
<tr>
<td>ESLV 4822 Workplace Conversation Strategies</td>
<td>40</td>
</tr>
<tr>
<td>ESLV 4823 Online Job Search Skills for ESL</td>
<td>40</td>
</tr>
<tr>
<td>ESLV 5822 Workplace Conversations</td>
<td>22.5</td>
</tr>
<tr>
<td>Total Hours</td>
<td>107.5-170</td>
</tr>
</tbody>
</table>

Vocational ESL Office Training Noncredit Certificate

This certificate of completion 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).

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Demonstrate understanding of basic office technology and procedures.
- Respond appropriately to basic orders, requests, and directions used in clerical jobs.
- Demonstrate understanding of general office work culture through critical thinking and problem-solving activities.
- Apply job search skills for finding clerical work.
Admission Requirements. Completion of Intermediate Low 5 (ESLN 3500 or 3505); typing (25 wpm or with permission of instructor).

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). Length of Program: 810 hours

Courses Required for the Certificate of Completion in Vocational ESL
Office Training

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3804 VESL for Clerical Clerks</td>
<td>175</td>
</tr>
<tr>
<td>ESLV 3801 Workplace Communication or ESLV 3819 Social Communication and ESLV 3829 Computer VESL-High Int.</td>
<td>170-175</td>
</tr>
<tr>
<td>BOSS 5503 Keyboarding-All Levels or BOSS 5502 Clerical Keyboarding or ESLV 3822 Keyboarding for ESL Students</td>
<td>180</td>
</tr>
<tr>
<td>BOSS 5507 Data Entry/10-Key or BOSS 2500 Bus. Math with Spreadsheets</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 3821 Intro to Computers for ESL-Intermediate or COMP 9857 MS Office Business Appl. with Simulated Projects</td>
<td>90</td>
</tr>
</tbody>
</table>

Electives (Selected from below) 90

Elective Courses:

- COMP 9857 MS Office Business Appl. with
  - Simulated Projects (if ESLV 3821 before) 90
- COMP 9901 Microsoft Access for Business I 45
- ESLV 3832 ESL for Job Searching 85
- WOPR 9486 Microsoft Word for Business I 45

Total Hours 750-800

Noncredit Courses

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

ESL, Academic

ESLA 3012. Test of English as a Foreign Language Test Preparation (25 hrs)

Advisement: Completion of ESLN 3600 (Intermediate Low 6)

Development of test-taking skills essential for success in taking TOEFL exams. Sample tests of Listening, Grammar and Reading sections administered.

ESLA 3565. Strategies for Success in Credit ESL (85 hrs)

Advisement: Completion of ESLN 3400 (Beginning Low 4)

Intermediate non-credit ESL students will develop the writing and composition skills needed for composition assignments in credit ESL classes. Academic level listening strategies and note-taking skills will prepare students for academic oral participation and presentations. Students will learn in-class test-taking strategies.

ESL, Bridge

Grades of P/NP are offered for ESLB courses.

ESLB 3821. Introduction to Computers for ESL-Intermediate (90 hrs)

Advisement: Completion of ESLN 3400

Introduction to computer skills for intermediate level ESL students. Overview of computer components and terminology. Introduction to applications such as word processing, Internet, e-mail, spreadsheets, presentation and other software. English reading, writing, speaking and listening skills are developed through a variety of computer projects and interactive classroom work.

ESLB 3822. Keyboarding for ESL Students (180 hrs)

Advisement: Completion of ESLN 3100

Reinforcement of language skills through introduction to keyboarding with materials and lessons especially adapted for ESL students. Development of keyboarding skills for speed and accuracy. Student will write a short personal business letter.

ESLB 4821. Introduction to Computers for ESL-Intermediate (40 hrs)

Advisement: Completion of ESLN 3400 (Beginning High 4)

A short introductory course in computer skills for intermediate level ESL students. Computer terminology related to word processing, spreadsheets, and database applications are introduced. Intermediate reading and writing skills are used to create and edit a few documents, worksheets and data reports, using simple software.

ESLB 4822. ESL Keyboarding (85 hrs)

Advisement: Completion of ESLN 3100 (Beginning Low 1)

Reinforcement of beginning English language skills through introduction to computer keyboarding with materials and lessons especially adapted for ESL students. Development of keyboarding skills for speed and accuracy.

ESL, Citizenship

ESLC 3030. ESL Citizenship - Literacy (85 hrs)

Advisement: Completion of ESLN 3100 (Literacy A)

ESL literacy students prepare for the U.S. Citizenship test given by the Department of Immigration and Naturalization Services. Speaking, listening, reading and writing skills at the basic literacy level are applied to answering test questions on personal information, U.S. history, government and the Constitution.

ESLC 3031. ESL Citizenship (85 hrs)

Advisement: Completion of ESLN 3100 (Beginning Low 1)

Preparation for the U.S. Citizenship test given by the Department of Immigration and Naturalization Services. Speaking, listening, reading and writing skills applied to answering test questions on U.S. history, government and the Constitution.

ESLC 3032. ESL/Citizenship for Multi-Level 1-4 (85 hrs)

Advisement: Literate in Native Language

ESL learners prepare for the U.S. Citizenship test given by the Department of Immigration and Naturalization Services. Beginning English speaking, listening, reading and writing skills applied to answering test questions on personal information, U.S. history, government and the Constitution.

ESLC 3033. ESL Citizenship Multi-Level 5-8 (85 hrs)

Advisement: Completion of ESLN 3400 or ESLC 3032 (Beginning High 4)

Preparation for the U.S. Citizenship test given by the Department of Immigration and Naturalization Services for ESL Levels 5-8 students. Intermediate speaking, listening, reading, and writing skills are applied to answer test questions on personal information, U.S. history, government, and the Constitution.

ESLC 4032. ESL Citizenship Multi-Level 1-4 (40 hrs)

Advisement: Literate in Native Language

ESL learners receive minimal preparation for the U.S. Citizenship test
given by the Department of Immigration and Naturalization Services. Beginning speaking and listening are emphasized for accurate responses to test questions. Learners also practice written responses.

**ESLF 4033. Citizenship 5-8 Listening/Speaking (40 hrs)**
*Advise: Completion of ESLN 3400 (Beginning High 4)*
ESL learners receive preparation for the U.S. Citizenship test given by the Department of Immigration and Naturalization Services. Intermediate speaking and listening are emphasized for accurate response to test questions and discussions about current events.

### ESL, Focus

**ESLF 3000. Native Language Literacy (175 hrs)**
Development of literacy skills in native language. Emphasis on reading, writing, math and basic education. 1-6 semesters depending on mastery of course objectives.

**ESLF 3001. ESL Women’s Issues (85 hrs)**
*Advise: Completion of ESLN 3500 or equivalent language ability*
Development of listening, speaking, reading, and writing skills through 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 (85 hrs)**
*Advise: 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 3005. Writing With a Computer - Intermediate (85 hrs)**
*Advise: Completion of ESLN 3400 (Beginning High 4)*
Writing skills and the computer skills necessary to compose on a computer are taught. All parts of the writing process - brainstorming, writing outlines, revising and editing. Computer terminology, word processing, spreadsheet documents, drawing and navigating the Internet are included.

**ESLF 3006. Computer Assisted ESL (175 hrs)**
*Advise: Completion of ESLN 3400, ESLF 3056, ESLF 3556 or equivalent language ability*
Intermediate level ESL listening, speaking, reading and writing skills expanded and developed through more extensive group computer projects in an interactive classroom environment. Instruction includes computer terminology and development and application of computer skills to a variety of projects.

**ESLF 3007. Computer Assisted ESL - Beginning Low (85 hrs)**
*Advise: Completion of ESLN 3010, ESLF 3057 or equivalent language ability*
Beginning level ESL listening, speaking, reading and writing skills are expanded and developed through group computer projects in an interactive classroom environment. Aural development, oral readiness and reading readiness are stressed. Computer terminology and basic computer skills are included.

**ESLF 3008. Computer Assisted ESL - Beginning High (85 hrs)**
*Advise: Completion of ESLN 3200 (Beginning Low 2), ESLF 3058CALL-BH (45) or equivalent language ability*
Beginning level ESL listening, speaking, reading and writing skills expanded and developed through group computer projects. Aural development, oral readiness and reading readiness stressed. Computer terminology and basic computer skills.

**ESLF 3011. English Through Song Lyrics (85 hrs)**
*Advise: Completion of ESLN 3300 (Beginning Low 3)*
Using English-language music to learn listening, reading, writing, and conversational skills and grammar, and to develop awareness of American culture.

**ESLF 3020. ESL Skills Computer Lab (6-90 hrs)**
*Advise: Completion of ESLN 3100 (Beginning Low 1)*
Designed to meet the needs of ESL students at various levels. Development of speaking, listening, reading, writing and basic computer skills through the use of computer-assisted language learning software, writing on the computer, Internet and other software programs.

**ESLF 3126. Listening-Beginning Low (85 hrs)**
*Advise: Literate in native language*
Beginning low listening comprehension is developed. This course develops basic listening skills. Students learn frequently spoken words, phrases, simple learned expressions and questions.

**ESLF 3127. Speaking - Beginning Low (85 hrs)**
*Advise: Literate in native language*
Speaking skills for Beginning low ESL students. Communicate survival needs using very simple learned phrases and sentences. Engage in limited conversations.

**ESLF 3128. Reading-Beginning Low (85 hrs)**
*Advise: Literate in native language*
Beginning low reading skills are developed. This course includes recognition of numbers and letters. Students construct meaning from simple print materials on familiar topics.

**ESLF 3129. Writing - Beginning Low (85 hrs)**
*Advise: Literate in native language*
Beginning low writing skills developed. Basic mechanics such as punctuation and capitalization are emphasized. Most content is dictated, substituted, completed or copied from other sources. Writing intended primarily to facilitate and reflect learning of spoken language.

**ESLF 3144. Pronunciation, Beginning (85 hrs)**
*Advise: Completion of ESLN 3200 (Literacy B)*
Development of basic pronunciation skills through understanding of English sounds. Rhythm, stress, and intonation are introduced.

**ESLF 3346. Listening - Beginning High (85 hrs)**
*Advise: Completion of ESLN 3200 or equivalent language ability*
Beginning High listening comprehension skills are emphasized. Learners comprehend spoken English containing some unfamiliar words when used in familiar contexts and can participate in simple conversations.

**ESLF 3347. Speaking - Beginning High (85 hrs)**
*Advise: Completion of ESLN 3200 or equivalent language ability*
High Beginning speaking skills are emphasized in this course. Learners communicate about basic needs and common activities and participate in basic conversations in routine social situations.
ESLF 3348. Reading - Beginning High (85 hrs)
*Advise: 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. Learners read some authentic materials dealing with everyday topics.

ESLF 3349. Writing - Beginning High (85 hrs)
*Advise: Completion of ESLN 3200 or equivalent language ability*
Beginning High writing skills are emphasized. Use of correct mechanics and formatting are expanded. Learners generate sentences into short, loosely organized paragraphs related to survival skills and personal topics. Short messages or notes are produced.

ESLF 3566. Listening - Intermediate Low (85 hrs)
*Advise: Completion of ESLN 3400 (Beginning High 4)*
Intermediate Low listening focus course. Comprehend spoken English containing some unfamiliar words in mostly familiar contexts. Understand and respond to another speaker in increasingly extended conversations on familiar topics.

ESLF 3567. Speaking - Intermediate Low (85 hrs)
*Advise: Completion of ESLN 3400 (High Beginning 4)*
Intermediate Low speaking focus. Comprehend spoken English containing some unfamiliar words well enough to respond to another speaker in increasingly extended conversations on familiar topics and in some unfamiliar contexts. Communicate about topics beyond survival needs including giving a brief oral presentation.

ESLF 3568. Reading - Intermediate Low (85 hrs)
*Advise: Completion of ESLN 3400 (High Beginning 4)*
Intermediate Low reading focus course. Comprehend written English containing some unfamiliar words. Use an increasing variety of word analysis skills to determine the meaning of new words. Learners read simplified materials on familiar subjects and use visual, graphic and contextual clues to help comprehend authentic materials.

ESLF 3569. Writing - Intermediate Low (85 hrs)
*Advise: Completion of ESLN 3400 (High Beginning 4)*
Longer written work produced in less controlled tasks with expanded vocabulary and sentence style. Paragraph development and methods of organization introduced. Work revised and edited from peer-group response and/or teacher feedback.

ESLF 3581. Vocabulary Power (175 hrs)
*Advise: 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 (85 hrs)
*Advise: Completion of ESLN 3400 or equivalent language ability*
Pronunciation skills are practiced and 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 (175 hrs)
*Advise: 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 (85 hrs)
*Advise: Completion of ESLN 3700 (Intermediate High 7)*
Intermediate High listening focus course. Learners will comprehend essential points of spoken English on topics in special fields of interest. Learners will understand and respond to another speaker in conversations on unfamiliar topics.

ESLF 3787. Speaking - Intermediate High (85 hrs)
*Advise: Completion of ESLN 3600 (Intermediate High 7)*
Intermediate High speaking focus. Learners communicate about a variety of topics. Learners engage in extended conversations and interviews except for highly specialized subjects. Learners can adjust language to the level of formality needed to converse and can clarify utterances in order to be understood by the general public.

ESLF 3788. Intermediate High (85 hrs)
*Advise: Completion of ESLN 3700 (Intermediate High 7)*
Intermediate High reading focus course. Comprehend authentic written English on common topics. Use a variety of word analysis skills to determine the meaning of new words in context on familiar topics and in specialized materials. Learners draw conclusions from authentic materials on familiar topics.

ESLF 3789. Writing - Intermediate High (85 hrs)
*Advise: Completion of ESLN 3700 (Intermediate High 7)*
Intermediate High writing focus course. Learners write brief compositions about previously discussed topics. Learners write routine correspondence with increasing complexity of organization and detail.

ESLF 3790. Storytelling for ESL Students (85 hrs)
*Advise: Completion of ESL Low Intermediate 6*
Focus on the creative use of the English language through performance exercises, the telling of various tales from different cultures, and the oral creation of original stories to improve narrative and communication skills at the high intermediate level.

ESLF 3791. ESL Through Story-Based Video and TV (85 hrs)
*Advise: Completion of ESLN 3600 (Intermediate Low 6)*
Development of intermediate listening and speaking skills through viewing of story-based videos and TV programs such as episodes of soap operas, sit-coms and dramas.

ESLF 4006. Intermediate CALL (90 hrs)
*Advise: Completion of ESLN 3400 or equivalent language level*
Intermediate level English as a Second Language (ESL) listening, speaking, reading and writing skills are expanded and further developed in an interactive computer lab. Learners are introduced to basic computer terminology and English language learning software. Students participate in short in-class group projects.

ESLF 4007. Beginning Low CALL (40 hrs)
*Advise: Completion of ESLN 3010*
Low beginning level English as a Second Language (ESL) listening, speaking, reading and writing skills are developed through a limited number of computer-assisted ESL language learning activities in an
ESL computer lab. Computer vocabulary and activities are the focus of
beginning ESL listening and speaking conversational skills.

ESLF 4008. Beginning High CALL (45 hrs)
*Advisement: Completion of ESLN 3200 (Beginning Low 2)*
Beginning high level English as a Second Language (ESL) listening,
speaking, reading and writing skills are further developed through ESL
language learning computer software in an ESL computer lab. Group
projects will encourage listening and speaking skills.

ESLF 4127. Beginning Low Conversation (40 hrs)
*Advisement: Literate in native language*
Beginning low speaking and listening conversational skills are empha-
sized. Learners begin to communicate about common activities and
engage in short, simple conversations.

ESLF 4347. Conversation-Beginning High (40 hrs)
*Advisement: Completion of ESLN 3200 (Beginning Low 2)*
Beginning high speaking and listening conversational skills are empha-
sized. Learners communicate about common activities and participate
in simple conversations in routine social situations.

ESLF 4567. Intermediate Low Conversation (40 hrs)
*Advisement: Completion of ESLN 3400 (Beginning High 4)*
Intermediate low speaking and listening skills are emphasized. Students
participate in conversations on some unfamiliar topics beyond survival needs. Students begin to discuss authentic written
materials on familiar subjects.

ESLF 4569. Writing - Intermediate Low (45 hrs)
*Advisement: 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 4787. Intermediate High Conversation (40 hrs)
*Advisement: Completion of ESLN 3600 (Intermediate Low 6)*
Intermediate high speaking and listening skills are emphasized. Students
participate in extended conversations on a variety of topics. Students are
able to read and discuss authentic material on common topics.

ESLF 5006. Computer-Assisted ESL Projects (40 hrs)
*Advisement: Completion of ESLN 3400 (Beginning High 4)*
Intermediate level ESL listening, speaking, reading, and writing skills
are expanded through selected group computer projects. Students are
exposed to computer vocabulary and basic skills which can be used as
a basis for further study.

**ESL, Noncredit General**

ESLN 3010. ESL Literacy-A (175 hrs)
*Advisement: Semi-literate in native language*
Orientation to the classroom and development of ESL literacy skills. Emphasis on oral English for survival and development of pre-reading
and pre-writing skills.

ESLN 3015. ESL Literacy A (85 hrs)
*Advisement: Semi-literate in native language*
Orientation to classroom procedures and development of ESL literacy
skills. Emphasis on oral English for classroom and basic survival.

ESLN 3016. ESL Literacy A - Reading/Writing (85 hrs)
*Advisement: Semi-literate in native language*
Development of ESL literacy skills. Survival listening and pronunciation
skills are included. Emphasis is on pre-reading and pre-writing
survival skills.

ESLN 3020. ESL Literacy B (175 hrs)
*Advisement: Semi-literate in native language*
Development of ESL literacy skills. Emphasis on English sound/symbol
correspondence, reading and writing simple English sentences.

ESLN 3100. Beginning Low 1 (175 hrs)
*Advisement: Literate in native language*
Beginning Low 1 students develop language skills and a general under-
standing of the content in simple written and spoken English. Students
practice language for daily survival and participate in common social
exchanges. Students learn to copy and print simple sentences.

ESLN 3105. Beginning Low 1 - A (85 hrs)
*Advisement: Literate in native language*
Beginning Low 1 English language skills. Students are introduced to
language for daily survival and common social conversations. Students
learn to print learned material.

ESLN 3106. Beginning Low 1-Reading/Writing (85 hrs)
*Advisement: Literate in native language*
Beginning Low 1 students are introduced to simple written English.
Students copy and print phrases and simple sentences from previously
learned material. Students continue to practice language for
daily survival and expand their ability to participate in common social
exchange.

ESLN 3140. Beginning 1-4 Multi-level (175 hrs)
*Advisement: Literate in native language*
Designed to meet the needs of students with various levels of begin-
ning English proficiency. Comprehend spoken English in familiar
contexts. Communicate about common activities and participate in
basic conversations in routine social situations. Generate sentences
related to survival skills and personal topics.

ESLN 3145. Beginning 1-4 Multi-level - L/S (85 hrs)
*Advisement: Literate in native language*
Designed to meet the needs of students with various levels of begin-
ning English proficiency. Comprehension of spoken English in familiar
contexts and communication related to basic needs and common is
emphasized. Participation in basic conversations in routine social situa-
tions is included. Basic reading skills and sentence writing related to
survival skills and personal topics is introduced.

ESLN 3146. Beginning 1-4 Multi-Level - Reading/Writing (85 hrs)
*Advisement: Literate in native language*
Designed to meet the needs of students with various levels of begin-
ning English proficiency. Basic reading skills and sentence writing
related to survival skills and personal topics are emphasized. Participation in basic conversations in routine social situations is
included.

ESLN 3150. Beginning Low 1-2 Intensive (175 hrs)
*Advisement: Literate in native language*
Beginning Low accelerated course. Students learn basic language skills
including frequently used spoken words, simple expressions and ques
tions in familiar contexts. Survival needs listening comprehension, oral communication, reading readiness are included. Pre-writing skills are introduced.

ESLN 3200. Beginning Low 2 (175 hrs)
Advise: Completion of ESLN 3100 (Beginning Low 1)
Beginning Low 2 students further develop and expand their knowledge of beginning low English skills. Students learn language for daily needs and limited participation in common social conversations. Aural development, oral readiness, and reading readiness are emphasized. Simple writing practice is introduced.

ESLN 3205. Beginning Low 2 (85 hrs)
Advise: Completion of ESLN 3100 (Beginning Low 1)
Beginning Low 2 students further develop and expand their knowledge of beginning low English skills. Students learn language for daily needs and limited participation in common social conversations. Listening, speaking and pronunciation skills are emphasized.

ESLN 3206. Beginning Low 2 - Reading/Writing (85 hrs)
Advise: Completion of ESLN 3100 (Beginning Low 1)
Beginning Low 2 students further develop and expand their knowledge of beginning low English skills. Students learn language for daily needs and limited participation in common social conversations. Reading readiness is emphasized and simple writing practice is introduced.

ESLN 3300. Beginning High 3 (175 hrs)
Advise: Completion of ESLN 3200 or equivalent language ability
Beginning high basic level English skills. Comprehend spoken English in familiar contexts. Communicate about basic needs and routine activities and participate in basic conversations about routine social situations. Generate sentences related to survival skills and personal topics.

ESLN 3305. Beginning High 3 - L/S (85 hrs)
Advise: Completion of ESLN 3200 (Beginning Low 2)
Beginning High 3 students develop and expand their knowledge of beginning level English skills, emphasizing oral communication. Students learn to comprehend spoken English in familiar contexts. They communicate about basic needs and routine activities, plus survival skills and personal topics. They participate in basic conversations about routine social situations.

ESLN 3306. Beginning High 3 - R/W (85 hrs)
Advise: Completion of ESLN 3200 (Beginning Low 2)
Beginning High 3 students further develop and expand their knowledge of beginning level English skills. Students review their comprehension of spoken English in familiar contexts. Students interpret simplified reading material and learn to generate sentences and loosely organized paragraphs related to familiar topics.

ESLN 3340. Beginning High 3-4 Multilevel (175 hrs)
Advise: Completion of ESLN 3200
Students develop and expand Beginning High basic level English skills. Students participate in basic conversations in familiar work and life contexts and further develop their ability to communicate about basic needs and routine activities. Sentences about life and work topics are organized into a paragraph.

ESLN 3350. Beginning High 3-4 Intensive (175 hrs)
Advise: Completion of ESLN 3200 (Beginning High 2)
Beginning High accelerated course. Students develop comprehension of spoken English in familiar contexts and participate in simple conversations about basic needs and common activities in routine social situations. Read simplified material on familiar topics. Generate sentences to form short, loosely organized paragraphs on a familiar topic.

ESLN 3400. Beginning High 4 (175 hrs)
Advise: Completion of ESLN 3300 (Beginning High 3)
Beginning High 4 students further develop and expand their knowledge of beginning high language skills. Students learn to comprehend spoken English in familiar contexts, communicate about basic needs and common activities, and participate in basic conversations in routine social situations. They learn to generate sentences into short, loosely organized paragraphs.

ESLN 3405. Beginning High 4 - L/S (85 hrs)
Advise: Completion of ESLN 3300 (Beginning High 3)
Beginning High 4 language skills. Comprehend spoken English in familiar contexts. Communicate about basic needs and common activities and participate in basic conversations in routine social situations. Generate sentences into short, loosely organized paragraphs related to survival skills and personal topics.

ESLN 3406. Beginning High 4 - Reading/Writing (85 hrs)
Advise: Completion of ESLN 3300 (Beginning High 3)
Beginning High 4 students further develop and expand their knowledge of high language skills. Learners understand increasingly extended conversations about familiar topics. Communicate about common activities and participate in basic conversations. Generate sentences about personal experiences and familiar topics into short loosely organized paragraphs.

ESLN 3500. Intermediate Low 5 (175 hrs)
Advise: Completion of ESLN 3400 or equivalent language ability
Intermediate Low 5 English skills. Learners understand increasingly extended conversations on familiar topics. Readings include authentic or adapted narratives and descriptive passages. Level 5 grammar structures and forms are used to develop short clearly organized paragraphs and messages.

ESLN 3505. Intermediate Low 5 - Listening/Speaking (85 hrs)
Advise: Completion of ESLN 3400 (Beginning High 4)
Intermediate Low 5 English skills. Learners comprehend increasingly extended conversations in mostly familiar contexts. Students participate in conversations in familiar and unfamiliar contexts. Readings include simplified narratives. Level 5 grammar structures and forms are introduced.

ESLN 3506. Intermediate Low 5 - Reading/Writing (85 hrs)
Advise: Completion of ESLN 3400 (Beginning High 4)
Intermediate Low 5 English skills. Learners comprehend extended conversations in familiar contexts. Readings include authentic or adapted narratives and descriptive passages. Level 5 grammar structures and forms are used to develop short, clearly organized paragraphs and messages.

ESLN 3550. Intermediate Low 5-6 Intensive (175 hrs)
Advise: Completion of ESLN 3400
Intermediate Low accelerated course. Comprehend spoken and written English containing some unfamiliar words. Participate in conversation on some unfamiliar topics beyond survival needs. Comprehend simplified materials on familiar subjects and begin to read authentic materials. Write one or more paragraphs related to survival skills, personal topics and other topics.
ESLN 3560. Intermediate Low 5-6 Multilevel (175 hrs)
Advis: Completion of ESLN 3400
Students improve speaking, listening and writing of English on topics beyond survival needs. Students develop vocabulary and reading skills. Students write paragraphs and give short speeches on familiar topics using clear organization.

ESLN 3580. Intermediate 5-8 Multi-Level (175 hrs)
Advis: Completion of ESLN 3400 or equivalent language ability
Intermediate non-credit ESL students will develop the skills necessary to participate in extended conversations with some unfamiliar vocabulary. Students will be able to summarize familiar authentic material. Students will write short letters and paragraphs on learned topics.

ESLN 3600. Intermediate Low 6 (175 hrs)
Advis: Completion of ESLN 3500 (Intermediate Low 5)
Intermediate Low 6 language skills. Comprehend spoken and written English containing some unfamiliar words. Participate in increasingly extended conversations on some unfamiliar topics beyond survival needs. Understand short reading passages differentiating between fact and opinion with some accuracy. Write a clearly organized paragraph with relevant ideas and clearly organized ideas.

ESLN 3605. Intermediate Low 6 - Listening/Speaking (85 hrs)
Advis: Completion of ESLN 3500 (Intermediate Low 5)
Intermediate Low 6 language skills. Communication skills are stressed. Comprehend spoken English containing some unfamiliar words. Participate in increasingly extended conversations on some unfamiliar topics beyond survival needs. Begin to understand short reading passages. Organize relevant ideas and supporting details into a short paragraph.

ESLN 3606. Intermediate Low 6 - Reading/Writing (85 hrs)
Advis: Completion of ESLN 3500 (Intermediate Low 5)
Intermediate Low 6 language skills. Comprehension of spoken and written English containing some unfamiliar words. Participate in conversations on some unfamiliar topics beyond survival needs. Understand short reading passages differentiating between fact and opinion with some accuracy. Write a clearly organized paragraph with relevant ideas and clearly organized ideas.

ESLN 3700. Intermediate High 7 (175 hrs)
Advis: Completion of ESLN 3600 (Intermediate Low 6)
High Intermediate 7 language skills. Understanding of increasingly extended conversations, discussions or lectures. Speak about familiar topics with little hesitation. Read authentic material identifying the main idea including making simple inferences. Write well-developed paragraphs.

ESLN 3750. Intermediate High 7-8 Intensive (175 hrs)
Advis: Completion of ESLN 3600 (Intermediate Low 6)
Intermediate High accelerated course. Listening for key points in discussions or lectures on topics of special interest and communicate in extended discussions on a variety of topics. Interpret reading materials on everyday subjects and write brief compositions on previously discussed topics including correspondence with increasingly complex organization and detail.

ESLN 3780. Intermediate High 7/8 Multi-Level (175 hrs)
Advis: Completion of ESLN 3600
Intermediate-High ESL students develop listening skills in order to understand extended discussions or lectures, and express themselves with increasing fluency and grammatical accuracy. Students read authentic materials and write paragraphs or brief essays.

ESLN 3785. Intermediate High 7-8 Intensive-Listening/Speaking (85 hrs)
Advis: Completion of ESLN 3600 (Intermediate Low 6)
Intermediate High accelerated course for listening and speaking skills. Understand essential points of discussion or speeches on topics of special interest and communicate on a variety of topics. Engage in extended conversation and interviews on familiar topics. Read authentic materials on everyday subjects. Write routine correspondence in familiar situations.

ESLN 3786. Intermediate High 7-8 Intensive - Reading/Writing (85 hrs)
Advis: Completion of ESLN 3600 (Intermediate Low 6)
Intermediate High accelerated course for reading and writing skills. Understand essential points of discussion and be able to participate in conversations. Read authentic materials on everyday subjects and write brief compositions about previously discussed topics. Write routine correspondence with increasing complexity or organization and detail.

ESLN 3800. Intermediate High 8 (175 hrs)
Advis: Completion of ESLN 3700 (Intermediate High 7)
High intermediate 8 language skills. Understand essential points of discussions or speeches in special fields of interest. Communicate about a variety of topics using appropriate syntax. Read authentic material on a variety of topics identifying the main idea including drawing conclusions. Write brief compositions about previously discussed topics.

ESLN 3900. Advanced Low 9 (175 hrs)
Advis: Completion of ESLN 3800 (Intermediate High 8)
Advanced Low 9 language skills. Designed to meet daily needs in familiar and unfamiliar situations, with emphasis on fluency and communication in the four language skills.

ESLN 4015. Survival Literacy A (40 hrs)
Advis: Pre-literate, non-literate or semi-literate in native language with little or no English language skills
Development of ESL literacy listening, speaking, reading and very basic writing skills. Emphasis on oral English for survival.

ESLN 4150. Beginning Low 1-2 Intensive - Listening/Speaking (85 hrs)
Advis: Literate in native language
Beginning Low accelerated course. Survival needs, listening comprehension and oral communication are emphasized. Reading readiness and pre-writing skills are introduced.

ESLN 4151. Beginning Low 1-2 Intensive - Reading/Writing (85 hrs)
Advis: Literate in native language
Beginning Low accelerated course. Reading readiness and pre-writing skills are emphasized. Basic listening comprehension and oral communication are introduced.

ESL, Vocational

ESLV 3800. ESL for the Workplace (85 hrs)
Advis: Completion of ESLN 3300 (Beginning High 3)
Basic verbal communication skills and cultural knowledge needed in preparation for finding employment in the United States.

ESLV 3801. Workplace Communication (175 hrs)
Advis: Completion of ESLN 3300 (Beginning High 3)
Verbal communication skills and cultural knowledge needed for obtaining employment and staying successfully employed in the U.S.
ESLV 3804. VESL for Clerical Workers (175 hrs)
**Advise: Completion of ESLN 3500 (Intermediate Low 5)**
Communicative language required for general clerical work. Terminology related to office procedures, forms, filing, and telephone training is emphasized. Language for job search and job retention is included.

ESLV 3806. ESL for Housekeeping (105 hrs)
**Advise: Literate in native language**
For those interested in entry-level positions in housekeeping. English language acquisition related to housekeeping such as identification and use of cleaning products and electrical appliances, health and safety procedures, crime prevention, the social security system, transportation, record keeping, employer/employee relations, elder abuse, and job search preparation.

ESLV 3807. Housekeeping ESL (88 hrs)
**Advise: Literate in native language**
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. ESL for Culinary Workers (85 hrs)
**Advise: Completion of ESLN 3400 (Beginning High 4)**
Learners develop verbal communication skills for work in the culinary industry. English terminology for cooking utensils, supplies, common tasks, and safety in culinary occupations.

ESLV 3814. ESL for Chinese Cooking (85 hrs)
**Advise: Completion of ESLN 3300 (Beginning High 3)**
Verbal communication skills for the job. English terminology for cooking utensils, supplies, common tasks, and safety in restaurants specializing in Chinese cuisine.

ESLV 3816. ESL for Janitorial Workers (175 hrs)
**Advise: Completion of ESLN 3300 (Beginning High 3)**
Students develop good verbal communication skills for janitorial work. English terminology of equipment, supplies, common tasks, and safety are included.

ESLV 3819. Social Communication (85 hrs)
**Advise: Completion of ESLN 3400 (Beginning High 4)**
Conversational strategies for appropriate interaction in American work and social settings; cross-cultural discussions about social customs and practice in telephone procedures.

ESLV 3822. ESL for Equipment Service Employees (85 hrs)
**Advise: Completion of ESLN 3600 (Intermediate Low 6)**
Students learn verbal communication skills in customer service positions. Students learn to handle customers, engage in small talk with co-workers, discuss work performance with supervisors and in general, be able to participate in conversations in a variety of work situations.

ESLV 3823. ESL for Job Searching (85 hrs)
**Advise: Completion of ESLN 3600 (Intermediate Low 6)**
Students learn, practice, and utilize the communication skills and related vocabulary involved in getting a job. Students learn interview techniques.

ESLV 3824. ESL for Food Service/Hospitality (175 hrs)
**Advise: Completion of ESLN 3400 (Begin High 4) or equivalent language ability**
Communication skills for a job in the food service industry. English terminology of cooking utensils, supplies, common tasks, and safety in food service occupations.

ESLV 3825. VESL for Career Exploration I (45 hrs)
**Advise: Completion of ESLN 3200 or equivalent language ability**
Verbal communication skills and vocabulary related to getting a job, discussing personal goals, and understanding cultural/social skills as they relate to the U.S. workplace. Also see ESLV 3825 (VESL and Career Exploration II).

ESLV 3826. VESL for Career Exploration II (45 hrs)
**Advise: Completion of ESLN 3200 or equivalent language ability**
Communication skills and vocabulary related to the areas of keeping a job, personal skills evaluation and development, career evaluation, and resume writing. Also see ESLV 3825 (VESL for Career Exploration I)

ESLV 3827. ESL for Hotel/Service Workers (85 hrs)
**Advise: Completion of ESLN 3300 (Beginning High 3)**
Verbal communication skills for the hotel service industry. Includes English terminology of equipment, supplies, common tasks, and safety in the hotel industry.

ESLV 3828. Business Writing for ESL (85 hrs)
**Advise: Completion of ESLN 3700 (Intermediate High 7)**
Develop business communication skills using basic word processing software. Includes composition and style of documents, vocabulary and spelling, review of grammar and punctuation. Recognition, pronunciation and use of computer terminology relevant to word processing.

ESLV 3829. Computer VESL - High Intermediate (85 hrs)
**Advise: Completion of ESLN 3500 (Intermediate Low 5)**
Communicative language skills, computer vocabulary and terminology used in the automated office environment. Additional focus will be on knowledge and procedures for responding to computer messages and problem-solving.

ESLV 3830. ESL for Health Workers (175 hrs)
**Advise: Completion of ESLN 3600 (Intermediate Low 6)**
Designed for health care workers and others interested in the health field. Focus on language skills necessary to function in a medical environment. Study of basic medical terms and pronunciation. Social and cultural skills necessary for successful verbal interaction in health care surroundings.

ESLV 3831. ESL for Construction Workers (175 hrs)
**Advise: Completion of ESLN 3400 (Beginning High 4) or equivalent language ability**
Intermediate verbal communication skills for jobs in the construction trades. Terminology of tools, supplies, materials, tasks, and safety. Instructors and/or coordinators from vocational and apprenticeship programs (such as Carpentry, Electrical, Sheet Metal) may serve as guest speakers.
ESLV 3832. ESL for Construction B (85 hrs)
*Advise: Completion of ESLN 3200 (Beginning Low 2) or equivalent language ability*
Beginning level verbal communication skills for the job and terms for tools, supplies, materials, tasks and safety in the construction field. Instructors and/or coordinators from vocational and apprenticeship programs (such as Carpentry, Electrical, Sheet Metal, etc.) may serve as guest speakers.

ESLV 3833. VESL for Child Development A (85 hrs)
*Advise: Completion of ESLN 3400 (Intermediate Low 4)*
Practice in language needed by students enrolled in child development classes. Strategies for reading of simple material on childcare philosophy, trends, and practices. Familiarization with popular children's books, nursery rhymes, finger plays and games for pre-school-age children. May be taken before or concurrently with VESL for CDEV "B".

ESLV 3834. VESL for Child Development B (85 hrs)
*Advise: Completion of ESLN 3400 (Intermediate Low 4)*
Practice in language needed by workers in the childcare field. Strategies for reading simple material on childcare philosophy, trends, and practices. Familiarization with popular children's books, nursery rhymes, finger plays and games for pre-school-age children. Job skills focus. May be taken before or concurrently with VESL for CDEV "A".

ESLV 3835. VESL for Banquet Servers (24 hrs)
*Advise: 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. ESL for Customer Service (85 hrs)
*Advise: 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 3840. VESL for the Biotech Industry (64 hrs)
*Advise: Completion of ESLN 3600 or equivalent language ability*
Introductory level lecture course covering basic scientific language and applying it to some fundamental concepts of biology. An orientation to the field of biotechnology and professional opportunities.

ESLV 3841. Beginning VESL Communication (175 hrs)
*Advise: Completion of ESLN 3020 (Literacy B)*
Development of verbal and nonverbal communication strategies for successful interaction in multicultural workplaces for beginning level English learners.

ESLV 3842. Healthcare Communication I (105 hrs)
*Advise: Health care background, completion of ESLN 3600 Basic computer literacy (ESLB 3821)*
Designed for all health care professionals with upper intermediate English language proficiency. Develop integrated language skills for career options and requirements in health care, patient-centered communication techniques, interaction patterns among health co-workers, assertive communication, health care systems and traditions, and cultural diversity in U.S. health care contexts. See also ESL 20.

ESLV 3843. Healthcare Communication II (105 hrs)
*Advise: Health care background, completion of ESLN 3600 (Intermediate Low 6)*
For all health care professionals with upper intermediate English language proficiency. Develop integrated language skills for job resumés, interviews, interaction patterns on health care teams, discussion of treatment options with patients, exploration of alternative health perspectives, and communication strategies among culturally diverse patients and health workers. See also ESL 23.

ESLV 3844. Healthcare Communication III (105 hrs)
*Advise: Health care background, completion of ESLN 3600 and ESLB 3821*
Designed for all health care professionals with upper intermediate English language proficiency. Develop integrated language skills for phone and e-mail communication in health care settings, strategies for communicating with special-needs patients, resolving conflict with co-workers, understanding legal and ethical issues in health care, and researching racial and cultural health disparities.

ESLV 4816. ESL for Janitors (85 hrs)
*Advise: Completion of ESLN 3300 (Beginning High 3)*
Students acquire minimal verbal communication skills for janitorial work, including English terminology for equipment, supplies, common tasks, and safety.

ESLV 4822. Workplace Conversation Strategies (40 hrs)
*Advise: Completion of ESLN 3300 (Beginning High 3)*
Students learn verbal and nonverbal communication strategies for successful interaction in multicultural workplaces.

ESLV 4823. Online Job Search Skills for ESL (40 hrs)
*Advise: Completion of ESLN 3400*
Students will develop the English vocabulary, reading, and writing skills necessary to complete the online job search process successfully. Students will search for, read and analyze online job listings. They will describe their education, skills and experience for online job applications, resumés and other job-search e-mails.

ESLV 4830. ESL for Health Workers A (85 hrs)
*Advise: Completion of ESLN 3600 (Intermediate Low 6)*
Designed for health care workers and others interested in the health field. General knowledge of health care settings, terminology and staff. Identification of major body systems and their basic functions. Appropriate language for successful verbal interaction in a medical setting between medical professionals.

ESLV 4831. Communication Skills for Health Workers - B (85 hrs)
*Advise: Completion of ESLN 3600 (Intermediate Low 6)*
Designed for health care workers and others interested in the health field. Focus on language skills necessary to function in a medical environment. Study of social and cultural skills necessary for successful interaction with patients and co-workers.

ESLV 4833. ESL for Child Development (40 hrs)
*Advise: Completion of ESLN 3400 (Intermediate Low 4)*
Practice in minimal language skills needed by students enrolled in child development classes or the childcare industry. Strategies for reading of simple material on childcare philosophy, trends, and practices.
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.

Learning Outcomes
Students who satisfactorily complete the curriculum in their chosen course of study in the Environmental Horticulture and Floristry Department are qualified for employment in the environmental horticultural and floristry industries or they may transfer to a four year institution of learning to achieve a more advanced degree.

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 apply toward graduation a maximum of eight semester units earned in work experience courses.

Associate in Science Degree. The four majors in Environmental Horticulture and Floristry are designed so that students may satisfy the major requirement for graduation from the College with a Associate in Science degree.

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

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

Environmental Horticulture

Commercial Cut-Flower and Greenhouse Production Major (AS)

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

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

Students who complete the curriculum and other graduation requirements receive the Associate in Science in Commercial Cut-Flower and Greenhouse Production.

Learning Outcomes

Upon completion of this program, students will be able to:

- Demonstrate proficiency in plant identification.
- Demonstrate proficiency the use of horticultural machines.
- Demonstrate proficiency in plant propagation and production.
- Demonstrate proficiency in business practices, salesmanship, groundskeeper and grower.
Environmental Horticulture and Floristry

Courses Required for the Major in Commercial Cut-Flower and Greenhouse Production

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<th>Course</th>
<th>Units</th>
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<tr>
<td>First Semester</td>
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<tr>
<td>O H 50 Intro to Horticulture</td>
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<td>O H 56 Horticulture Machines</td>
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<td>O H 76 Fall &amp; Winter Plant Ident</td>
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<td>Second Semester</td>
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<td>O H 58 Comm Cut-Flower &amp; Greenhouse Prod</td>
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<tr>
<td>O H 77 Spring &amp; Summer Plant Ident</td>
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<td>R F 81 Flower and Foliage</td>
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<td>O H 63 Soils</td>
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<td>O H 65 Reprod of Ornamental Plants</td>
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<td>SPCH 11 Basic Public Speaking</td>
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<td>O H 60 Bus Practices in Environ Horticulture</td>
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<td>Total Units</td>
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Recommended Additional Coursework: ACCT 10, SMBS 135

Landscape Gardening and Landscape Contracting Major (AS)

Training in the curriculum in Landscape Gardening and Landscape Contracting, a two-year course of study, is planned so that graduates, depending upon their interests, abilities, and achievement, may qualify for employment in a wide variety of capacities. Positions that graduates may hold in private employment, or for which they may take civil-service examinations, include those of landscape maintenance gardener, estate gardener, municipal gardener, landscape installer or contractor, landscape designer, nursery specialist, horticultural or agricultural inspector, highway landscape supervisor, tree-maintenance technician, school or community garden coordinator, irrigation technician, landscape restoration worker, athletic field or golf course groundskeeper, or landscape consultant. Other positions include: garden sales, growers, horticultural supply sales, interiorscape technicians or supervisors, irrigation design or sales and arborist.

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Recommended Additional Coursework: ACCT 10, SMBS 135

Nursery and Garden-Center Operation Major (AS)

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

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Recommended Additional Coursework: ACCT 10, SMBS 135

Learning Outcomes

Upon completion of this program, students will be able to:

- Demonstrate proficiency principles of landscape design.
- Demonstrate proficiency the use of horticultural machines and construction equipment.
- Demonstrate proficiency in plant identification, and landscape horticulture.
- Demonstrate proficiency and be able to compete for any of these job areas include those of landscape maintenance gardener, estate gardener, municipal gardener, landscape installer or contractor, landscape designer, nursery specialist, horticultural or agricultural inspector, highway landscape supervisor, tree-maintenance technician, school or community garden coordinator, irrigation technician, landscape restoration worker, athletic field or golf course groundskeeper, or landscape consultant. Other positions include: garden sales, growers, horticultural supply sales, interiorscape technicians or supervisors, irrigation design or sales and arborist.

Courses Required for the Major in Landscape Gardening and Landscape Contracting

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</table>

Recommended Additional Coursework: ACCT 10, SMBS 135

Nursery and Garden-Center Operation Major (AS)

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

The course of study includes instruction in nursery operation, principles of environmental horticulture, plant identification, landscape horticulture, and business practices in the environmental-horticulture industry.

Students who complete the curriculum and other graduation requirements receive the Associate in Science in Landscape Gardening and Landscape Contracting.

Learning Outcomes

Upon completion of this program, students will be able to:

- Demonstrate proficiency principles of landscape design.
- Demonstrate proficiency the use of horticultural machines and construction equipment.
Learning Outcomes

Upon completion of this program, students will be able to:

- Be prepared to take civil-service examinations.
- Be prepared to compete for positions such as pest-control applicators and supervisors, weed-seed analysts, farm and garden supervisors, horticultural inspectors, and plant propagators.
- Be qualified for employment in the wholesale and retail nursery businesses.

Courses Required for the Major in Nursery and Garden-Center Operation

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>O H 50 Intro to Ornamental Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>O H 56 Horticulture Machines</td>
<td>3</td>
</tr>
<tr>
<td>O H 76 Fall and Winter Plant Ident</td>
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<td>Additional graduation requirements</td>
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</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>O H 63 Soils</td>
<td>3</td>
</tr>
<tr>
<td>O H 75 Pest Management</td>
<td>3</td>
</tr>
<tr>
<td>O H 77 Spring and Summer Plant Ident</td>
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<td>Additional graduation requirements</td>
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<tr>
<td>Third Semester</td>
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</tr>
<tr>
<td>O H 65 Repod of Ornamental Plants</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 11 Basic Public Speak</td>
<td>3</td>
</tr>
<tr>
<td>O H 70A Landscaping Design</td>
<td>3</td>
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<td>Additional graduation requirements</td>
<td></td>
</tr>
<tr>
<td>Fourth Semester</td>
<td></td>
</tr>
<tr>
<td>O H 60 Bus Practices in Environ Horticulture</td>
<td>3</td>
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<tr>
<td>O H 97 Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>O H 71A Landscaping Construct</td>
<td>4</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
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<td>Total Units</td>
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</tr>
<tr>
<td>Recommended Additional Coursework: ACCT 10, SMBS 135</td>
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</table>

Certificate Curricula

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

Admission. Enrollment is open to all interested students.

Employment. A number of entry-level positions are open to those who complete training in any of the preceding fields. For example, those who complete the requirements in landscape horticulture may work as self-employed maintenance gardeners or take State and City civil service examinations for the position of maintenance gardener. Those who complete the requirements in greenhouse operation or nursery and garden-center operation are qualified for employment in sales work and in various kinds of horticultural production.

Requirements for the Certificate of Achievement. Students may obtain the Certificate of Achievement in Environmental Horticulture in one or more areas of specialization: Landscape Maintenance, Nursery Operations, Commercial Cut-Flower & Greenhouse Production, Landscape Design and Landscape Construction. This is accomplished by completing each of the following courses with a final grade of “C” or higher:

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Be prepared to work in horticulture as self-employed maintenance gardeners or take State and City civil service examinations for the position of maintenance gardener.
- Be prepared to work in the field of greenhouse operation or nursery and garden-center operation.
- Be qualified for employment in sales work and in various kinds of horticultural production.

Courses Required for the Certificate of Achievement in Environmental Horticulture

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Coursework</td>
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<tr>
<td>O H 50 Intro to Environmental Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>O H 56 Horticulture Machines</td>
<td>3</td>
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<tr>
<td>O H 60 Bus Practices in Environ Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>O H 63 Soils</td>
<td>3</td>
</tr>
<tr>
<td>O H 75 Pest Management</td>
<td>3</td>
</tr>
<tr>
<td>O H 76 Fall and Winter Plant Ident</td>
<td>4</td>
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<td>O H 77 Spring and Summer Plant Ident</td>
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<td>SPCH 11 Basic Public Speak</td>
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<td>Core Coursework Subtotal</td>
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To earn the Certificate of Achievement, select one of the areas of specialization:

Landscape Maintenance Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Core Coursework</td>
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<tr>
<td>O H 53A Beginning Landscape Horticulture</td>
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<tr>
<td>O H 53B Advanced Landscape Horticulture</td>
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</table>

Nursery and Garden-Center Operation Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Coursework</td>
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<tr>
<td>Total Units</td>
<td>26</td>
</tr>
</tbody>
</table>

Commercial Cut-Flower Greenhouse Production Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Core Coursework</td>
<td>26</td>
</tr>
<tr>
<td>O H 58 Greenhouse Operations</td>
<td>6</td>
</tr>
<tr>
<td>and O H 65 Plant Propagation</td>
<td></td>
</tr>
<tr>
<td>Total Unit</td>
<td>32</td>
</tr>
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</table>

Landscape Design Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Core Coursework</td>
<td>26</td>
</tr>
<tr>
<td>O H 70A Principles of Landscaping Design</td>
<td>6</td>
</tr>
<tr>
<td>and O H 70B Adv Prin of Landscape Design</td>
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<td>Total Units</td>
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</table>

Landscape Construction Certificate

<table>
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<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Core Coursework</td>
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<tr>
<td>O H 71A and 71B Landscape Construction</td>
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<tr>
<td>Total Units</td>
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</table>
Floristry

Floristry Major (AS)

Instruction in retail floristry is offered in cooperation with the San Francisco Bay Area Retail Florists Association and California State 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 and other graduation requirements receive the Associate in Science in Floristry.

Learning Outcomes

Upon completion of this program, students will be able to:

- Demonstrate proficiency in plant identifying and buying flowers.
- Demonstrate proficiency in all aspects of the art of arranging floral products.
- Demonstrate proficiency in selling flowers to the public.
- Demonstrate proficiency in business practices and in operating a retail flower business.

Courses Required for the Major in Floristry

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</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/Culture and Care</td>
<td>2</td>
</tr>
<tr>
<td>R F 85 Introduction to Flower Arranging</td>
<td>2</td>
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<tr>
<td></td>
<td>Additional graduation requirements</td>
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<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>ACCT 10 (or equivalent) Intro to Account</td>
<td>4</td>
</tr>
<tr>
<td>R F 80B Intermediate Floral Design</td>
<td>5</td>
</tr>
<tr>
<td>R F 82 Interior Plant Identification</td>
<td>3</td>
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<td>Additional graduation requirements</td>
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<tr>
<td>Third Semester</td>
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</tr>
<tr>
<td>R F 80C Advanced Floral Designs</td>
<td>3</td>
</tr>
<tr>
<td>R F 86 Oriental Style Floral Arranging</td>
<td>1.5</td>
</tr>
<tr>
<td>R F 98 Work Experience</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Additional graduation requirements</td>
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<tr>
<td>Fourth Semester</td>
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</tr>
<tr>
<td>MRKT 140 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>R F 84 Flower-Shop Oper</td>
<td>3</td>
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<tr>
<td>R F 98 Work Experience</td>
<td>3</td>
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<tr>
<td></td>
<td>Additional graduation requirements</td>
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<tr>
<td>Total Units</td>
<td>39.5</td>
</tr>
</tbody>
</table>

Recommended Additional Coursework: ART 130; BSEN 74, 76; BSL 1; MRKT 122, 170; SMBS 135; PSYC 26

Environmental Horticulture

Credit, Degree Applicable Courses:

O H 50. Introduction to Environmental Horticulture (3) Lec-2, lab-3, field trips
Overview of environmental horticulture: nursery and greenhouse production; landscape design, installation and maintenance. Career opportunities are explored in class and on field trips. Introduction to technical aspects including plant anatomy, soils and amendments, composting, plant propagation, planting and transplanting, irrigation, landscape maintenance, pruning, pests, and tree care. UC/CSU

O H 53A. Beginning Landscape Horticulture (3) Lec-2, lab-4, field trips
Advise: OH 53A: OH 50 and completion/concurrent enrollment in OH 76 or 77.
The principles and practices of garden planting and maintenance will be covered in practical laboratory experiences in the Horticulture Center and on the college campus. Care and maintenance of established gardens; irrigation, fertilizing, pruning, identifying and controlling weeds and plant pests and diseases. CSU

O H 53B. Advanced Landscape Horticulture (3) Lec-2, lab-4, field trips
This advanced course prepares the student to install and maintain new and established gardens. Course work will include, but is not limited to irrigation and sprinkler systems, drainage and erosion control, xeriscaping, maintenance estimates, proposals and agreements. Instruction in troubleshooting and supervising others will be included. CSU

O H 55. Tree Care (3) Lec-2, lab-3, field trips P/NP available
Advise: O H 50, 53A; and completion/concurrent enrollment in O H 76 or 77.
Care and management of trees common to residential, public, and commercial landscaping. Emphasizes correct planting, irrigating, fertilizing, pest control, and pruning. Use of saws, ropes, and other safety equipment in the tree industry is covered. Prepares student for the International Society of Arboriculture Certified Arborist Exam. CSU

O H 56. Horticulture Machines (3) Lec-2, lab-3, field trips
Advise: Completion/concurrent enrollment in O H 50
Field and shop practice in the safe and proper operation of necessary horticultural equipment. Preventative service and maintenance will be stressed during all lab and lecture sessions. CSU

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

Announcement of Courses

Environmental Horticulture
O H 60. Business Practices in Environmental Horticulture (3)
Lec-3
Introduces students to the fundamentals required to run a horticultural enterprise. Addresses issues facing horticultural entrepreneurs as well as management challenges faced in larger horticultural businesses. Emphasis is on landscape-related businesses. Guest speakers from landscape design and construction, landscape maintenance, arboriculture, consulting, restoration management, nursery operations and others. CSU

O H 63. Soils (3)
Lec-2, lab-3, field trips
Advise: O H 50 or Significant Field Experience
Introduces students to soils and growing media in Environmental Horticulture. Preparation and management of field and container soils. Soil composition and texture, soil chemistry, organic matter, colloids, soil structure, soil water and pH, plant nutrients and fertilizers, amendments, composting, beneficial soil organisms and diseases. Sustainable soil management practices. CSU

O H 65. Plant Propagation (3)
Lec-2, lab-3, field trips
Advise: Completion/concurrent enrollment in O H 50 or demonstration of exit skills
Principles and practices of reproducing plants as commercially practiced in the horticulture industry. Topics include propagation by seed, and vegetative methods including cuttings, layering, division, grafting and micro-propagation. Field trips to local greenhouses and nursery operations. CSU

O H 66. Irrigation (3)
Lec-2, lab-3, field trips
Advise: O H 50 and 53A, or demonstration of exit skills
Basics of design, installation and maintenance of sprinkler and drip irrigation systems. Nursery and greenhouse irrigation discussed; emphasis on landscape irrigation. Topics include establishing hydrozones, backflow prevention, calculating pressure and flow requirements, system design and installation, equipment and fittings, automatic control systems and water conservation technologies. CSU

O H 70A. Principles of Landscape 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 and drafting techniques are included. CSU

O H 70B. Advanced Principles of Landscape Design (3)
Lec-2, lab-3, field trips
Advise: O H 70A
The process of advanced landscape design. Emphasis on three dimensional visualization using the Sketchup program, irrigation and lighting plans, permaculture and sustainability principles, the making of models, use of brush and ink and hands-on work of design-build projects. CSU

O H 71A. Landscape Construction (4)
Lec-2, lab-6, field trips
Principles of landscape construction applicable to horticulture. Safety, tools, hardware, lumber, fences, gates, benches, decks, steps, paints, stains, concrete paving, concrete blocks, stone walls, and other physical aspects of landscape construction are presented. CSU

O H 71B. Advanced Landscape Construction (4)
Lec-2, lab-6, field trips
Advanced principles of construction for the landscape from design to installation. Advanced irrigation projects involving copper pipe cutting, prepping and soldering. Irrigation valve placement and means of backflow prevention. Irrigation clock wiring design and installation. Designing and building fences, gates, benches, decks and steps. Advanced concrete and masonry projects. CSU

O H 75. Pest Management (3)
Lec-3, field trips
Advise: 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/by weeds, insects, mites, fungi, bacteria, virus, mollusks, nematodes and mammal pests. Emphasis on integrated Pest Management. Cultural, mechanical, biological and least-toxic chemical techniques, legal requirements and safety. Preparation for Qualified Applicator Certificate. CSU

O H 76. Fall and Winter Plant Identification (4)
Lec-3, conf-1, field trips
Identification of approximately 150 ornamental plants commonly used in the San Francisco Bay Area for Fall and Winter bloom, fruit, or foliage. Covers basic plant anatomy and terminology used in the taxonomic classification of plants. Emphasis is on cultural requirements, habits of growth and landscape use of plants. UC/CSU

O H 77. Spring and Summer Plant Identification (4)
Lec-3, conf-1, field trips
Identification of approximately 150 ornamental plants commonly used in the San Francisco Bay Area for Spring and Summer bloom, fruit, or foliage. Covers basic plant anatomy and terminology used in the taxonomic classification of plants. Emphasis is on cultural requirements, habits of growth and landscape use of plants. UC/CSU

O H 91. Independent Study (1)
Conf-1, lab-3, field trips
P/NP available
Prereq.: 6 units of O H course work and project approval
Individual research on a special topic in environmental horticulture. Opportunity for students 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 92. Independent Study (2)
Conf-1, lab-6, field trips
P/NP available
Prereq.: 6 units of O H course work and project approval
Individual research on a special topic in environmental horticulture. Opportunity for students 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 93. Independent Study (3)
Conf-1, lab-9, field trips
P/NP available
Prereq.: 6 units of O H course work and project approval
Independent research on a special topic in environmental horticulture. 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
Coreq.: Enrollment in an Environmental Horticulture course and approval of OH Work Experience coordinator.
Advise: OH 50 and either OH 76 or OH 77
Repeat: Maximum credit: 12 units
Field application of principles taught in horticulture classes. A supervised work experience program with cooperating employers, providing hands-on experience and transition into commercial practice. Students acquire job experience in their chosen field of horticulture. Preparation of portfolios and resumes. Career development skills and practical workplace skills related to horticulture industry. CSU

O H 101. Garden Practices (3)
Lec-3 P/NP available
Topics include basic tools, soil, composting, planning a garden adapted to microclimates, plant selection, seed germination, transplanting, watering and water conservation, integrated pest management, maintenance and pruning. Plants discussed will include annuals, bulbs, perennials, groundcovers, lawns, shrubs, trees, vegetables, drought-tolerant plants, and houseplants. Appropriate for all interested in gardening. CSU

O H 111A. Year-Round Garden Color (1)
Lec-1, field trips P/NP available
Includes selecting and planting colorful, harmonious combinations of annuals, perennials shrubs and trees. Multicolored planters will be created in class. A selected garden with vivid year round color will be visited. CSU

O H 111B. Orchids (1)
Lec-1, lab-1, field trip P/NP available
Cultural needs of individual orchids, including materials needed and how to grow, pot, divide and water many different kinds of orchids. Troublesome ailments, diseases and pests coupled with solutions and cures. CSU

O H 111C. Container Gardening (1)
Lec-1, field trips P/NP available
Introduction to use and care of landscape container plantings, design considerations, container types, installation and maintenance practices unique to container culture, and plant materials well suited to use in containers, for both commercial and residential settings. CSU

O H 111D. Introduction to Xeriscaping (1)
Lec-1, lab-3 P/NP available
Advise: O H 50
Theory and practice of water conservation in the landscape through the use of drought tolerant plants, efficient irrigation and appropriate design. CSU

O H 111E. Vegetables & Herbs: Spring (1)
Lec-2, lab-2, field trips P/NP available
Prereq.: O H 50 or 101
Academic study and hands-on gardening experience in planting a productive spring vegetable and herb garden. Crop names in botany and in seed catalogs. Buy seed, start crops from seed, select and save seeds. Emphasis on crops in the lettuce, carrot and beet families, and integrated pest management. CSU

Floristry
Credit, Degree Applicable Courses:
R F 80A. Flower Shop Procedures and Basic Designs (5)
Lec-3, lab-6, field trips
Beginning floral design techniques used by professional flower artists. Includes principles and elements of basic floral designs, corsage and body flower construction, use or ribbon and other decorative accessories as well as identification of floral materials and supplies used in commercial floristry. This course is a prerequisite for RF 80B. CSU

R F 80B. Intermediate Floral Design (5)
Lec-3, 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, special events, churches, receptions, residences, venues, retail stores and corporate accounts. Traditional, contemporary and European style designing for wedding bouquets, personal flowers, and arrangements and display design. CSU

R F 81. Flower and Foliage Identification/Culture and Care (2)
Lec-2
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 design. CSU

R F 81A. Fall and Winter Flower and Foliage Identification/Culture and Care (2)
Lec-2
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 design. Focus is on crops available in the fall and winter. CSU

R F 81B. Spring and Summer Flower and Foliage Identification/Culture and Care (2)
Lec-2
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 design. This course will focus on crops available in the spring and summer. CSU

R F 82. Interior Plant Identification (3)
Lec-3, field trips
Identification of indoor/tropical house plants used in commercial floristry and horticulture, with emphasis on post-harvest care and handling, wholesale and retail pricing, packaging and uses in interior plantscapes, floral design and display. CSU

R F 84. Flower-Shop Operations (3)
Lec-3, field trips
Principles and practices of flower shop operations including salesmanship, types of shops, merchandising, buying, advertising, delivering, and personnel from a floral business owner perspective. CSU
R F 85. Introduction to Flower Arranging (2)
Lec-1, lab-2, field trips
Introduction to basic flower arranging, flower and foliage use, care and handling of fresh materials, use of ever-lasting materials, flower forms, types and use of containers. Basic historical periods and styles of decorating for beginners. CSU
Students provide own materials.

R F 86A. Beginning Oriental Style Flower Arranging (1.5)
Lec-1, lab-2
Basic understanding and appreciation of Oriental Style flower arrangement, known as Ikebana. Beginning design, experimentation, technique, exploration, and critique intended to develop creativity and manipulation of floral materials. CSU
Students provide own materials. Formerly RF 86

R F 86B. Oriental Flower Arrangement II (1.5)
Lec-1, lab-2, field trips
Prereq.: RF 86A or demonstration of exit skills
Second level of understanding and appreciation of Oriental Style flower arrangement, known as Ikebana. Variations of beginning designs, experimentation, technique, exploration, and critique intended to develop creativity and manipulation of floral materials at the next level from RF 86A. CSU

R F 86C. Oriental Flower Arrangement III (1.5)
Lec-1, lab-2, field trips
Prereq.: RF 86B or demonstration of exit skills
Third level of understanding and appreciation of Oriental Style flower arrangement, known as Ikebana. Variations of beginning and second level designs, experimentation, technique, exploration, and critique intended to develop creativity and manipulation of floral materials at the next level from RF 86 A and B. CSU

R F 86D. Oriental Flower Arrangement IV (1.5)
Lec-1, lab-2, field trips
Prereq.: RF 86C or demonstration of exit skills
Fourth level of understanding and appreciation of Oriental Style flower arrangement, known as Ikebana. Variations of beginning, second and third level designs, experimentation, technique, exploration, and critique intended to develop creativity and manipulation of floral materials at the next level from RF 86 A, B and C. CSU

R F 88. Designs in Floristry (2)
Lec-1, conf-1, lab-1, field trips
An in-service training program for those engaged in the field of floristry and enrolled in the Retail Floristry Department. Guest lecturer-demonstrators. Design work and topics such as body flower trends and techniques, internationally influenced design styles, memorial flowers, special events, weddings, competition, and exhibition designs. CSU

R F 98. Retail Floristry Work Experience (1-4)
Conf-1, work-5, 10, 15, 20
Prereq.: Approval of RF work experience coordinator
Repeat: Maximum credit: 12 units
A supervised work-experience program at an approved florist or related business. Designed to provide the student with an opportunity to successfully gain employment and to learn and practice skills with professional guidance. CSU
Courses Required for the Major in Fashion Merchandising

Course | Units
--- | ---
BSMA 68 Mathematics of Business or MATH E1 Basic Mathematics or MATH E3 Basic Mathematics | 2-3
FASH 22 Textile Analysis or FASH 57 Fabric Glossary | 1-3
FASH 42 Fashion Survey | 3
FASH 44 Fashion Retail Buying | 3
FASH 46 Fashion Merch | 3
FASH 47 Fashion Coord | 3
FASH 48 Fashion Show Prod | 3
FASH 49 Fashion Display | 3
FASH 50 Runway: The Business of Modeling or FASH 54B Advanced Fashion Styling or FASH 45A Image Consulting | 3
FASH 53 Fashion Forecasting | 3
FASH 54A Fashion Styling | 3
FASH 56 Fashion Writing and Publicity | 1
FASH 60 Field Work | 1
FASH 61 Work Experience in the Fashion Industry or FASH 62 Work Experience in Image Consulting | 3
Additional graduation requirements
Total Units | 37-40

Recommended Additional Coursework: ACCT 1, ACCT 10; ART 101-108, 138; BSEN 70, BSEN 74; FASH 23; MRKT 122, MRKT 140, MRKT 148, MRKT 170; MABS 101, MABS 405, MABS 406; SPCH 11, SPCH 12; SMBU 9415, SMBU 9421.

Fashion Design Major (AS)

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

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

Learning Outcomes

Upon completion of this program, students will be able to:
- Apply the principles and elements of fashion design when creating their own designs.
- Effectively communicate clearly and concisely in the fashion industry, using visual, oral and written methods.
- Execute the technical skills of pattern and garment development.
- Identify and properly utilize the appropriate raw materials for their fashion products.
- Relate the history and social context of fashion to the current fashion zeitgeist.
- Identify criteria for entry level employment in the fashion industry, create an entrepreneurial fashion business, or be successful in the next level of fashion coursework, should they choose to continue.

Courses Required for the Major in Fashion Design

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

Recommended Additional Coursework: ART 125A, 125B, 132A, 132B; FASH 29, 34, 42, 46, 53, 54A, 66; VMD 105, 98A, 100A

Apparel Construction Certificate

The Apparel Construction Certificate of Accomplishment takes students from basic sewing skills through the advanced construction techniques and sequences used to sew complex garments. Students will learn both home and industry methods for proper garment construction and fitting.

Learning Outcomes

Upon completion of this certificate, students will be able to:
- Read a fashion production pattern.
- Construct multiple types of garments from a wide variety of fabrics.
- Analyze and apply the appropriate order of construction, techniques, and equipment to complete a variety of garments.
- Achieve proper fit for multiple garments.

Courses Required for the Certificate of Accomplishment in Apparel Construction

Course | Units
--- | ---
FASH 15A Apparel Construction 1 | 3
FASH 15B Apparel Construction 2 | 3
FASH 15C Apparel Construction 3 | 3
FASH 16 Garment Fitting Techniques | 3
FASH 57 Fabric Glossary | 1
FASH 26 Flat Pattern 1 or FASH 27 Fashion Draping | 3
Total Units | 16
Advanced Apparel Techniques Certificate

Certain segments of the fashion industry use specialized skills and materials not used in other forms of garment production. The Advanced Apparel Techniques Certificate of Accomplishment teaches the student these specialized and advanced techniques, and prepares the student to utilize them in either production or custom settings.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Construct complex garments from a wide variety of challenging fabrics
- Employ appropriate hand and machine techniques for intimates, suitings, daywear and eveningwear
- Achieve proper fit for a wide variety of garments

Courses Required for the Certificate of Accomplishment in Advanced Apparel

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH 17 Custom Tailoring</td>
<td>3</td>
</tr>
<tr>
<td>FASH 66 Lingerie Design &amp; Construction</td>
<td>3</td>
</tr>
<tr>
<td>FASH 74 Eveningwear and Special Occasion</td>
<td>3</td>
</tr>
<tr>
<td>FASH 69 Pants Draft</td>
<td>1</td>
</tr>
<tr>
<td>FASH 72 Moulage</td>
<td>1</td>
</tr>
<tr>
<td>FASH 73 Sewing with Knits</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Fashion Design Certificate

Students may receive a Certificate of Achievement in Fashion Design. The curriculum in Fashion Design, a two-year course of study (51 units) combines classroom instruction with a part-time internship that is designed to help students qualify for employment as assistant designers, fashion illustrators, assistant patternmakers, and product developers. Positions to which graduates have advanced after gaining experience include those of designers, technical designers, and patternmakers. All positions include working for large and small companies as well as entrepreneurship. Design training can lead to careers as fashion illustrators, designers, assistant designers, patternmakers, product developers, and entrepreneurs.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Apply the principles and elements of fashion design when creating their own designs.
- Effectively communicate clearly and concisely in the fashion industry, using visual, oral and written methods.
- Execute the technical skills of pattern and garment development.
- Identify and properly utilize the appropriate raw materials for their fashion products.
- Relate the history and social context of fashion to the current fashion zeitgeist.
- Identify the criteria for entry level employment in the fashion industry, create an entrepreneurial fashion business, or be successful in the next level of fashion coursework, should they choose to continue.

Courses Required for the Certificate of Accomplishment in Fashion Design

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester-Fall</td>
<td></td>
</tr>
<tr>
<td>FASH 15A Apparel Construction I</td>
<td>3</td>
</tr>
<tr>
<td>FASH 21 Fashion Careers</td>
<td>1</td>
</tr>
<tr>
<td>Second Semester-Spring</td>
<td></td>
</tr>
<tr>
<td>FASH 22 Textile Analysis</td>
<td>3</td>
</tr>
<tr>
<td>FASH 27 Fashion Draping</td>
<td>3</td>
</tr>
<tr>
<td>FASH 35A Fashion Illustration I</td>
<td>3</td>
</tr>
<tr>
<td>Third Semester-Fall</td>
<td></td>
</tr>
<tr>
<td>FASH 15B Apparel Construction II</td>
<td>3</td>
</tr>
<tr>
<td>FASH 23 Fashion History</td>
<td>3</td>
</tr>
<tr>
<td>FASH 26 Flat Pattern Design I</td>
<td>3</td>
</tr>
<tr>
<td>FASH 36 Fashion Design</td>
<td>3</td>
</tr>
<tr>
<td>Fourth Semester-Spring</td>
<td></td>
</tr>
<tr>
<td>FASH 33 Portfolio for Fashion Design</td>
<td>3</td>
</tr>
<tr>
<td>FASH 37 Flat Pattern Design II</td>
<td>3</td>
</tr>
<tr>
<td>FASH 51 Creating a Garment Business</td>
<td>3</td>
</tr>
<tr>
<td>FASH 63 Fashion Design and Production Internship</td>
<td>2</td>
</tr>
<tr>
<td>FASH 112 Digital Illustration for Fashion</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>51</strong></td>
</tr>
</tbody>
</table>

Recommended Additional Coursework: ART 125A, 125B, 132A, 132B; FASH 29, 34, 42, 46, 53, 54A, 66; VMD 105, 98A, 100A

Fashion Illustration Certificate

The Certificate of Accomplishment in Fashion Illustration prepares the student to communicate in the global language of fashion illustration, be it technical or artistic.

Learning Outcomes

Upon completion of this certificate the student will be able to:

- Render artistically a variety of garments on a variety of body types in different media.
- Create technical drawings that accurately communicate design and construction details for apparel production.
- Apply the principles and history of fashion design in creating a fashion collection.

Courses Required for the Certificate of Accomplishment in Fashion Illustration

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH 35A Fashion Illustration I</td>
<td>3</td>
</tr>
<tr>
<td>FASH 35B Fashion Illustration II</td>
<td>3</td>
</tr>
<tr>
<td>FASH 112 Digital Illustration for Fashion</td>
<td>3</td>
</tr>
<tr>
<td>FASH 36A Fashion Design I</td>
<td>3</td>
</tr>
<tr>
<td>FASH 55 Icons of Contemporary Fashion</td>
<td>3</td>
</tr>
<tr>
<td>or FASH 23 Fashion History</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Fashion Merchandising Certificate

The Certificate of Achievement in Fashion Merchandising (37-41 units) fulfills the needs of two groups: those who desire to prepare for employment in the fashion merchandising field and those currently employed who wish to improve their on-the-job skills in this industry.

Learning Outcomes

Upon completion of this certificate the student will be able to:

- Apply technical skills used in fashion show production, styling, visual merchandising, and fashion coordination.
- Compare and contrast the economic, sociological, technological, psychological, and political factors affecting fashion change and adoption.
- Communicate effectively using standard fashion industry vocabulary.
- Identify the criteria for entry level employment in the fashion merchandising industry, create an entrepreneurial business, or be successful in the next level of fashion coursework, should they choose to continue.

Courses Required for the Certificate of Achievement in Fashion Merchandising

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSMA 68 Mathematics of Business</td>
<td>2-4</td>
</tr>
<tr>
<td>or MATH 1 Basic Mathematics</td>
<td></td>
</tr>
<tr>
<td>or MATH 1 Basic Mathematics</td>
<td></td>
</tr>
<tr>
<td>FASH 22 Textile Analysis</td>
<td></td>
</tr>
<tr>
<td>or FASH 57 Fabric Glossary</td>
<td>1-3</td>
</tr>
<tr>
<td>FASH 42 Introduction to Fashion Industry</td>
<td>3</td>
</tr>
<tr>
<td>FASH 44 Fash Retail Buying</td>
<td>3</td>
</tr>
<tr>
<td>FASH 46 Fash Merch</td>
<td></td>
</tr>
<tr>
<td>FASH 47 Fash Coordination</td>
<td>3</td>
</tr>
<tr>
<td>FASH 48 Fash Show Prod</td>
<td>4</td>
</tr>
<tr>
<td>FASH 49 Visual Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>FASH 50 Runway: The Business of Modeling</td>
<td></td>
</tr>
<tr>
<td>or FASH 54B Advanced Fashion Styling</td>
<td>3</td>
</tr>
<tr>
<td>FASH 54A Fashion Styling</td>
<td>3</td>
</tr>
<tr>
<td>FASH 54B Advanced Fashion Styling</td>
<td>3</td>
</tr>
<tr>
<td>FASH 56 Fashion Writing and Publicity</td>
<td></td>
</tr>
<tr>
<td>FASH 60 Field Work</td>
<td>1</td>
</tr>
<tr>
<td>FASH 61 Fash Work Exp</td>
<td></td>
</tr>
<tr>
<td>or FASH 62 Work Exp in Image Consulting</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>41-45</td>
</tr>
</tbody>
</table>

Recommended Additional Coursework: ACCT 1, 10; ART 101-118, 138; BSEN 70, 74; FASH 23, 28; MRKT 122, 140, 170; PSYC 26; SPCH 11

Fashion Portfolio Certificate

The Fashion Portfolio Certificate of Accomplishment takes students from the fundamentals of design, through the development of a design philosophy that captures their design Identity. Upon completion, students will have a professional portfolio to aid them in their chosen career path.

Learning Outcomes

Upon completion of this certificate the student will be able to:
- Formulate and communicate a design philosophy.
- Create a collection that includes fabric and color stories based on a design philosophy.
- Create a body of work culminating in a professional portfolio.

Courses Required for the Certificate of Accomplishment in Fashion Portfolio:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH 35A Fashion Illustration</td>
<td>3</td>
</tr>
<tr>
<td>FASH 36A Fashion Design</td>
<td>3</td>
</tr>
<tr>
<td>FASH 36B Fashion Design</td>
<td>3</td>
</tr>
<tr>
<td>FASH 33 Portfolio for Fashion Design/Merch</td>
<td>3</td>
</tr>
<tr>
<td>FASH 23 Fashion History</td>
<td></td>
</tr>
<tr>
<td>or FASH 55 Icons of Contemporary Fashion</td>
<td>3</td>
</tr>
<tr>
<td>FASH 57 Fabric Glossary</td>
<td>1</td>
</tr>
<tr>
<td>Total Units</td>
<td>16</td>
</tr>
</tbody>
</table>

Fashion Styling Certificate

The Certificate of Accomplishment in Fashion Styling is a hands-on field based program that teaches students the skills required to become professional stylists. It includes instruction in assembling a styling kit, the different aspects of merchandise styling, and sources of styling inspiration. Students completing this certificate will be qualified for employment as photo, fashion show, film, and video stylists.

Learning Outcomes

Upon completion of this certificate, students will be able to:
- Describe principles of styling and apply them in visual display, wardrobe styling, and fashion merchandising.
- Effectively communicate clearly and concisely in the fashion industry, using visual, oral and written methods.
- Execute the technical skills for creating fashion images in a photographic media.
- Create and present a mood-board to demonstrate ideas and skills to potential employers, clients, and editors.
- Create and maintain a fashion stylist kit.
- Identify the criteria for entry level employment as a fashion stylist or the next level of fashion coursework should they choose to continue.

Students must complete each course with a grade of “C” or higher. Where applicable, grades of “Pass” may be used.

Courses Required for the Certificate of Accomplishment in Fashion Styling

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH 47 Fashion Coordination</td>
<td>3</td>
</tr>
<tr>
<td>FASH 53 Fashion Forecasting</td>
<td>3</td>
</tr>
<tr>
<td>FASH 54A Fashion Styling</td>
<td>3</td>
</tr>
<tr>
<td>FASH 53 Fashion Styling</td>
<td>3</td>
</tr>
<tr>
<td>FASH 56 Fashion Writing and Publicity</td>
<td></td>
</tr>
<tr>
<td>FASH 60 Field Work in Fashion Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>FASH 61 Work Experience in Fashion Industry</td>
<td>1</td>
</tr>
<tr>
<td>or FASH 33 Portfolio for Fashion Design/Merch</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>16</td>
</tr>
</tbody>
</table>

Recommended Additional Coursework: FASH 45A, 45B; MRKT 148

Image Consulting Certificate

The Image Consulting Program is designed to prepare students for careers as image consultants, personal shoppers, stylists, sales associates. They can either work independently or for a retailer. Coursework will incorporate skills such as color and wardrobe selection, figure analysis, and setting up a business.

Learning Outcomes

Upon completion of this certificate, students will be able to:
- Execute the technical skills of image consulting.
- Effectively communicate clearly and concisely in the image consulting industry, using visual, oral, and written methods.
- Identify the criteria for entry level employment in image consulting, create an entrepreneurial business, or be successful in the next level of coursework, should they choose to continue.

Courses Required for the Certificate of Accomplishment in Image Consulting

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH 45A Image Consulting</td>
<td>3</td>
</tr>
<tr>
<td>FASH 45B Advanced Image Consulting</td>
<td>3</td>
</tr>
</tbody>
</table>
Patterns Required for the Certificate of Completion in Textile, Weaving

Upon completion of this certificate, students will be able to:

- Effectively communicate their design ideas clearly and concisely, using methods oral, written, and visual.
- Employ the techniques of quilting and tapestry weaving to create various items, such as pillows, wall hangings, and bed dressing.
- Create sewn items, including garments and products such as pillows or accessories.
- Alter garments for proper fit.

Courses Required for the Certificate of Achievement in Textiles

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH 25A Weaving I</td>
<td>2</td>
</tr>
<tr>
<td>FASH 25B Weaving II</td>
<td>2</td>
</tr>
<tr>
<td>FASH 25C Weaving III</td>
<td>3</td>
</tr>
<tr>
<td>FASH 64 Fashion Surface Design I</td>
<td>3</td>
</tr>
<tr>
<td>FASH 65 Fashion Surface Design II</td>
<td>3</td>
</tr>
<tr>
<td>FASH 71 Creating Wearable Art</td>
<td>3</td>
</tr>
</tbody>
</table>
| Total Units                   |       | 16

Recommended Additional Coursework: ART 125A, 125B, 126

Textile, Weaving and Sewing Noncredit Certificate

This certificate provides students with foundation skills in several types of needlecraft, including fashion sewing, alterations, quilting, and weaving.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Develop patterns from sketches or samples.
- Apply the principles of pattern grading to develop a full size range for patterns.
- Create patterns that employ standard industry pattern terminology and symbols for garment production.
- Interpret a design and create a pattern for that design using a variety of methodologies.
- Employ the techniques of quilting and tapestry weaving to create various items, such as pillows, wall hangings, and bed dressing.
- Create sewn items, including garments and products such as pillows or accessories.
- Alter garments for proper fit.

Courses Required for the Certificate of Completion in Textile, Weaving and Sewing

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH 6008 Weaving Tapestry</td>
<td>72</td>
</tr>
<tr>
<td>FASH 6014 Fashion Sewing and Alteration</td>
<td>108</td>
</tr>
<tr>
<td>FASH 6025 Quiltmaking</td>
<td>54</td>
</tr>
<tr>
<td>Total Hours</td>
<td>234</td>
</tr>
</tbody>
</table>

Announcement of Courses

Credit, Non-Degree Applicable Courses:

- FASH A. Introduction to Sewing (1)
  Lec-8, lab-24 (total hrs) P/NP available
  Introduction to Sewing. Students will learn the basics of sewing machines, how to make minor repair to clothing, and how to construct a basic rectangular item in fabric. A good choice for the novice before moving on to FASH 15A, Apparel Construction I.

NOTE: Some courses include a materials fee.

Credit, Degree Applicable Courses:

- FASH 15A. Apparel Construction I (3)
  Lec-2, lab-3 P/NP available
  Prereq: FASH A
  Beginning course covering basic principles and concepts in the construction of garments. Emphasis on machine operation, sewing skills and techniques, and construction processes. Students will create sewing samples and 3-4 garments. CSU

- FASH 15B. Apparel Construction II (3)
  Lec-2, lab-3 P/NP available
  Prereq: FASH 15A
  Elements of garment construction using intermediate clothing construction methods and techniques. Multiple finishes, hard to handle fabrics, use of serger, complex construction sequences. Students construct 3 garments using techniques from class. CSU
FASH 15C. Apparel Construction III (3)
Lec-2, lab-3, field trips  P/NP available
Prereq.: FASH 15B or demonstrated skills
Advanced sewing technique used by industry. Machine tailoring, lining, menswear techniques, combining fabrics. Students construct complex garments, including dress, trousers, jacket. CSU

FASH 16. Garment Fitting Techniques (3)
Lec-2, lab-3  P/NP available
Introduction to fitting on a live model. Students will learn to identify and correct fitting problems on a sample muslin garments, including bodices, skirts, pants and jackets. Students will then learn how to transfer those adjustments to the pattern to create well-fitting production patterns. Fitting issues for knit and stretch fabrics will also be addressed. CSU

FASH 17. Custom Tailoring (3)
Lec-2, lab-3, filed trips  P/NP available
Prereq.: FASH 15B
Advis: FASH 16 AND FASH 26
Students will learn the specialized skills needed to construct tailored and structured garments using traditional methods. Course includes fitting from muslin and construction of fully hand-tailored jacket or coat. CSU

FASH 21. Fashion Careers (1)
Lec-1, field trips  P/NP available
An overview of career opportunities within the fashion industry, with specific guidelines to assist students who are looking for ways to direct their interests and talents CSU

FASH 22. Textile Analysis (3)
Lec-3  P/NP available
Analysis of the performance and care of natural and man-made textile fibers, yarns, fabrics and other products. Fabric construction methods, fabric identification, dyeing and finishing processes are included. Discussion of current issues and innovations in the textile field. UC/CSU

FASH 23. Fashion History (3)
Lec-3, field trips  P/NP available
Chronological study of costumes in western civilization from antiquity to the late 20th century, including social, economic and political influences on historic costume. Analysis of contemporary fashion design as influenced by historic styles. CSU

FASH 25A. Weaving I (2)
Lec-1, lab-3
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

FASH 25B. Weaving II (2)
Lec-1, lab-3
Prereq.: FASH 25A
Advanced weave structures, equipment and finishing techniques are integrated in this class to design and weave original textiles. Computer designing and yarn selection are emphasized to weave fabrics suitable for fashion and interiors. CSU

FASH 25C. Weaving III (3)
Lec-2, lab-3, field trips  P/NP available
Prereq: FASH 25B
In further developing the students' knowledge of weave structures, emphasis is placed on theory and design. A major focus will be integrated surface design techniques with woven cloth to create signature fabrics for fashion and interiors. CSU

FASH 26. Flat Pattern Design I (3)
Lec-2, lab-3, field trips  P/NP available
Principles and techniques of designing a garment pattern using flat pattern methods. Using a basic sloper, students analyze designs and create patterns for those designs. Students will create a final, finished garment from an original design. CSU

FASH 27. Fashion Draping (3)
Lec-2, lab-3, field trips  P/NP available
Learn to create clothing designs from scratch by manipulating fabrics in 3-D on a mannequin and marking them to create pattern pieces. Draping is an essential skill for any designer and in this class you will learn how to make a basic dress with sleeves, a bias cut gown, a corset and other garments from an industry professional. Sewing is required seamstress! CSU

FASH 28. The Social Meaning of Clothing (3)
Lec-2  P/NP available
Analysis of the social meanings and expectations associated with dress and behavior in various cultures and subcultures. An exploration of essential topics such as gender, celebrity, social hierarchy, art, cultural norms and violation of cultural norms. UC/CSU

FASH 29. Pattern Grading (1)
Lec-.5, lab-1.5, field trips  P/NP available
Theories and techniques for grading patterns into multiple sizes, including principles of fit, how the body grows, and various size ranges. Conventional methods are used to practice the basic principles of grading on a variety of pattern types. CSU

FASH 33. Portfolio in Fashion Design and Merchandising (3)
Lec-3, field trips  P/NP available
Prereq: For Design Students: FASH 35A and 36A; For Merchandising Students: FASH 49 or 54A
Advis: For Design Students: FASH 35B, 36B AND 112 For Merchandising Students: FASH 54B
Prepares Design and Merchandising students in the presentation of their work in a professional portfolio for the purpose of employment. Presentations of the student's body of work and overall professional presentation standards will be covered. CSU

FASH 34. Production Technology (3)
Lec-3, field trips  P/NP available
All phases of the manufacture of wearing apparel and accessories. Technological limitations and possibilities, operation of machines used in production and manufacturing techniques. CSU

FASH 35A. Fashion Illustration I (3)
Lec-2, lab-3, field trips  P/NP available
Prereq: FASH 25B
Students will learn beginning and intermediate illustration skills including line, proportion, shading, and color in order to advance their ability to communicate fashion designs. CSU
FASH 35B. Fashion Illustration II (3)
Lec-2, lab-3, field trips P/NP available
Prereq.: FASH 35A
Students will expand on their artistic renderings, flat sketches, coloration, and textile interpretations. 10 head fashion figure proportions will be taught and explored from every angle and clothed in a variety of garments. CSU

FASH 36A. Fashion Design I (3)
Lec-3, field trips P/NP available
This course provides a foundation in the design principles of fashion. Students work through carefully selected projects aimed at developing visual research skills, identifying design elements and communicating ideas. CSU
Formerly FASH 36

FASH 36B. Fashion Design 2 (3)
Lec-3 P/NP available
Building on the skills learned in Illustration 1 and Design 1, students will learn to develop fashion collections based on their own design aesthetic and philosophy. Emphasis and critique will be given on communicating design ideas, creating cohesive collections, and designing appropriately for a specific market. CSU

FASH 37. Flat Pattern Design II (3)
Lec-2, lab-3, field trips P/NP available
Prereq.: FASH 26
Continuation of techniques for pattern development, with an emphasis on industry production skills. Techniques covered include the development of complex designs, including patterns for tailored garments, pants, and patterns for stretch fabric. CSU

FASH 42. Introduction to Fashion Industry (3)
Lec-3, field trips P/NP available
An overview of the fashion industry that prepares students to be on the cutting edge of what is happening. Emphasis will be on the economic, political, sociological, technological and psychological environment that affects why fashion changes and evolves. The role of manufacturers, designers and retailers in the fashion business will be explored along with the elements of fashion marketing. CSU

FASH 44. Fashion Retail Buying (3)
Lec-3, field trips P/NP available
Planning, control, buying and pricing of product for the retail store. Merchandising functions of modern retail, including receiving and selling merchandise, visual merchandising, branding and marketing. CSU

FASH 45A. Advanced Image Consulting (3)
Lec-3, field trips P/NP available
Fundamentals of image consulting, including conducting assessments, color analysis, body analysis, fashion personality, wardrobe management and business management. CSU

FASH 45B. Advanced Image Consulting (3)
Lec-3, field trips Prereq.: FASH 45A
Provides advanced knowledge and skills in image consulting. Emphasis is placed on techniques of wardrobe planning and consultation, public relations, marketing and business operations of an image consulting business. CSU

FASH 46. Fashion Merchandising (3)
Lec-3, field trips
Overview of how fashion merchandising operates within the retail environment; principles of the many aspects of fashion merchandising are studied along with career opportunities. CSU

FASH 47. Fashion Direction and Coordination (3)
Lec-3, field trips
Analysis and examination of the duties of a fashion director with emphasis on trend research and projection of a firm's fashion image and brand. Students will produce and execute an informal fashion show from concept to runway. CSU

FASH 48. Fashion Show Production (4)
Lec-3, lab-4, field trips Prereq.: FASH 47
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
A practical study of merchandise display I a variety of business establishments. This course will provide students with the skills and knowledge to arrange a store window, instore display, and floor layout. Students will learn how to display merchandise to the consumer regardless of their specific job title. CSU

FASH 50. Runway: 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 P/NP available
Students learn how to organize and transfer their ideas for clothing design into a business that is viable and sustainable. Elements of a fashion business, financing, planning, branding, marketing. CSU

FASH 53. Fashion Forecasting (3)
Lec-3, field trips P/NP available
The theories and frameworks underlying forecasting in the textile and apparel industry. The factors involved in planning and presenting the forecast. Emphasis on using print, Internet and broadcast information in competitive analysis. CSU

FASH 54A. Fashion Styling (3)
Lec-3, field trips P/NP available
This course explores the skills required for styling outfits, accessories, and props for photography, film and commercials, visual merchandising, fashion shows and digital media. Emphasis on identifying the many styling methods used in promoting fashion throughout the industry. CSU

FASH 54B. Advanced Fashion Styling (3)
Lec-3, field trips Prereq.: FASH 54A
This hands-on, field-based course teaches the skills required of various types of professional stylists. Students will be guided through the process of developing a professional styling portfolio which they can present to prospective clients. CSU
FASH 55. Icons of Contemporary Fashion (3)
Lec-3 P/NP available
Birth of fashion industry and mass manufacturing of designer clothing. Start of the Couture Houses of Paris, the birth of American Fashion and the global expansion of clothing manufacturing. CSU

FASH 56. Fashion Writing and Publicity (3)
Lec-3, field trips P/NP available
The field of fashion writing and publicity offers a wide range of careers. Students will learn how to write trend reports, press releases, photo captions, runway critiques and create a fashion blog. CSU

FASH 57. Fabric Glossary (1)
Lec-1, field trips P/NP available
Merchandising students will learn how to identify fashion fabrics and to determine the suitability of these fabrics to various styles of clothing. CSU

FASH 60. FieldWork - Fashion Merchandising (1)
Work-5 P/NP only
Repeat: FASH 60, 61, 62, AND 63 COMBINED, MAX. CREDIT: 16 UNITS
Fashion show production work experience. Students work backstage as dressers for a variety of designers or stores. CSU

FASH 61. Work Experience in the Fashion Industry (3)
Work-15 P/NP available
Repeat: FASH 60, 61, 62 AND 63 COMBINED, MAXIMUM CREDIT: 16 UNITS
Fashion retail or wholesale internship with local employers to gain meaningful work experience. CSU

FASH 62. Work Experience in Image Consulting (3)
Work-15 P/NP available
Repeat: FASH 60, 61, 62, AND 63 COMBINED, MAX. CREDIT: 16 UNITS
Image consulting internship with local employers to gain meaningful work experience. CSU

FASH 63. Fashion Design and Production Internship (2)
Work-10 P/NP available
Repeat: FASH 60, 61, 62, AND 63 COMBINED, MAXIMUM CREDIT: 16 UNITS
Fashion design and production internship with local employers to gain meaningful work experience. CSU

FASH 64. Textile Design I (3)
Lec-2, lab-3 P/NP available
Dyeing, painting and printing on silk and cotton. Students design and pattern fabric with tie-dye, block printing, batik, relief printing, monoprinting, screen-printing, floral and paisley designs. CSU
All sections will charge a material fee of $20.00

FASH 65. Textile Design II (3)
Lec-2, lab-3, field trips P/NP available
Advise: FASH 64
Dyeing and painting techniques using natural dyes, chemical dyes and textile paints. Focus on African, Japanese and Indian textile design. Use of techniques such as discharge, block printing and silk screening to create items such as scarves, garments, wall hangings and quilts. CSU

FASH 66. Lingerie Design and Construction (3)
Lec-2, lab-3, field trips P/NP available
Development of original designs and construction of all types of intimate apparel. Pattern-making and specialized sewing techniques emphasizing the calculations necessary for the successful production of finely calibrated garments. CSU

FASH 67. Computerized Pattern Development (3)
Lec-3, field trips P/NP available
Prereq.: FASH 26
Overview of the functions and capabilities of computerized pattern development systems, such as PAD and Gerber. Industry pattern development including drafting, modifying, and grading patterns. Digitizing and plotting patterns. CSU

FASH 67A. Computerized Pattern Development: PAD (3)
Lec-3, field trips P/NP available
Overview of the functions and capabilities of the PAD computerized pattern development system. Industry pattern development including drafting, modifying, and grading patterns. Digitizing and plotting patterns. CSU

FASH 67B. Computerized Pattern Development: Gerber (3)
Lec-3, field trips P/NP available
Overview of the functions and capabilities of the Gerber computerized pattern development system. Industry pattern development including drafting, modifying, and grading patterns. Digitizing and plotting patterns. CSU

FASH 69. Basic Pant Draft (1)
Lec-1 P/NP available
Prereq.: FASH 15A
Students will learn the specialized skills needed to properly measure a figure and draft a well-fitting pant pattern. CSU

FASH 70. Copying Ready-to-Wear (1)
Lec-9, lab-26(total hrs) P/NP available
Prereq.: FASH 15A
Students learn how to duplicate an existing garment while it is still intact by analyzing commercial construction techniques and details, and learning how to generate a pattern from the intact garment. CSU

FASH 71. Creating Wearable Art (2)
Lec-2, field trips P/NP available
Students will learn specialized design techniques used in the creation of one of a kind wearable art. This includes clothes and accessories. CSU

FASH 72. Drafting a Sloper (Moulage) (1)
Lec-9, lab-26(total hrs) P/NP available
Prereq.: FASH 15A
Students learn the classic French couture techniques needed to measure a figure and draft a well-fitting moulage. CSU

FASH 73. Sewing with Knit and Stretch Fabrics (1)
Lec-.5, lab-1.5, field trips P/NP available
Special sewing techniques for garments made from knitted fabrics, such as t-shirts, activewear and swimwear. Students will construct garments while learning how to work with knitted fabrics, including ribbed finishes, elastic edgings, and special seam types. CSU

FASH 74. Eveningwear and Special Occasion (3)
Lec-2, lab-3, field trips P/NP available
Prereq.: FASH 15B, FASH 26 or FASH 27
Advise: FASH 16
Students will learn advanced sewing techniques used in the creation of couture garments such as evening and bridal gowns. Students will create their own designs. CSU
FASH 112. Digital Illustration for Fashion (3)
Lec-3, field trips  P/NP available
Prereq.: VMD 105 and FASH 35B
This course covers techniques in Adobe Photoshop and Illustrator for Fashion Designers. CSU

FASH 113. Sustainability in Fashion (1)
Lec-18 (total hrs)  P/NP available
Overview of sustainability issues in the fashion industry. Supply chain, garment life cycle, environmental impacts of each step of production, sale, use, and disposal. Other impacts such as exploitation and poor working conditions. Mitigation strategies and responsible choices. CSU

FASH 115. Structured Foundations & Swimwear (3)
Lec-2, lab-3  P/NP available
Prereq: FASH 15B or demonstration of exit skills
Advise: FASH 26
Construction of bras, corsets and women’s swimwear. Techniques needed to sew with high-performance materials and findings used in bras, structured foundations, swimwear. Specialized measuring and sewing techniques needed for successful production of highly contoured garments. CSU

FASH 120. Intimate Apparel & Lingerie (3)
Lec-2  P/NP available
Prereq: FASH 15A
How to analyze the design elements, fabrics, embellishments, and construction sequences used to create lingerie and intimate apparel. Construction of garments that integrate techniques into individual student designs. CSU

Noncredit Courses:
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. A material fee of $30 will be charged.

FASH 6004. Weaving - Contemporary Basketry (52.5 hrs)
Contemporary and traditional basketry. Coiling, twining, plaiting, and knotless netting using natural fibers and innovative modern materials.

FASH 6006. Expanded Woven Design (72 hrs)
Prereq.: 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.

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.

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.

FASH 6014. Fashion Sewing and Alteration (108 hrs)
Development of skills in clothing construction. Areas include tailoring, reworking, fitting, alterations. Students provide materials and supplies.

FASH 6025. Quiltmaking (54 hrs)
Fundamentals of quiltmaking including fabric and color selection, block techniques, finishing, borders, batting and binding. Creation of a sampler quilt from start to finish.

FASH 6027. Surface Design - 3-Dimensional (54 hrs)
Applications of design on fabric via painting, silk screening, airbrushing, stenciling, blueprinting, marbleizing and sculpting. Pattern drafting for 3 dimensional objects: figures, animals, boxes, masks, headdresses and footwear. Emphasis on color and design.

FASH 6040. Interior Textiles (36 hrs)
Woven structures used in interior furnishings. Practice techniques of upholstery, drapery, rugs, bed coverings, wall hangings and table coverings. Relationship to commercial production of these products is emphasized. A notebook with sample woven presentations is recommended.

FASH 6050. Lingerie Design and Construction (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.

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.

FASH 6052. Apparel Art lab (35 hrs)

FASH 6055. Beginning Upholstery (70 hrs)
Upholstering as a trade. Focusing on the skills necessary for upholstery new and existing residential and commercial upholstered furniture. Upholstering as a professional business - wholesale or retail, including fabric and pattern layout, sewing. All sections will charge a materials fee of $45.

FASH 6056. Advanced Upholstery Trade (70 hrs)
Advanced upholstery builds on the skills learned in beginning upholstery with a focus on preparing students for a career in upholstery as a trade. Students will work on their own furniture. They will learn antique upholstery furniture restoration techniques as well as novelty upholstery treatments such as headboards, lambrequins and screens. All sections will charge a materials fee of $45.

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.
Film
See Cinema

Foreign Languages
Office: Art 202
Phone Number: (415) 239-3223
Web Site: www.ccsf.edu/forlang

Announcement of Curricula
(See specific course entries for American Sign Language, Chinese, French, German, Italian, Japanese, Pilipino, Russian and Spanish.)

General Information
City College offers language and culture courses in nine languages: American Sign Language, Chinese (both Cantonese and Mandarin), French, German, Italian, Japanese, Pilipino, Russian and Spanish. Besides being excellent intellectual training and meeting transfer requirements, language courses allow you to add an international dimension to your abilities including international business and international relations, help you communicate with the peoples of the world and understand their cultures. Students often major or minor in languages in conjunction with majors in other areas.

In foreign language courses, the course numbers and letters follow in sequence. A student who has completed a course with a grade of A, B, C, or P may not re-register for the same course (unless repetition is specifically permitted), nor may he/she register for a course with a lower number or letter unless otherwise indicated.

Chinese, French, German, Japanese, and Spanish offer an advisory placement test to help students determine their level of language ability. Following consultation with the advisor in that language, the student may sign an agreement which will permit the granting of credit for the previous level course of that language, provided the student enrolls in the recommended level and completes the course with a grade of A or B. For further information contact the Foreign Language Department.

Learning Outcomes
Given the structures and vocabulary included in each course, students will be able to:
- Understand spoken and written language;
- Speak with reasonable accuracy and pronunciation;
- Develop their understanding of other cultures and customs;
- Write in the language appropriate to the level studied.

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

For short term noncredit foreign language classes, contact the Continuing Education Coordinator, 561-1860.

French
Office: Art 202
Phone Number: (415) 239-3223
Web Site: www.ccsf.edu/forlang

French Major (AA)
Program Information. The French program provides instruction in developing a student's ability to communicate in French, both written and oral, through the intermediate level and to gain a knowledge of francophone cultures throughout the world. The program is designed to meet transfer goals as well as personal development and career growth. Students must complete the curriculum with final grades of C or higher in their major preparation.

Degree Curriculum. The Degree Curriculum in French is a two-year course of study designed to build a strong language foundation as well as expose students to francophone cultural content and some literature. Students who complete the curriculum are better prepared to transfer to the CSU and UC systems as well as other universities with the intent of majoring or minoring in French.

Learning Outcomes
Upon completion of this degree, students will be able to:
- Demonstrate fluency to interact in French in a normal and spontaneous fashion at an intermediate level.
- Understand and analyze publications and current affairs media as well as contemporary literary prose.
- Demonstrate understanding of geography and cultural differences in the francophone world.
- Display an intermediate level of proficiency in speaking, understanding, reading and writing in French to perform successfully in upper division courses.

Courses Required for the Major in French
Students must complete a minimum of 15 units chosen from

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
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<tbody>
<tr>
<td>FREN 2 or 2A+2B Cont. of Elem. French</td>
<td>5 or 6</td>
</tr>
<tr>
<td>FREN 3A+3B Intermediate French</td>
<td>6</td>
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<tr>
<td>FREN 4 Cont. of Intermediate French</td>
<td>3</td>
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<tr>
<td>FREN 5 Adv. French; Conv. on French</td>
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<tr>
<td>Literature and Culture</td>
<td>3</td>
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<tr>
<td>FREN 22 Grammar Review and Composition</td>
<td>3</td>
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</tbody>
</table>

An additional three (3) units must be completed from the following courses:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 1 or 1A+1B Elementary French</td>
<td>5 or 6</td>
</tr>
<tr>
<td>FREN 10B Beginning Conv. French</td>
<td>3</td>
</tr>
<tr>
<td>FREN 10C Intermediate Conv. French</td>
<td>3</td>
</tr>
<tr>
<td>FREN 10D Cont. of Intermed. Conv. French</td>
<td>3</td>
</tr>
<tr>
<td>FREN 10E Cont. of Intermed. Conv. French</td>
<td>3</td>
</tr>
<tr>
<td>FREN 11A-11B Advanced Conv. French</td>
<td>3-3</td>
</tr>
<tr>
<td>FREN 41 Culture and Civilization France</td>
<td>3</td>
</tr>
<tr>
<td>FREN 42 Contemporary French Culture &amp; Civ</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units | 18

French Certificate
The Certificate of Accomplishment in French provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in French. Each course must be completed with a final grade of “C” or higher or Pass. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

Learning Outcomes
Upon completion of this certificate, students will be able to:
- Understand the main points of standard speech on familiar matters encountered in work, school, leisure, etc., as well as many radio or television programs.
- Understand texts which consist mainly of high-frequency everyday or job-related languages.
- Deal with most situations likely to arise while traveling in an area where the language is spoken.
• Write simple connected text on topics which are familiar or of personal interest or personal letters describing experiences and impressions.

**Courses Required for the Certificate of Accomplishment in French**

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>FREN 1 Elementary French</td>
<td>3</td>
</tr>
<tr>
<td>or FREN 1A-1B Elementary French</td>
<td>3</td>
</tr>
<tr>
<td>FREN 2 Continuation of Elementary French</td>
<td>3</td>
</tr>
<tr>
<td>or FREN 2A-2B Continuation of Elem French</td>
<td>3</td>
</tr>
<tr>
<td>FREN 3 Intermediate French</td>
<td>3</td>
</tr>
<tr>
<td>or FREN 3A-3B Intermediate French</td>
<td>3</td>
</tr>
<tr>
<td>FREN 4 Continuation of Elem French</td>
<td>3</td>
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<tr>
<td>FREN 5 Adv French: Conv on French Lit and Cul</td>
<td>3</td>
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</tbody>
</table>

**Elective Courses**

- FREN 10A Beginning Conversational French. ........................................3
- FREN 10B Cont of Beg Conversational French ........................................3
- FREN 10C Intermediate Conversational French. ......................................3
- FREN 10D Cont of Inter Conversational French. ....................................3
- FREN 10E Cont of Inter Conversational French. ....................................3
- FREN 11A, 11B Adv Conversational French. ........................................3
- FREN 20 Independent Studies ....................................................................1
- FREN 22 Grammar Review and Composition ................................................3
- FREN 23 French Phonetics .........................................................................2
- FREN 41 Culture and Civilization of France ........................................3
- FREN 42 Contemporary French Culture and Civ .......3

**Total Units** .........................................................................................15

**Announcement of Courses**

Students of beginning French are directed to consider French courses numbered 1, 1A, 10A.

A placement test in French is available for guidance in selecting the appropriate course. For information, call 239-3223. Total beginners in French should select from French 1, 1A or 10A.

**Credit, Degree Applicable Courses:**

- **FREN 1. Elementary French (5)**
  - Lec-5, lab-2
  - P/NP available
  - ADVISE: ENGL 93 or 94; or ESL 160 or placement in ENGL 96 or ESL 170 or any City College or university foreign language course.
  - This introductory course will develop the four basic skills of listening, speaking, reading and writing. The course also introduces some cultural aspects of France and the francophone world. UC/CSU

- **FREN 1A. Elementary French (3)**
  - Lec-3, lab-1
  - P/NP available
  - ADVISE: ENGL 93 or 94; or ESL 82 or 160 or placement in ENGL 96 or ESL 170 or any City College or university foreign language course.
  - This introductory course will develop the four basic skills of listening, speaking, reading and writing. The course also introduces some cultural aspects of France and the francophone world. UC/CSU

- **FREN 1B. Elementary French (3)**
  - Lec-3, lab-1
  - P/NP available
  - ADVISE: FREN 1A OR FREN 1B EXIT SKILLS.
  - This introductory course will develop the four basic skills of listening, speaking, reading and writing. The course also introduces some cultural aspects of France and the francophone world. UC/CSU

- **FREN 2. Continuation of Elementary French (5)**
  - Lec-5, lab-2
  - P/NP available
  - ADVISE: FREN 1 OR FREN 1B OR DEMONSTRATION OF FREN 1 OR 1B EXIT SKILLS.
  - Second semester course. Continuation of elementary grammar, composition and reading; continued practice in speaking and understanding French. Introduction to Francophone cultures. UC/CSU

- **FREN 2A. Continuation of Elementary French (3)**
  - Lec-3, lab-1
  - P/NP available
  - ADVISE: FREN 1 OR FREN 1B OR DEMONSTRATION OF FREN 1 OR 1B EXIT SKILLS.
  - Continuation of elementary grammar, composition and reading. Continued practice in speaking and understanding French. UC/CSU

- **FREN 2B. Continuation of Elementary French (3)**
  - Lec-3, lab-1
  - P/NP available
  - ADVISE: FREN 2A OR DEMONSTRATION OF FREN 2A EXIT SKILLS.
  - Continuation of elementary grammar, composition and reading. Continued practice in speaking and understanding French. UC/CSU

- **FREN 3. Intermediate French (5)**
  - Lec-5, lab-1
  - P/NP available
  - ADVISE: FREN 2 OR 2B OR DEMONSTRATION OF FREN 2 OR 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. UC/CSU

- **FREN 3A. Intermediate French (3)**
  - Lec-3, lab-1
  - P/NP available
  - ADVISE: FREN 3 OR 3B
  - Review of grammar and composition; reading of cultural materials. Constant practice in the use and comprehension of the spoken language. Conducted in French. UC/CSU

- **FREN 3B. Intermediate French (3)**
  - Lec-3, lab-1
  - P/NP available
  - ADVISE: FREN 2 OR 2B OR DEMONSTRATION OF FREN 2 OR 2B EXIT SKILLS.
  - Review of grammar and composition; reading of cultural materials. Constant practice in the use and comprehension of the spoken language. Conducted in French. UC/CSU

- **FREN 4. Continuation of Intermediate French (3)**
  - Lec-3, Lab-1
  - P/NP available
  - ADVISE: FREN 2 OR 2B OR DEMONSTRATION OF EXIT SKILLS
  - Fourth semester course. Reading of representative literary works; review of grammar and composition. Increased emphasis on speaking. Conducted in French. UC/CSU

- **FREN 5. Advanced French: Coversation on French Literature and Culture (3)**
  - Lec-3, lab-1, field trips
  - P/NP available
  - ADVISE: FREN 3 OR 3B
  - Reading in and discussion of French literature and culture. Exclusively oral training to acquire greater command of the spoken language.
Students will consolidate their grammatical acquisitions, practice their speaking proficiency while learning about Francophone cinema. They will exchange viewpoints on the various movies seen in class and discuss social and cultural values of the country of origin of each movie. UC/CSU

Non-sequential

FREN 41. Culture and Civilization of France (3)
Lec-3
P/NP available
Advis: ENGL 96 or placement in ENGL 1A
The history, geography, social institutions, literature, art, architecture, and music of France from their beginnings to the First World War. UC/CSU
No knowledge of French required. May not be offered every semester.

FREN 42. Contemporary French Culture and Civilization (3)
Lec-3
P/NP available
Advis: ENGL 96 or placement in ENGL 1A
Aspects of French culture and civilization from the entre-deux-guerres period to the present. Insights into the historical and traditional forces through building vocabulary, improving pronunciation and expressing ideas in a more natural manner. CSU

FREN 10A. Beginning Conversational French (3)
Lec-3, lab-1
P/NP available
Beginner's course. Extensive oral training in French. Emphasis on practical vocabulary and idiom rather than formal grammar and literature. CSU
Not recommended for native speakers of French.
Recommended for all beginning students. Recommended for students enrolled in FREN 1 or FREN 1A.

FREN 10B. Continuation of Beginning Conversational French (3)
Lec-3, lab-1
Prereq.: FREN 10A or demonstration of FREN 10A exit skills
Second semester course. Continuation of extensive oral training in French. Emphasis on practical vocabulary and idiom rather than formal grammar and literature. CSU
Not recommended for native speakers of French.
Recommended for students enrolled in FREN 1 or FREN 1A.

FREN 10C. Intermediate Conversational French (3)
Lec-3, lab-1
P/NP available
Prereq.: FREN 10B or demonstration of FREN 10B exit skills
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
Not recommended for native speakers of French.
Recommended for students enrolled in FREN 2 or FREN 2A.

FREN 10D. Continuation of Intermediate Conversational French (3)
Lec-3, lab-1
P/NP available
Prereq.: FREN 10C or demonstration of FREN 10C exit skills
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
Not recommended for native speakers of French.
Recommended for students enrolled in FREN 2 or FREN 2A.

FREN 10E. Continuation of Intermediate Conversational French (3)
Lec-3, lab-1
P/NP available
Prereq.: FREN 10D or demonstration of FREN 10D exit skills
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
Recommended for students enrolled in FREN 2B or FREN 2C.

FREN 11A. Advanced Conversational French (3)
Lec-3, lab-1
P/NP available
Prereq.: FREN 10E or 3 or 3A+3B or demonstration of FREN 10E, 3, or 3A+3B exit skills.
Students will consolidate their grammatical acquisitions, practice their listening and reading skills and attain speaking proficiency while learning about Francophone cinema. They will exchange viewpoints on the various movies seen in class and discuss social and cultural values of the country of origin of each movie. UC/CSU
Non-sequential

FREN 11B. Advanced Conversational French (3)
Lec-3, lab-1
P/NP available
Prereq.: FREN 10E or 3 or 3A+3B or demonstration of FREN 10E, 3, or 3A+3B exit skills.
Students will consolidate their grammatical acquisitions, practice their listening and reading skills and attain speaking proficiency while learning about Francophone cinema. They will exchange viewpoints on the various movies seen in class and discuss social and cultural values of the country of origin of each movie. UC/CSU
Non-sequential

FREN 15A. Continuation of Advanced Conversational French (3)
Lec-3, lab-1
P/NP available
Continuation of extensive oral training in French. Designed for students who wish to acquire more advanced skills in conversational French. The major difference between French 15A and 15B is in reading and oral assignments. The courses focus on specific topics (literature, fine arts, current affairs) but include different grammar topics. CSU

FREN 15B. Continuation of Advanced Conversational French (3)
Lec-3, lab-1
P/NP available
Continuation of extensive oral training in French. Designed for students who wish to acquire more advanced skills in conversational French. The major difference between French 15A and 15B is in reading and oral assignments. The courses focus on specific topics (literature, fine arts, current affairs) but include different grammar topics. CSU

FREN 20. Independent Studies in French (1)
Conf-1
P/NP available
Prereq.: FREN 3A, 3B, or 4 or demonstration of FREN 3A/3B/4 exit skills
Students will be developing a current knowledge in a specific area of interest - literary, cultural or linguistic - while improving critical thinking and communicative skills in the French language. This course is an independent study course. CSU (UC upon review)
May not be offered every semester.

FREN 22. Grammar Review and Composition (3)
Lec-3, lab-1
P/NP available
Prereq.: FREN 4 or demonstration of FREN 4 exit skills.
Advanced review of grammar and composition with attention to style, vocabulary development, and more advanced grammatical structure, taught entirely in French. UC/CSU
May not be offered every semester.

FREN 23. French Phonetics (2)
Lec-3, lab-1
P/NP available
Prereq.: FREN 10C or 2A or demonstration of FREN 10C or 2A exit skills.
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
May not be offered every semester.

FREN 41. Culture and Civilization of France (3)
Lec-3
P/NP available
Advis: ENGL 96 or placement in ENGL 1A
The history, geography, social institutions, literature, art, architecture, and music of France from their beginnings to the First World War. UC/CSU
No knowledge of French required. May not be offered every semester.
which have contributed to the current and emerging conditions of France. UC/CSU
No knowledge of French required. May not be offered every semester.

Gay, Lesbian and Bisexual Studies
See Lesbian, Gay, Bisexual, and Transgender Studies

Geography
See Earth Sciences listings

Geology
See Earth Sciences listings.

German
Office: Art 202
Phone Number: (415) 239-3223
Web Site: www.ccsf.edu/forlang

German Certificate
The Certificate of Accomplishment in German provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in German. Each course must be completed with a final grade of “C” or higher or Pass. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

Learning Outcomes
Upon completion of this certificate, students will be able to:

- Understand the main points of standard speech on familiar matters encountered in work, school, leisure, etc. as well as many radio or television programs on current affairs.
- Understand texts which consist mainly of high-frequency everyday or job-related language.
- Deal with most situations likely to arise while traveling in an area where the language is spoken.
- Write simple connected text on topics which are familiar or of personal interest or personal letters describing experiences and impressions.

Courses Required for the Certificate of Accomplishment in German

Core Courses Units
GERM 1 Elementary German ......... 3-5
or GERM 1A-1B Elementary German .............. 3

GERM 2 Continuation of Elementary German .... 3-5
or GERM 2A-2B Continuation of Elementary German .............. 3-5

GERM 3 Intermediate German ......... 3-5
or GERM 3A-3B Intermediate German .............. 3-5

GERM 4 Continuation of Intermediate German .... 3-5
or GERM 4A-4B Continuation of Intermediate German .............. 3-5

Elective Courses
GERM 10A, 10B Beg Prac Spoken German ............. 3-3

GERM 10C Intermediate Conversational German ............. 3

GERM 10D Continuation of Intermediate ....... 3-5

Conversational German .................. 3

GERM 11A, 11B Advanced Conversational German ............. 3-3

Total Units ........................................ 15

Announcement of Courses
Credit, Degree Applicable Courses:
Students of beginning German are directed to consider German courses numbered 1, 1A or 10A.

A placement test in German is available for guidance in selecting the appropriate course. For information, call 239-3223.

GERM 1. Elementary German (5)
Lec-5, lab-2 P/NP available
Advise: ENGL 93 or 94; or ESL 160 or 82 or placement in ENGL 96 or ESL 170 or any City College or University Foreign Language course.

Beginner’s course: Grammar, composition, and reading; practice in speaking and understanding German. UC/CSU

GERM 1A. Elementary German (3)
Lec-3, lab-1 P/NP available
Advise: ENGL 93 or 94; or ESL 160 or 82 or placement in ENGL 96 or ESL 170 or any City College or University Foreign Language course.

Grammar, composition and reading; practice in speaking and understanding simple German. UC/CSU

GERM 1A + 1B = GERM 1

GERM 1B. Elementary German (3)
Lec-3, lab-1 P/NP available
Prereq.: GERM 1A or demonstration of GERM 1A exit skills.

Grammar, composition and reading; practice in speaking and understanding simple German. UC/CSU

GERM 1A + 1B = GERM 1

GERM 2. Continuation of Elementary German (5)
Lec-5, lab-2 P/NP available
Prereq.: GERM 1 or 1B or demonstration of GERM 1/1B exit skills.

Second semester course. Continuation of elementary grammar, composition and reading; practice in speaking and understanding German. UC/CSU

GERM 2A. Continuation of Elementary German (3)
Lec-3, lab-1 P/NP available
Prereq.: GERM 1 or 1B or demonstration of GERM 1/1B exit skills.

Continuation of elementary grammar, composition and reading; practice in speaking and understanding German. UC/CSU

GERM 2A + 2B = GERM 2

GERM 2B. Continuation of Elementary German (3)
Lec-3, lab-1 P/NP available
Prereq.: GERM 2A or demonstration of GERM 2A exit skills.

Continuation of elementary grammar, composition and reading; practice in speaking and understanding German. UC/CSU

GERM 2A + 2B = GERM 2

GERM 3. Intermediate German (5)
Lec-5, lab-1 P/NP available
Prereq.: GERM 2 or GERM 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. UC/CSU

GERM 3A. Intermediate German (3)
Lec-3, lab-1 P/NP available
Prereq.: GERM 2 or 2B or demonstration of GERM 2/2B exit skills.
Introduction to the reading of German prose. Grammar review and composition; constant practice in the use and comprehension of the spoken language. UC/CSU

GERM 3A is not a prerequisite for GERM 3B. These courses may be taken non-sequentially. GERM 3A + 3B = GERM 3

GERM 3B. Intermediate German (3)
Lec-3, lab-1 P/NP available
Prereq.: GERM 2 or 2B or demonstration of GERM 2/2B exit skills.
Introduction to the reading of German prose. Grammar review and composition; constant practice in the use and comprehension of the spoken language. UC/CSU

GERM 3A is not a prerequisite for GERM 3B. These courses may be taken non-sequentially. GERM 3A + 3B = GERM 3

GERM 4. Continuation of Intermediate German (5)
Lec-5, lab-1 P/NP available
Prereq.: GERM 3 OR GERM 3A + 3B or demonstration of GERM 3/3A + 3B exit skills.
Extensive and intensive reading of modern German prose. UC/CSU

GERM 4A. Continuation of Intermediate German (3)
Lec-3, lab-1 P/NP available
Prereq.: GERM 3 OR GERM 3A + 3B or demonstration of GERM 3/3A + 3B exit skills.
Extensive and intensive reading of modern German prose. UC/CSU

GERM 4A is not a prerequisite for GERM 4B. These courses may be taken non-sequentially. GERM 4A + 4B = GERM 4

GERM 4B. Continuation of Intermediate German (3)
Lec-3, lab-1 P/NP available
Prereq.: GERM 3 OR GERM 3A + 3B or demonstration of GERM 3/3A + 3B exit skills.
Extensive and intensive reading of modern German prose. UC/CSU

GERM 4A is not a prerequisite for GERM 4B. These courses may be taken non-sequentially. GERM 4A + 4B = GERM 4

GERM 10A. Beginning Practical Spoken German (3)
Lec-3, lab-1 P/NP available
Beginning Practical Spoken German is a course for beginning students of the German language with extensive oral training. It offers a step-by-step approach to learning daily life communication skills; it follows the Common European Framework of Reference for Languages (CEFR) from levels A1 to B1. CSU

Not recommended for native speakers of German

GERM 10B. Beginning Practical Spoken German (3)
Lec-3, lab-1 P/NP available
Prereq.: GERM 10A or demonstration of GERM 10A exit skills.
Beginning Practical Spoken German is a course for elementary students of the German language with extensive oral training. It follows the Common European Framework of Reference for Languages (CEFR) from levels A1 to B1. CSU

Not recommended for native speakers of German

GERM 10C. Intermediate Conversational German (3)
Lec-3, lab-1 P/NP available
Prereq.: GERM 10B or demonstration of GERM 10B exit skills.
Continuation of extensive oral training in German. Emphasis on conversational idiom. Introduction to German customs, culture, civilization, current affairs, etc. Grammar analysis is kept to a minimum. CSU

Not recommended for native speakers of German.
Recommended for students enrolled in GERM 2 or 2A.

GERM 10D. Continuation of Intermediate Conversational German (3)
Lec-3, lab-1 P/NP available
Prereq.: GERM 10C or demonstration of GERM 10C exit skills.
Continuation of extensive oral training in German. Emphasis on conversational idiom. Introduction to German customs, culture, civilization, current affairs, etc. Grammar analysis is kept to a minimum. CSU

Not recommended for native speakers of German.
Recommended for students enrolled in GERM 2B or GERM 3.

GERM 11A. Advanced Conversational German (3)
Lec-3, lab-1 P/NP available
Prereq.: GERM 10D OR 3 OR 3A+3B or demonstration of GERM 10D, 3, OR 3A+3B exit skills.
Extensive oral training in German. Designed for students who wish to continue acquiring more advanced skills of the spoken language. UC/CSU

GERM 11A is not a prerequisite for GERM 11B. These courses may be taken non-sequentially.

GERM 11B. Advanced Conversational German (3)
Lec-3, lab-1 P/NP available
Prereq.: GERM 10D OR 3 OR 3A+3B or demonstration of GERM 10D, 3, OR 3A+3B exit skills.
Extensive oral training in German. Designed for students who wish to continue acquiring more advanced skills of the spoken language. UC/CSU

GERM 11A is not a prerequisite for GERM 11B. These courses may be taken non-sequentially.

Health Care Technology

Announcement of Curricula

General Information

The Health Care Technology Department offers a variety of vocational programs to prepare students for employment in the healthcare profession. Please see individual program areas for specifics regarding registration, certification, licensure and/or degree status.

Learning Outcomes

Programs within the Health Care Technology Department prepare individuals for employment in both in-hospital and pre-hospital careers. Students successfully completing programs shall attain the knowledge and competency based skills required to pass certification, registry or licensure examinations.
Paramedic Major (AS)

General Information. The Paramedic Program provides students with the knowledge and skills necessary to provide advanced emergency medical care in the pre-hospital setting. The licensed paramedic is the highest level of the pre-hospital care team and may find employment with a fire department, private ambulance service, third city service, hospital, or other operation. The Paramedic Program includes classroom didactic, practical laboratory, in-hospital clinical and pre-hospital field internship to allow students to sit for the National Registry Paramedic Licensure Examination upon successful completion of the program.

Accreditation. The Paramedic Program is accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoA-EMSP).

Prerequisites. The prerequisite for the Paramedic Program is current EMT-I certification per CCR. DIV.9 Title 22. It is recommended that students have six months field experience as an EMT prior to submitting an application to the Paramedic Program.

Admission to the Program. Enrollment is open to qualified applicants who fulfill the following admission requirements:
1. Hold a current California EMT-I certification
2. Attend mandatory information session
3. Complete application to the program
4. Pass the EMT review test at 75% or higher
5. Submit two letters of recommendation

General Education. The Paramedic Program is structured so students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete the paramedic curricula with a grade of “C” or higher and grade of “C” or higher in general education classes may receive the Associate in Science Degree with a Major in Paramedic Training.

The course of study is designed so students who complete each of the following courses, and complete the Graduation requirements for the Associate in Science Degree, or the CCSF transfer Associate Degree General Education requirements, will satisfy the requirements for the Paramedic Major.

Learning Outcomes
Upon completion, students will be able to:
• Comprehend, apply and evaluate information relative to the role of an entry-level Paramedic.
• Demonstrate technical proficiency in all of the skills necessary to fulfill the role of an entry-level Paramedic.
• Demonstrate personal behaviors consistent with professional and employer expectations of an entry-level Paramedic.
• Apply for the National Registry Paramedic Level cognitive and psychomotor examinations.

Courses Required for the Major in Paramedic
Classes are offered in a sequence that may not match with semester start and end dates, so classes are listed in order of sequence only.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTP 120 Human Systems and Patient Assessment</td>
<td>5</td>
</tr>
<tr>
<td>EMTP 121 Paramedic Theory-Roles &amp; Responsibility</td>
<td>2</td>
</tr>
<tr>
<td>EMTP 122 Pharmacology and Ventilatory Mgt</td>
<td>2.5</td>
</tr>
<tr>
<td>EMTP 123 Trauma Emergencies</td>
<td>4</td>
</tr>
<tr>
<td>EMTP 124 Trauma Certification</td>
<td>1</td>
</tr>
<tr>
<td>EMTP 125 Cardiorespiratory Emergencies</td>
<td>4.5</td>
</tr>
<tr>
<td>EMTP 126 Neuroendocrine Emergencies</td>
<td>4</td>
</tr>
<tr>
<td>EMTP 127 Medical Emergencies</td>
<td>5</td>
</tr>
<tr>
<td>EMTP 128 OB/GYN &amp; Pedi Emergencies</td>
<td>4</td>
</tr>
<tr>
<td>EMTP 129 Special Populations, EMS Ops</td>
<td>5</td>
</tr>
<tr>
<td>EMTP 130 Clinical and Field Internship</td>
<td>12</td>
</tr>
<tr>
<td>EMT 104 Advanced Skills for EMS Providers</td>
<td>4</td>
</tr>
<tr>
<td>Total Units</td>
<td>53</td>
</tr>
</tbody>
</table>

CVT/Echocardiography Certificate

Students who complete their training satisfactorily are prepared to hold positions as cardiac sonographers, echocardiography technicians, cardiovascular technicians in a medical center, cardiology officer or health center. Students must maintain a grade of “C” or higher. Graduates are eligible to sit for the national registry examinations: American Registry of Diagnostic Medical Sonography (ARDMS) or Cardiovascular Credentialing International (CCI).

Courses Required for the Certificate of Achievement in CVT/Echocardiography

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>ECHO 101 Echocardiography</td>
<td>7</td>
</tr>
<tr>
<td>CVT 101 Cardiovascular Technician</td>
<td>3</td>
</tr>
<tr>
<td>CVT 110 Cardiovascular Skills</td>
<td>7</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>ECHO 201 Adv. Echocardiography Technician</td>
<td>6</td>
</tr>
<tr>
<td>CVT 201 Adv. Cardiovascular Technician</td>
<td>4</td>
</tr>
<tr>
<td>CVT 210 Adv. Cardiovascular Skills</td>
<td>7</td>
</tr>
<tr>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>ECHO 301 Adv. Cardiac Abnormalities</td>
<td>5</td>
</tr>
<tr>
<td>CVT 301 Adv. Physics of Ultrasound</td>
<td>3</td>
</tr>
<tr>
<td>CVT 310 Adv. Clinical Experience in Cardiac Ultrasound</td>
<td>9</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>ECHO 401 Adv. Echocardiography Studies</td>
<td>6</td>
</tr>
<tr>
<td>CVT 410 Clinical Experience in Adv. Cardiac Ultrasound</td>
<td>11</td>
</tr>
<tr>
<td>Total Units</td>
<td>68</td>
</tr>
</tbody>
</table>

EKG Technician Certificate

This program prepares students to operate an EKG equipment and work as an EKG Technician in a cardiology office, non invasive cardiac diagnostic department in a hospital, medical clinic or other medical facilities. Students must maintain a grade of “C” or higher. Graduates
are eligible to sit for the national registry examination: Cardiovascular Credentialing International (CCI).

**Learning Outcomes**
Upon completion of this program, the student will be able:

- Comprehend, apply and evaluate in formation relative to the role of an EKG Technician.
- Demonstrate technical skills necessary to fulfill the role of an EKG Technician.
- Behave professionally, skillfully, and in a manner consistent with employer expectations for an entry-level position in an EKG Department.
- Demonstrate the technical skills to perform clinical tasks on EKG machines, Holter monitor systems, and exercise stress test equipment.
- Qualify for the national registry examination: Cardiovascular Credentialing International (CCI).

**Courses Required for the Certificate of Accomplishment in EKG Technician**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECGT 101 ECG Technician I</td>
<td>4</td>
</tr>
<tr>
<td>ECGT 102 ECG Technician II</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td>8</td>
</tr>
</tbody>
</table>

Additional Requirements. Successful completion of program with a grade of "C" or higher and minimum of 80% attendance.

**Emergency Medical Technician Certificate**

The primary goal of the City College of San Francisco Emergency Medical Technician Program is to prepare students to become competent entry-level patient care providers in emergency medical services. EMT's most often work in the pre-hospital area for ambulance agencies, park service or fire departments. Many students use their EMT training as an introduction to a variety of other medical fields, such as registered nurse, ER Technician, or physician.

This program is in compliance with requirements set forth in the California Code of Regulation, Title 22. All aspects of the EMT Training Program meet or exceed the NHTSA 2009 National EMS Education Standards. Students must maintain a grade of "C" or higher.

**Learning Outcomes**
Upon successful completion of this program, the student will be able:

- Comprehend, apply and evaluate information relative to the role of an entry-level Paramedic.
- Demonstrate technical proficiency in all of the skills necessary to fulfill the role of an entry-level Paramedic.
- Demonstrate personal behaviors consistent with professional and employer expectations of an entry-level Paramedic.
- Apply for the National Registry Paramedic Level cognitive and psychomotor examinations.

**Courses Required for the Certificate of Accomplishment in Paramedic**

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
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<tbody>
<tr>
<td>EMTP 120 Human Systems and Patient Assessment</td>
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<tr>
<td>EMTP 104 Advanced Skills for EMS Providers</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td>53</td>
</tr>
</tbody>
</table>

**Health Information Technology**

**General Information**

The Health Information Technology (HIT) Program provides competency-based instruction and professional practice experiences to assist students in developing 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 be at the forefront of the healthcare industry where healthcare meets the cutting edge of technology and a member of the healthcare team. Historically, medical records have been a paper-based or in hybrid format. The demand to advance the implementation of electronic
health records (EHRs) requires training of health information professionals to enter the workforce.

Accreditation. The Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), located at 233 N. Michigan Avenue, 21st floor, Chicago, IL 60601-5800; Telephone: (312) 233-1100; http://www.cahiim.org

Degree Curricula

Upon successful completion of the two-year curriculum in Health Information Technology, graduates are trained to perform specialized skills in electronic (EHR) computer software, security and privacy practices, coding, and collecting, organizing, and analyzing electronic data to improve healthcare information as more healthcare providers and hospitals adopt EHR systems.

As one of the fastest growing occupations, possible career opportunities for practitioners in health information management include data analysts, inpatient and outpatient coding specialists, privacy and security officers, release of information and recovery audit coordinators, clinical data improvement specialists, cancer registrars, and health information managers.

Employment. The United States Department of Labor, Bureau of Labor Statistics project medical record and health information technician's employment is expected to increase by 21 percent from 2010 to 2020, faster than the average for all occupations. As the population ages, the demand for health services is expected to increase. http://www.bls.gov/oco

Health information professionals are employed in a variety of work settings including hospitals, ambulatory care, physician offices, managed care facilities, long-term care and rehabilitation, behavioral health, chemical dependency and correctional facilities, home health and hospice, cancer centers, state and federal government agencies, insurance companies, research and policy agencies, accounting and legal firms, coding compliance and data quality organizations, HIM service providers and vendors, consulting firms, academic institutions, pharmaceutical companies, health information exchanges, and other venues.

Employment opportunities for trained health information technicians continue to increase with emphasis on data quality and integrity, management of electronic health information, revenue cycle management and compliance around payment are prevalent both for ambulatory and inpatient care. This is one of the few health occupations in which there is little or no direct contact with patients.

Admission. Enrollment is open to all interested students who fulfill the following admission requirements:

1. Eligible for credit classes (See admission requirements.)
2. Strongly recommended for success in the HIT program: ENGL 91 or ESL 150
3. Attend a HIT orientation session to ask questions about requirements and structure of the program.
4. Certain programs have prerequisites that must be met prior to enrollment in individual classes.

Credit by Examination. Refer to College Catalog

Associate in Science Degree in Health Information Technology. The curriculum is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete the Health Information Technology Curriculum with a “C” or better in every course receive the Associate in Science Degree in Health Information Technology.

Basis for Disqualification. Students who do not earn a “C” or better in a Health Information Technology program course will have one opportunity to repeat the course to improve their grade. Students who do not earn a “C” or better on the second try will be disqualified from the program. Students may also be disqualified other reasons consistent with College policy.

National Certification Examination Registered Health Information Technician (RHIT). Successful graduates with an Associate in Science Degree in Health Information Technology are eligible to take the national certification examination offered by the American Health Information Association to earn the Registered Health Information Technician (RHIT) credential. AHIMA, located at 233 N. Michigan Avenue, 21st floor, Chicago, IL 60601-5800: Tel: (312) 233-1090; http://www.ahima.org/certification

Students holding an associate's degree, baccalaureate degree or higher in a disciple from an accredited institution of post-secondary education must petition for the Associate in Science Degree in Health Information Technology. A previous degree does not automatically meet General Education Requirements. (See current CCSF Catalog for concise lists and descriptions of General Education Requirements Areas A-H)

Course of Study. Each option, in addition to an emphasis in the major field includes typical course work in computer applications, medical terminology, anatomy and physiology and disease process, data analysis, legal aspects, clinical classification and coding systems, health care reimbursement methods, statistics and data reporting, health information systems, quality assurance and improvement methods and personnel management.

Professional Practice Experience (PPE) refer to supervised rotations in the third and fourth semesters. Each CAHIIM-accredited HIM program must have at least one PPE that helps students assimilate theory with practical application in order to work toward achievement of AHIMA entry-level competencies in a real-world environment.

Health Information Technology Major (AS)

Learning Outcomes

Upon completion of the Associate in Science degree in Health Information Technology, the student will be able to:

- Demonstrate record management skills and knowledge necessary for HIM entry-level employment as a health information professional in various health care settings
- Demonstrate the technical skills and knowledge necessary for HIM entry-level employment as a health information professional in various health care settings
- Demonstrate the behavioral, interpersonal, ethical, and professional skills necessary for HIM employment as a health information professional in various health care settings
- Apply and take the Registered Health Information Technician (RHIT) national certification examination offered by the AHIMA
- Apply and take the Certified Coding Associate (CCA) national certification examination offered by the AHIMA
Courses Required for the Major in Health Information Technology

Course Units
First Semester
One of the following options in Anatomy and Physiology:
Option 1:
ANAT 14 Intro to Human Anatomy and Physiology 4
Option 2:
ANAT 25 General Human Anatomy 4
PHYS 1 Introductory Human Physiology
or PHYS 12 Intro to Human Physiology 4–5
Course Units
HCT 61 Introduction to Health Care 3
HIT 50A Medical Terminology I 3
HIT 67 Computer Applications in the Health Care Setting 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 ICD-10-CM Coding 2
Third Semester
HIT 72 Legal Aspects of HIT 3
HIT 73B ICD-10-PCS Coding 4
HIT 77A Professional Practice Experience I 3
HIT 74 Introduction to Quality Improvement 2
Fourth Semester
HIT 75 Organization and Management 3
HIT 76 CPT Coding 3
HIT 77B Professional Practice Experience II 3
HIT 78 Reimbursement Methods in HI 2
Total 47–52

Certificate Curricula

Students may obtain the Certificate of Accomplishment in Health Information Clerk I, or Certificate of Achievement in Health Information Clerk II, Health Information Coding Specialist, and Health Information Technology by completing the curriculum with a final grade of "C" or higher or "Pass".

Health Information Clerk I Certificate

This certificate program prepares students for entry-level positions in health information management departments. Opportunities for employment include basic record management, reception, admitting department functions, scanning of documents, filing and retrieval of records, filing and sorting loose documents, purging of records, storage and retention activities, data entry, processing admissions and discharges, and assembly of medical documents in a sequential order.

Learning Outcomes

Upon completion of the Health Information Clerk I Certificate of Accomplishment, students will be able to:

• Demonstrate the behavioral, interpersonal, ethical and professional skills necessary for HIM employment as a health information professional in various health care settings.

Students must complete each course with a final grade of "C" or higher or "Pass".

Courses Required for the Certificate of Accomplishment in Health Information Clerk I

Course Units
One of the following options in Anatomy and Physiology:
Option 1:
ANAT 14 Intro to Human Anatomy and Physiology 4
Option 2:
ANAT 25 General Human Anatomy 4
PHYS 1 Introductory Human Physiology
or PHYS 12 Intro to Human Physiology 4–5
Course Units
HCT 61 Introduction to Health Care 3
HIT 50A Medical Terminology I 3
HIT 67 Computer Applications in the Health Care Setting 2
Total 47–52

Health Information Clerk II Certificate

This certificate program prepares students for technical positions in health information departments. Employment opportunities include working in a hybrid and electronic environment, analyzing health records for deficiencies according to established standards, maintaining and using a variety of indices and storage retrieval systems; managing the usage and release of health information; collecting and abstracting health data for statistical purposes, scanning of documents and performing quality audits on all documents, assignment of codes according to specific classification systems and use of official coding guidelines for reimbursement, billing and reporting purposes.

Learning Outcomes

Upon completion of the Health Information Clerk II Certificate of Achievement, students will be able to:

• Demonstrate record management skills and knowledge necessary for HIM entry-level employment as a health information professional in various health care settings

• Perform computer applications necessary for HIM entry-level employment as a health information professional in various health care settings

• Demonstrate technical skills and knowledge necessary for HIM entry-level employment as a health information professional in various health care settings

• Demonstrate the behavioral, interpersonal, ethical and professional skills necessary for HIM employment as a health information professional in various health care settings

Students must complete each course with a final grade of "C" or higher or "Pass".
Courses Required for the Certificate of Achievement in Health Information Clerk II

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>One of the following options in Anatomy and Physiology:</td>
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</tr>
<tr>
<td>Option 1:</td>
<td></td>
</tr>
<tr>
<td>ANAT 14 Intro to Human Anatomy</td>
<td>4</td>
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<tr>
<td>PHYS 1 Introductory Human Physiology</td>
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<tr>
<td>or PHYS 12 Intro to Human Physiology</td>
<td>4–5</td>
</tr>
<tr>
<td>Course</td>
<td>Units</td>
</tr>
<tr>
<td>HCT 61 Intro to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HIT 50A Medical Terminology I</td>
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</tr>
<tr>
<td>HIT 67 Computer Applications in the Health Care</td>
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</tr>
<tr>
<td>ENGL 91 Intro to Basic Reading and Writing</td>
<td>3</td>
</tr>
<tr>
<td>or ESL 150 Adv Academic ESL</td>
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</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>HIT 50B Medical Terminology II</td>
<td>2</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 72 Legal Aspects of HIT</td>
<td>3</td>
</tr>
<tr>
<td>HIT 73A ICD-10-CM Coding</td>
<td>2</td>
</tr>
<tr>
<td>HIT 77A Professional Practice I</td>
<td>3</td>
</tr>
<tr>
<td>MATH E1 Basic Math (Individualized)*</td>
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<tr>
<td>or MATH E3 Basic Math (Lecture/Group)</td>
<td>2–3</td>
</tr>
<tr>
<td>Total Units</td>
<td>32–38</td>
</tr>
</tbody>
</table>

* Requirement based on college Math Placement Test Score.

Health Information Coding Specialist Certificate
This certificate program prepares students to assign diagnostic and procedural codes supported by medical documentation in accordance with official coding and reporting guidelines and compliance regulations. Students choose reportable codes to use on exercises, case scenarios, and actual patient records with basic to moderate and advanced clinical complexity. Courses required for the Certificate of Achievement in Health Information Technology, Coding Specialist.

Learning Outcomes
Upon completion of the Health Information Coding Specialist Certificate in Health Information Technology, students will be able to:

- Assign diagnosis/procedures using the International Classification of Diseases (ICD) official coding guidelines for inpatient and outpatient records
- Use and maintain electronic applications and work processes to support clinical classifications and coding
- Demonstrate professional and behavior skills and adhere to the necessary ethical standards of coding for HIM employment as a health information coder
- Apply for Certified Coding Associate (CCA) examination offered through the American Health Information Management Association (AHIMA)

Students must complete each course with a final grade of “C” or higher or “Pass”.

Courses Required for the Certificate of Achievement in Health Information Coding Specialist

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
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<tr>
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<tr>
<td>HIT 50B Medical Terminology II</td>
<td>2</td>
</tr>
<tr>
<td>HIT 57 Disease Process</td>
<td>3</td>
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<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 73B ICD-10-PCS Coding</td>
<td>4</td>
</tr>
<tr>
<td>HIT 74 Introduction to Quality Improvement</td>
<td>2</td>
</tr>
<tr>
<td>HIT 76 CPT Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIT 77A Professional Practice I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 78 Reimbursement Methods in HIT</td>
<td>2</td>
</tr>
<tr>
<td>Total Units</td>
<td>41–46</td>
</tr>
</tbody>
</table>

Health Information Technology Certificate

Learning Outcomes
Upon completion of the certificate program in Health Information Technology, the student will be able to:

- Demonstrate record management skills and knowledge necessary for HIM entry-level employment as a health information professional in various health care settings
- Demonstrate the technical skills and knowledge necessary for HIM entry level employment as a health information professional in various health care settings
- Demonstrate the behavioral, interpersonal, ethical and professional skills necessary for HIM employment as a health information professional in various health care settings
- Apply for the Certified Coding Associate (CCA) national certification examination offered by the American Health Information Management Association (AHIMA)

Students must complete each course with a final grade of “C” or higher or “Pass”.

Courses Required for the Certificate of Achievement in Health Information Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
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<tr>
<td>ANAT 14 Intro to Human Anatomy</td>
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</tr>
</tbody>
</table>
Health Care Technology

Course Units
HCT 61 Intro to Health Care .................................... 3
HIT 50A Medical Terminology I ............................. 3
HIT 67 Computer Applications in the Health Care Setting .................................. 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 ICD-10-CM Coding .................................... 2
Third Semester
HIT 72 Legal Aspects of HIT ..................................... 3
HIT 73B ICD-10-PCS Coding .................................... 4
HIT 77A Professional Practice I ............................... 3
HIT 75 Organization and Management in Health ......... 3
Fourth Semester
HIT 74 Introduction to Quality Improvement ............... 2
HIT 76 CPT Coding .............................................. 3
HIT 77B Professional Practice II ............................... 3
HIT 78 Reimbursement Methods in HIT .................... 2
Total Units ..................................................... 47–52

Medical Assisting Program
Degree Curricula
(Options in Medical Assisting and Medical Administrative Assisting)
The curriculum in Medical Assisting, a two-year course of study, offers students training for employment through options in two areas: Medical Assisting and Medical Administrative Assisting. The Medical Assisting program is offered in cooperation with the American Association of Medical Assistants (AAMA).

Admission. Enrollment is open to all interested students; however, students must have completed ESL 150 or placement in ENGL 92 or ESL 160 or higher.

Students must complete HCT 61, Introduction to Health Care, during their first semester 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.

Students are required to submit evidence of a recent tuberculin skin test or chest x-ray, proof of immunizations, and a physical examination which indicates that they are in good physical health to include the following:

- vision correctable to 20/30 in both eyes
- able to stand unassisted for long periods of time
- able to walk, bend, reach, and stoop frequently
- able to assist patients on and off exam tables and in and out of wheelchair
- normal hearing or corrected hearing within normal range
- able to manipulate stationary and mobile medical equipment
- behavior and social skills acceptable within the college and clinical rotations

Option 2:
ANAT 25 General Human Anatomy ....................... 4
PHYS 1 Introductory Human Physiology or PHYS 12 Intro to Human Physiology 4–5

Please refer to the Dictionary of Occupational Titles to review the Federal ADA guidelines. Go to: www.occupationalinfo.org

Students who enroll in HCT 82 must also hold a valid CPR Healthcare Provider card from the American Heart Association, complete a background and drug and alcohol screening, and complete a HIPAA Awareness training to qualify for the Professional Practice Internship.

Students are responsible for all fees required to qualify for enrollment in the Professional Practice Internship.

Credit by Examination. Applicants who have been admitted to the Program and who have previous education or medical assisting/clinical or related experience may apply for credit and advanced placement in the curriculum by transfer or challenge process.

Purchase of Lab Coat and Clinical Supplies. Students are responsible for purchasing a lab coat and stethoscope for use in the clinical skills courses. Other fees may be required for the clinical classes.

Accreditation. The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAAHP), 1361 Park Street, Clearwater, Florida, 33756, (727) 210-2354, on recommendation of the Committee on Accreditation for Medical Assistant Education Review Board (MAERB).

Course of Study. Each option includes training in the following subjects common to all branches of medical assisting: Anatomy and physiology, medical terminology, typing and transcription, business correspondence, medical billing, insurance and coding, filing systems, medical records including the electronic health record, psychology and professional relationships, management and supervision, and CPR and first aid.

In addition, students who elect the option in Medical Assisting receive specialized training in clinical procedures including phlebotomy and medical laboratory techniques and are eligible to apply and sit for the CPT1 and CMA or RMA examinations.

In the Professional Practice Internship/Certification course (HCT 82), a course included in the second year, students complete 196 hours of supervised practical training off campus in their specific field of study. Students who elected the option of Medical Assisting are assigned primarily to perform clinical and administrative duties with physicians and other medical personnel without compensation in an outpatient clinic, medical office or health center. Students who have elected the option in Medical Administrative Assisting are assigned primarily to perform administrative duties without compensation in an outpatient clinic, medical office, or health center.

Employment. Students who have completed their training satisfactorily are qualified for employment in various capacities. Those who have completed the option in Medical Assisting are prepared to hold positions combining the duties of medical assistant, receptionist, and office manager in outpatient clinics, medical offices or health centers. Those who have completed the option in Medical Administrative Assisting are qualified for the positions of receptionist, medical biller, admitting, ward clerk, or office manager in an outpatient clinic, medical office, and health center.

Associate in Science Degree. The curriculum is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete their training in Medical Assisting or Medical Administrative Assisting with a 2.0 grade point average or higher receive the Associate Degree in Medical Assisting or Medical Administrative Assisting.

Certified Medical Assistant Examination. Graduates who receive the Certificate of Achievement in Medical Assisting are eligible to take the Certified Medical Assistant (CMA) examination given by the American Association of Medical Assistants (AAMA).
**Medical Assisting Major (AS)**

Students who complete their training satisfactorily are prepared to hold positions as a medical assistant, medical receptionist, or office manager in the physician’s office, hospital outpatient clinic, medical clinics, and health centers. Students must maintain a grade of “C” or higher. The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Medical Assisting Education Review Board (MAERB). Graduates who complete the Associate of Science in Medical Office Assisting are eligible to take the Certified Medical Assistant examination given by the American Association of Medical Assistants (AAMA).

**Learning Outcomes**

Upon completion of the program the student will be able to:

- Perform the clinical skills necessary for entry-level employment as a medical assistant in an ambulatory health care setting
- Perform the administrative skills necessary for entry-level employment as a medical assistant in an ambulatory health care setting
- Demonstrate the behavioral, ethical, and professional interpersonal skills necessary for employment as a medical assistant in an ambulatory health care setting
- Apply for the Certified Medical Assistant (CMA) examination offered by the AAMA.
- Apply for the certified phlebotomy Technician (CPT-1) examination.

**Courses Required for the Major in Medical Assisting**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 1 General Psychology</td>
<td>3</td>
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<tr>
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</tr>
</tbody>
</table>

**Course Units**

**First Semester**

- HCT 61 Introduction to Health Care                                  | 3     |
- HCT 66 Medical Typing/Transcription                                 | 4     |
- HCT 104 Introduction to Phlebotomy                                   | 3.5   |
- HIT 50A Medical Terminology I                                        | 3     |
- MED 55 The Electronic Health Record                                  | 4     |
- MED 56 Administrative Procedures                                    | 3     |

**Second Semester**

- HIT 50B Medical Terminology II                                       | 2     |
- HIT 57 Disease Process                                               | 3     |
- HIT 76 CPT Coding                                                    | 3     |
- MED 49 Clinical Procedures                                           | 4     |
- MED 70 Medical Bookkeeping and Insurance                             | 3     |
- MED 71 Electronic Management of Financial Records                   | 1.5   |

**Summer Semester**

- HCT 82 Professional Practice Internship/Certification               | 5     |

**Third Semester**

- HIT 73A ICD-10-CM Coding                                            | 3     |
- HIT 75 Organization and Management                                  | 3     |

**Medical Administrative Assisting Major (AS)**

Students who complete their training satisfactorily are prepared to hold positions as a medical receptionist, admitting clerk, ward clerk, or office manager in the physician’s office an outpatient clinic, medical office, or health center. Students must maintain a 2.0 grade point average or higher. Students are eligible to sit for the Certified Professional Coder (CPC) or Certified Coding Specialist Physician Office (CCS-P) examinations.

**Learning Outcomes**

Upon completion of this program, the student will be able to:

- Perform the reception skills necessary for entry-level employment as a Medical Administrative Assistant in an ambulatory health care setting
- Perform the medical billing procedures necessary for entry-level employment as a Medical Administrative Assistant in an ambulatory health care setting
- Perform computer applications necessary for entry-level employment in an ambulatory health care setting
- Perform the management skills necessary for entry-level employment in an ambulatory health care setting
- Apply for the Certified Professional Coder (CPC) examination

**Courses Required for the Major in Medical Administrative Assisting**

<table>
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<tr>
<th>Course</th>
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<td>HIT 57 Disease Process</td>
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</tr>
<tr>
<td>HIT 76 CPT Coding</td>
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</tr>
<tr>
<td>MED 70 Medical Bookkeeping and Insurance</td>
<td>3</td>
</tr>
<tr>
<td>MED 71 Electronic Management of Financial Medical Records</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**Summer Session**

- HCT 82 Professional Practice Internship/Certification               | 5     |

**Third Semester**

- HIT 75 Organization and Management                                  | 3     |
- MED 72 Advanced Insurance Billing                                   | 3     |
- MED 73 Advanced Medical Manager                                     | 2     |

**Total**                                                           | 51.5–56.5 |
Medical Assisting Certificate
The certificate in Medical Assisting provides students with both clinical and administrative training. Students who complete their training satisfactorily are prepared to hold positions as a medical assistant, medical receptionist, or office manager in a physician's office, hospital outpatient clinic, medical clinic, and health centers. The medical assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Medical Assisting Education Review Board (MAERB). Graduates who complete the certificate of Achievement are eligible to take the Certified Medical Assistant examination given by the American Association of Medical Assistants (AAMA). Student must maintain a grade of "C" or higher.

Learning Outcomes
Upon completion of the Certificate of Achievement in Medical Assisting, the student will be able to:

- Perform the clinical skills necessary for entry-level employment as a medical assistant in an ambulatory health care setting
- Perform the administrative skills necessary for entry-level employment as a medical assistant in an ambulatory health care setting
- Demonstrate the behavioral, ethical, and professional interpersonal skills necessary for employment as a medical assistant in an ambulatory health care setting
- Apply for the Certified Medical Assistant Examination (CMA) offered by the AAMA
- Apply for the Certified Phlebotomy Technician Examination (CPT-I)

Students must be eligible for ENGL 92 or ESL 160.

Courses Required for the Certificate of Achievement in Medical Assisting

<table>
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<tr>
<td>MED 55 The Electronic Health Record</td>
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<td>MED 56 Administrative Procedures</td>
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<td>Second Semester</td>
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</tr>
<tr>
<td>HIT 50B Medical Terminology II</td>
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<td>HIT 73A ICD-10-CM Coding</td>
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<td>MED 71 Electronic Management of Financial</td>
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</tr>
<tr>
<td>Medical Records</td>
<td></td>
</tr>
</tbody>
</table>

Summer Session
HCT 82 Professional Practice Internship/Certification . . . 5
Total Units ........................................... 51–56

Medical Biller Certificate
This certificate program prepares students to complete medical insurance claims for private physician offices and outpatient facilities. Students learn CPT and ICD-9-CM coding, medical terminology, disease process, manual and computer bookkeeping procedures, manual and computer insurance billing for private insurance, Medicare, Medicaid, Worker's Compensation, and managed care plans. Students must maintain a grade of "C" or higher.

Learning Outcomes
Upon completion of this program, the student will be able to:

- Assign CPT codes to services and procedures
- Assign ICD codes to diagnoses
- Perform insurance billing procedures necessary for entry-level employment in an ambulatory health care setting
- Apply for the Certified Professional Coder (CPC) examination

Courses Required for the Medical Biller Certificate of Achievement

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
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<tr>
<td>ANAT 14 Intro to Human Anatomy and Physiology</td>
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<tr>
<td>Medical Records</td>
<td></td>
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</table>

Second Semester
HIT 50B Medical Terminology II                   | 2     |
HIT 57 Disease Process                           | 3     |
HIT 73A ICD-10-CM Coding                         | 2     |
MED 55 The Electronic Health Record              | 4     |
MED 72 Advanced Insurance Billing                | 3     |
MED 73 Advanced Medical Manager                  | 2     |
ENGL 92 Basic Composition and Reading II         | 2–3   |
or ESL 160 Advanced Composition                  |       |
Total Units ........................................... 39.5–41.5

Medical Evaluation Assistant Certificate
This certificate program is designed specifically for employment within the San Francisco Public Health Department including the neighborhood health clinics. Students have the option of completing additional courses for a Certificate of Achievement in Medical Assisting. Students receive instruction in anatomy and physiology, medical terminology, health care systems, medical typing and transcription, health education and disease processes, clinical procedures, phlebotomy, and computer applications. Students will complete an internship and must hold a valid CPR Health Provider card and a HIPAA Awareness Training certificate. Students may obtain the Certificate of Achievement for MEA by completing the following courses with a grade of "C" or higher.

Learning Outcomes
Upon completion of the Certificate of Achievement in Medical Evaluation Assistant, the student will be able to:

- Perform the clinical skills necessary for entry-level employment as a Medical Evaluation Assistant in an ambulatory health care setting.
- Demonstrate the behavioral, ethical, and professional interpersonal skills necessary for employment as a Medical Evaluation Assistant in an ambulatory health care setting.
- Apply for the Certified Phlebotomy Technician examination (CPT-1)

Enrollment is open to all interested students; however, students must have completed ESL 150 or place in ENGL 92 or ESL 160.

**Courses Required for the Certificate of Achievement in Medical Evaluation Assistant**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>First Semester</td>
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<td><strong>Course</strong></td>
<td><strong>Units</strong></td>
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<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>HCT 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 57 Disease Process</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 66 Chronic Conditions Management</td>
<td>3</td>
</tr>
<tr>
<td>MED 49 Clinical Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MED 71 Electronic Management of Financial</td>
<td>1.5</td>
</tr>
<tr>
<td>Medical Records</td>
<td></td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td></td>
</tr>
<tr>
<td>HCT 82 Professional Practice</td>
<td></td>
</tr>
<tr>
<td>Internship/Certification</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td>37.5–42.5</td>
</tr>
</tbody>
</table>

**Medical Receptionist Certificate**

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

**Learning Outcomes**

Upon completion of the Certificate of Achievement in Medical Receptionist, the student will be able to:

- Perform the medical receptionist skills necessary for entry-level employment as a medical receptionist in an ambulatory health care setting
- Perform computer applications necessary for entry-level employment in an ambulatory health care setting
- Demonstrate the behavioral, ethical, and professional interpersonal skills necessary for employment as a Medical Receptionist in an ambulatory health care setting

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>One of the following options in Anatomy and Physiology:</td>
<td></td>
</tr>
<tr>
<td><strong>Option 1:</strong></td>
<td></td>
</tr>
<tr>
<td>ANAT 14 Intro to Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Option 2:</strong></td>
<td></td>
</tr>
<tr>
<td>ANAT 25 General Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 1 Introductory Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>or PHYS 12 Intro to Human Physiology</td>
<td>4–5</td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td><strong>Units</strong></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>HCT 61 Introduction to Health Care</td>
<td>.</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>MED 56 Administrative Procedures</td>
<td>3</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>HIT 50B Medical Terminology II</td>
<td>2</td>
</tr>
<tr>
<td>HIT 76 CPT Coding</td>
<td>3</td>
</tr>
<tr>
<td>MED 55 The Electronic Health Record</td>
<td>4</td>
</tr>
<tr>
<td>MED 70 Bookkeeping/Insurance Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MED 71 Electronic Management of Financial</td>
<td>1.5</td>
</tr>
<tr>
<td>Medical Records</td>
<td></td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td></td>
</tr>
<tr>
<td>HCT 82 Professional Practice</td>
<td></td>
</tr>
<tr>
<td>Internship/Certification</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td>37.5–40.5</td>
</tr>
</tbody>
</table>

**Pharmacy Technician Certificate**

**Certificate Curricula**

**General Information**

Students may obtain the Certificate of Achievement in Pharmacy Technician by successfully completing the two semester program. The Pharmacy Technician Program starts in the Fall Semester each year. The curriculum is designed to prepare students to work under the direct supervision of a pharmacist in hospitals, community based pharmacies and other institutional settings.

**Admission.** To be considered for admission to the program, applicants must:

1. Complete the prerequisites to the Program: Math 40 and ENGL 93 or ENGL 94 or placement in ENGL 96.
2. Attend the orientation session scheduled during the month of April and pick up the Application to the Pharmacy Technician Program.
3. Complete and submit the Application to the Pharmacy Technician Program to the Pharmacy Technician Office, Room 111, Gym Building, John Adams Center, by 5:00 PM Friday the first week in May.
4. Attend the individual orientation session scheduled with the Pharmacy Technician instructors to review prerequisite compliance and clinical placement requirements.
5. File with the Office of Admissions and Records a completed credit application for admission to City College.
6. Take the City College of San Francisco placement test. Dates and times for this test are available at: ccsf.edu/NEW/en/student_services/matriculation_services/ged_center.html
Successful applicants are required to submit evidence of a recent tuberculin skin test or chest x-ray, proof of immunizations, and a physical examination which indicates they are in good physical health to include the following:

- 20/100 vision correctable to 20/30 in both eyes with normal color perception
- able to stand unassisted for long periods of time
- able to walk, bend, reach, lift product, and stoop frequently
- possess normal hearing or corrected hearing within the normal range
- able to manipulate stationary and mobile medical equipment

Before you apply to the program, please review the following description of the tasks, knowledge, skills, abilities and work activities that a student will need to perform in classes and assigned internship settings. The website for the Dictionary of Occupational Titles is: http://www.occupationalinfo.org/

All applicants who meet the above requirements are eligible for the program. Classroom space and clinical site placements limit the class size to 30 students, therefore, students are selected by lottery from the eligible applicants.

Background Check. A background check may be required by the assigned clinical sites. The cost of this will be incurred by the student. Students must complete this background check prior to clinical placement.

Drug Screening. Drug screening may be required by the clinical placement site. The student is responsible for this cost.

Learning Outcomes

Upon completion of the Pharmacy Technician Program, the student will be able to:

- Perform the administrative and clinical skills necessary for entry-level employment as a pharmacy technician in an institutional, community-based or hospital pharmacy
- Provide professional customer service to patients and clients in a pharmacy setting
- Apply for a license as a Pharmacy Technician to the California State Board of Pharmacy
- Successfully complete the Pharmacy Technician Certification Board National examination

Courses Required for the Certificate of Achievement in Pharmacy Technician

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>PHTC 101 Theory I</td>
<td>9</td>
</tr>
<tr>
<td>PHTC 102 Clinical I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>PHTC 103 Theory II</td>
<td>9</td>
</tr>
<tr>
<td>PHTC 104 Clinical II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td>24</td>
</tr>
</tbody>
</table>

Core Courses. Both theory and clinical courses must be taken in the same semester.

Requirements for Completion. The Certificate of Achievement requires completion of 24 units. Each course must be completed with a final grade point average of 2.00 or higher.

**Unit Coordinator (Hospital)/Ward Clerk Noncredit Certificate**

This program is designed to introduce the student to the clerical duties of the hospital unit coordinator. The unit coordinator serves as the liaison between the hospitalized patient and the medical professionals in an acute care or other medical facility environment. Students will gain the knowledge and communication skills necessary for this entry-level position.

Learning Outcomes

Upon completion of this program, the student will be able to:

- Describe the various health care departments and delivery systems
- Describe the role and responsibilities of a unit coordinator in a nursing care unit of a hospital
- Apply appropriate medical terminology on the clinical site
- Demonstrate professional behavior and team work skills in the health care environment

Admission Requirements. High school diploma, GED, or high school proficiency certificate.

Length of Course. One semester.

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHWC 9183 Unit Coordinator (Hospital)</td>
<td>108</td>
</tr>
</tbody>
</table>

Requirements for Completion of Completion. Successful completion of required courses with a grade of “C” or higher.

**Announcement of Courses**

**Credit, Degree Applicable Courses:**

**Echocardiography**

ECHO 101. Echocardiography (7)
Lec-6, lab-3
Prereq.: ANAT 14 or 25
Coreq.: CVT 101, CVT 110
Cardiac anatomy and physiology. Standard presentation of Two Dimensional (2D) and M-Mode images. Principles and characteristics of color flow Doppler. Color flow, pulse and continuous wave Doppler investigated and applied to normal and abnormal cardiac ultrasound studies. Disease states relationship to ultrasound findings and calculations will be used to determine severity. CSU

Students must submit an application and be accepted into the CVT Program prior to registration.

ECHO 201. Advanced Echocardiography Technician (7)
Lec-5, lab-6
Prereq.: ECHO 101, CVT 101, CVT 110
Coreq.: CVT 201, CVT 210
Advanced cardiac abnormalities evaluated by two dimensional (2D), M-Mode, and Doppler methods include: stenosis, valve abnormalities, regurgitation, diastolic dysfunction, cardiomyopathies, pericardial and coronary artery disease, congestive heart failure, hypertension, pulmonary hypertension, right ventricular methods of evaluation, masses and tumors, endocarditis, prosthesis, aortic root diseases, and cardiac transplants. Transesophageal Echo: standard views and cardiac identification. CSU
ECHO 301. Advanced Cardiac Abnormalities (5)
Lec-4, lab-3, field trips
Prereq: ECHO 201
Description and Echocardiographic findings of advanced cardiac abnormalities including pulmonary hypertension, pulmonary emboli, endocarditis, prosthetic valves, cardiac masses, transplant, and aortic root disease. Emphasis on cardiac embryology and congenital cardiac defects and the associated echocardiographic findings. Content includes echocardiographic identification of surgical repairs of congenital cardiac diseases. CSU

ECHO 401. Advanced Echocardiographic Studies (6)
Lec-6
Prereq: ECHO 101, CVT 101, ECHO 201, CVT 102, ECHO 301, CVT 301, CVT 310
Course content introduces advanced cardiac ultrasound technologies and assessment methods including 3D Echocardiography, Cardiac Resynchronization Therapy, Ventricular Assist Devices, Transesophageal Echocardiography, Electrophysiology Studies, Strain-Strain Rate and Speckle Tracking. Emphasis on carotid ultrasound imaging, Doppler, and characteristics of carotid pathology. CSU

CVT 101. Cardiovascular Technician (3)
Lec-3
Prereq.: ANAT 14 or 25
Coreq: ECHO 101, CVT 110
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 110. Cardiovascular Skills (7)
Lab-3, conf-6
Prereq.: ANAT 14 or 25
Coreq: ECHO 101, CVT 101
Practice in the classroom setting and clinical locations performing and measuring ECGs, taking blood pressures, practice setting up and performing exercise stress testing. Learn technical imaging skills to perform echocardiograms and manipulate ultrasound system instrumentation. CSU

CVT 201. Advanced Cardiovascular Technician (4)
Lec-3, lab-3
Prereq.: CVT 101, ECHO 101, CVT 110
Coreq: ECHO 201, CVT 210
Advanced complex cardiac rhythms including heart blocks, bundle branch blocks, and accessory pathways. Includes cardiac pharmacology pacemaker technology and stress echo indications: procedures and analysis. Observation and practice of ECG and stress testing in clinical locations. CSU

CVT 210. Advanced Cardiovascular Skills (7)
Lab-6, conf-5
Prereq.: CVT 101, ECHO 101, CVT 110
Coreq: ECHO 201, CVT 201
Practice in the classroom setting of exercise stress testing. ECGs, echocardiograms and stress echocardiograms. In the clinical internship, observation and participation of non-invasive cardiology procedures: ECGs, exercise stress testing, echocardiograms, stress echocardiograms, and Transesophageal Echoes (TEEs). CSU

CVT 301. Physics of Cardiac Ultrasound (3)
Lec-3, field trips
Prereq: CVT 201
Description and analysis of ultrasound physics as applied to sound waves, transducers, two-dimensional images, Doppler, hemodynamic principles, system functions, ultrasound artifacts and biosafety concerns. CSU

CVT 310. Clinical Experience in Cardiac Ultrasound (9)
Lec-1, conf-3, lab-15, field trips
Prereq: CVT 210
Provide students with experience in performing echocardiograms on adults in the clinical setting under the guidance of departmental preceptors. Emphasis on the development of ultrasound scanning techniques, application of measurements, Doppler interrogation, and interpretation of results in the clinical setting. CSU

CVT 410. Clinical Experience in Advanced Cardiac Ultrasound (11)
Lec-3, lab-24, conf-2
Prereq.: ECHO 101, CVT 101, ECHO 201, ECHO 301, CVT 301, CVT 310 (lab)
Coreq: ECHO 401
Provide students with advanced experience in performing echocardiograms on adults in the clinical setting under the guidance of departmental preceptors. Emphasis is on the completion of diagnostic quality cardiac ultrasound exam with application of measurements, Doppler interrogation, and interpretation of results. CSU

ECG Technician

ECGT 101. ECG Technician I (4)
Lec-3, Lab-4
Prereq.: ENGL 91 or ESL 150 or placement in ENGL 92 or ESL 160
Introduction to the cardiovascular system and related terminology. Emphasis on basic rhythm identification, calculation of wave forms, and cardiac disease states. Patient preparation, running, mounting and basic interpretation of 12 lead, single and three channel ECG tracings. CSU
Formerly EKGT 101

ECGT 102. ECG Technician II (4)
Lec-3, lab-3
Prereq.: ECGT 101
Advanced knowledge of cardiovascular system with emphasis on the heart in disease states including interpretation of advanced arrhythmias, hypertrophies, cardiac ischemia, and myocardial infarction. Patient preparation and running of appropriate ECG machines. Introduction to other non-invasive cardiology tests. CSU
Formerly EKGT 101

Emergency Medical Technician

EMT 11A. Pediatric CPR and First Aid (.5)
Lec-8 (total hrs) P/NP available
Training for child care personnel in pediatric CPR & AED and first aid including the practice of universal precautions and early activation of the EMS system. Qualified participants are awarded the American Heart Association Adult/Child and Infant Heartsaver CPR and City College of San Francisco Pediatric First Aid cards. This course fulfills the partial requirement of the AB243 mandated Health and Safety Training established by the State EMS Authority for Childcare Providers. CSU
Formerly HLTH 11A. Students enrolled in this course will be
EMT 12. Health Providers BLS/First Aid (1)
Lec-16 (total hrs) P/NP available
Instruction and practice in the identification and care of life threatening and serious traumatic, medical, and environmental emergencies including respiratory and cardiac emergencies for adults, children, and infants. Emphasis is also on control of life threatening emergencies such as bleeding and shock. Identification and care of serious secondary survey conditions and situations involving special populations such as children and the elderly. American Heart Association “Healthcare Provider CPR/AED” and City College of San Francisco First Aid cards will be awarded to those who qualify. CSU
Formerly HLTH 12. Students enrolled in this course will be assessed a $5 lab/material fee for CPR and First Aid cards and certifications.

EMT 13. Standard First Aid (.5)
Lec-8 (total hrs) P/NP available
The newest techniques in Standard First Aid and Adult Cardiopulmonary Resuscitation. Instruction includes how to activate the Emergency Medical Services System, handle lifethreatening emergencies, identify and care of serious secondary survey conditions. American Heart Association Adult Hearterss and City College of San Francisco First Aid cards will be awarded to those who qualify. CSU
Formerly HLTH 13. Students enrolled in this course will be assessed a $5 lab/material fee for CPR and First Aid cards and certifications.

EMT 14. Advanced First Aid and Basic Life Support for Healthcare Providers (2)
Lec-2 P/NP available
Emergency care for one and two-rescuer adult, child, and infant CPR with mask ventilation and AED; life-threatening, medical, environmental, and traumatic emergencies such as bleeding, burns, musculoskeletal injuries; poisoning and emergency childbirth. Qualified participants are awarded American Heart Association Basic Life Support Healthcare Providers/AED and CCSF Advanced First Aid cards. UC/CSU
Satisfies requirements for public safety personnel as stated in Title 22, Division 9, California Code of Regulations. Students enrolled in this course will be assessed a $5 lab/material fee for CPR and First Aid cards. Formerly HLTH 14

EMT 15. Basic Life Support Recertification (.5)
Lec-8 (hrs total) Prereq.: EMT 12, 14 or 17, or an American Red Cross, or an American Heart Association Healthcare Provider CPR/AED course within the last two years.
An updated presentation of the newest techniques in cardiopulmonary resuscitation with an emphasis on current trends. Instruction also on the ability to handle other types of injuries, as well as performance of a secondary survey and activation of the emergency medical services. An American Heart Association Healthcare Provider CPR/AED Recertification card will be awarded to those who qualify. CSU
Formerly HLTH 15. Students enrolled in this course will be assessed a $5 lab/material fee for CPR and First Aid cards and certifications.

EMT 21. CPR, Childcare Health and Child Development (3)
Lec-3
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
Formerly HLTH 21. Students enrolled in this course will be assessed a $5 lab/material fee for CPR and First Aid cards and certifications.

EMT 100. Emergency Medical Technician I (12)
Lec-5, Conf-10, field trips Coreq: EMT 102
Designed to meet the requirements of the State and National EMS Education Standards for the entry-level EMS provider in a pre-hospital setting. Students will acquire both the knowledge and manipulative skills required to provide emergency care and transportation of the ill and injured. CSU

EMT 101A. Emergency Medical Technician (4)
Lec-3, conf-1, field trips
Explores the knowledge and skills of basic Emergency Medical Services workers. Content introduces skills of the basic Emergency Medical Technician (EMT) including history of EMS and foundations of prehospital care. The first of two classes that prepares students to enter an EMT program. CSU
EMT 101A-101B = EMT 101

EMT 101B. Emergency Medical Technician (4)
Lec-3, conf-1, field trips
Prereq.: EMT 101A
Coreq: COMPLETION/CONCURRENT ENROLLMENT IN EMT 102
The second portion of EMT theory and skills provides the knowledge and skills required to manage emergencies in the prehospital setting. Emphasis on the assessment and management of various medical and traumatic emergencies. CSU
EMT 101A-101B = EMT 101

EMT 102. Emergency Medical Technician - Clinical (1)
Conf-2, lab-2
Coreq.: EMT 100 OR 101
Clinical phase of the EMT program to provide clinical skills competencies, observation and participation in actual patient calls on an ambulance in the pre-hospital setting. Course meets the National EMS Education Standards and the California Health and Safety Code of Regulations, Title 22, Division 9. CSU

EMT 104. Advanced Skills for EMS Providers (4)
Lec/Conf-4
Prereq.: EMT 100
This course is a practicum of the following advanced life support skills used in the prehospital setting by Paramedics: basic and advanced airway and ventilatory management, use of the various functions of cardiac monitors, pharmacology skills of obtaining intravenous and intraosseous access, measuring blood glucose and administering medications through various routes. The course
incorporates these advanced diagnostic and treatment skills into the systematic assessment of critical and non-critical medical and trauma patients in simulated scenarios. CSU

Noncredit Courses:
EMT 5000. Adult Cardiopulmonary Resuscitation (CPR) (8 hrs)
Adult cardiopulmonary resuscitation training for the lay rescuers who will respond to cardiac emergencies in the community setting. The 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 Heart saver participants card will be awarded to those who qualify. Students enrolled in this course will be assessed a $5 lab/material fee for CPR and First Aid cards.

EMT 5001. First Aid Care (8 hrs)
First Aid training for the lay rescuers 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.

EMT 5005. EMT Refresher (48 hrs)
Prereq.: current EMT certification and current CPR certification
This course meets the State of California requirements for the Emergency Medical Technician (EMT) refresher, providing the course content and skills verification necessary as an EMT at the basic level. Students must hold current California EMT certification to be enrolled in this course.

Paramedic Program

Students must submit an application and be accepted into the Paramedic Program prior to registration.

EMTP 120. Human Systems and Patient Assessment (5)
Lec-96 (total hrs.)
Prereq.: EMT 100 or 101
This course reviews the fundamentals of human anatomy, physiology and pathophysiology and the language and terminology of medicine. Each organ system will be reviewed along with clinical case studies related to dysfunction of the various organ systems. Emphasis will be placed on application of physiology and pathophysiology to the assessment of patients with various emergency medical conditions and the documentation and reporting skills used in the delivery of emergency medical care. CSU Formerly EMT-P 100.

EMTP 121. Introduction to EMS (2)
Lec-36 (total hrs.), field trips
Prereq.: EMT-P 120
Introduction to Emergency Medical Services (EMS) including the history of EMS development, medical legal issues in emergency care, health and safety of the paramedic and the principles of EMS research. CSU Formerly EMT-P 101.

EMTP 122. Pharmacology and Ventilatory Mgt (2.5)
Lec/conf-42 (total hrs.), field trips
Prereq.: EMT-P 121
Basic principles of pharmacology including drug classifications, actions, therapeutic uses in emergency medical services (EMS) and methods of medication administration. Basic and advanced airway and ventilatory management principles. CSU

EMTP 123. Trauma Emergencies (4)
Lec/conf-72 (total hrs.), field trips
Prereq.: EMT-P 122
Pathophysiology, assessment and management of trauma emergencies in the field. Basic and advanced management principles and continuum of trauma care. Focus onprehospital and definitive management of patients with shock as the result of traumatic injury. CSU

EMTP 124. Trauma Certification (1)
Lec/conf-32 (total hrs.)
Prereq.: EMT-P 123
This course meets the requirements for trauma certification according to national, state and local standards. CSU

EMTP 125. Cardiorespiratory Emergencies (4.5)
Lec/conf-84 (total hrs.), field trips
Prereq.: EMT-P 124
Assessment and management principles in EMS advanced life support care of patients with respiratory and cardiovascular emergencies in the prehospital and in-hospital setting. Includes ECG interpretation of dysrhythmias and 12-Lead ECG. Advanced cardiac life support guidelines and preparation for certification. CSU Formerly EMT-P 106

EMTP 126. Neuroendocrine Emergencies (4)
Lec/conf-76 (total hrs.)
Prereq.: EMT-P 125
Prehospital and in-hospital assessment and management of patients with altered mental status, seizures, strokes and other dysfunctions of the neuroendocrine systems. CSU

EMTP 127. Medical Emergencies (5)
Lec/conf-100 (total hrs.)
Prereq.: EMT-P 126
Prehospital and in-hospital assessment and management of patients with medical emergencies. CSU Formerly EMT-P 107

EMTP 128. OB/GYN & Pedi Emergencies (4)
Lec/conf-76 (total hrs)
Prereq.: EMT-P 127
Prehospital assessment and management of gynecological and obstetric emergencies, neonatal and pediatric emergencies. CSU

EMTP 129. Special Populations, EMS Ops (5)
Lec/conf-100 (total hrs.)
Prereq.: EMT-P 128
Prehospital assessment and management of patients with special challenges. Includes geriatrics, abuse/neglect, hospice and home care. Also reviews EMS operations, including patient and scene management at multiple casualty incidents. Final didactic module of Paramedic program includes final cognitive evaluation. CSU

EMTP 130. Clinical and Field Internship (12)
Conf-60 (total hrs.), lab-480 (total hrs.)
Prereq.: EMT-P 129
Paramedic program clinical rotations in emergency departments, operating room, labor and delivery, psychiatric emergency, pediat
Health Care Technology

HCT 61. Introduction to Health Care (3)
Lec-2, lab-3, field trips
Prereq.: ESL 150 or Placement in ENGL 92 or ESL 160
An overview of the evolution of medicine and health care delivery. Development and organization of health care professions, including health information management and medical assisting. Emphasis on inpatient, and physician office record content; numbering and filing systems; and electronic health record adoption. CSU

HCT 66. Medical Typing/Transcription (4)
Lec-2, lab-6
Prereq.: Typing speed of 40 nwpmin.
Using Microsoft Office Suite software, students will complete medical correspondence/reports and transcripts, as well as spreadsheet, presentation, and database exercises. Students will select and define appropriate medical terminology and abbreviations by system and/or specialty. Medicolegal requirements are integrated into the preparation and correction of medical typing/transcription assignments. CSU

HCT 82. Professional Practice Internship/Certification (5)
Conf-21, lab-35, work-196 (total hrs) P/NP only
Prereq.: MED 56, 70, 71, and HIT 50B
Repeat: Max. credit: 16 units
Supervised experience in developing a professional relationship with patients and health care professionals in physician offices, hospitals, and outpatient clinics focusing on professional attitudes and work-related skills competency. Includes preparation for various certification exams to include Certified Medical Assistant (CMA), Registered Medical Assisting (RMA), or the Certified Professional Coder (CPC). CSU

HCT 100. Introduction to Residential Services (3)
Lec-3
Instruction in the laws and regulations of the State of California for entry level administrators and direct staff to enable them to work effectively in a service program for developmentally challenged persons. CSU

HCT 104. Phlebotomy Technician (3.5)
Lec-2, conf-4
Prereq.: ESL 160 or 82 or ENGL 92 or Placement in ENGL 93 or 94; or ESL 170
Advise: EMT 100 or 101
Theory and skills competencies necessary to meet requirements of AB 1557 for a phlebotomy technician. Emphasis on phlebotomy techniques, equipment, medical/legal considerations, safety, infection control, specimen collection and handling, patient preparation and patient care. CSU
Formerly ERT 104

HCT 106. Chinese Herbs and Nutrition I (3)
Lec-3, field trips
Prereq.: Completion/concurrent enrollment in HCT 101
Instruction on the preparation, tastes, entering channels, dose, functions, indications, contra-indications, and some simple combinations of 116 of the most commonly used substances in the Chinese Medicinal Pharmacopoeia. Class will emphasize the proper and accurate identification of the prepared substances (i.e. dried, calcined, ginger fried, honey fried, sliced, etc.) CSU

HCT 107. Everyday Chinese Medicine (3)
Lec.-3
Everyday Chinese Medicine covers simple movements and manual therapies designed to enhance longevity and vitality, including 12 channels and 27 common acupuncture points. This class emphasizes the use of qi gong (movement), moxabustion, cupping, topical herbs, and massage. CSU

Health Information Technology

HIT 50A. Medical Terminology I (3)
Lec-3
Introductory course on the roots, prefixes, suffixes and abbreviations used to form and define medical terminology. The systems based terminology covers anatomy, vocabulary, disease states, anomalies, endoscopic and surgical procedures, laboratory findings and standard pharmaceuticals in systems such as: gastrointestinal, cardiovascular and genitourinary. CSU

HIT 50B. Medical Terminology II (2)
Lec-2
Prereq.: HIT 50A
Advanced course on medical terms found in case histories, discharge summaries, radiology, pathology, psychiatric, and autopsy reports. Emphasis on musculoskeletal, endocrine, and respiratory systems. Selected terminology and abbreviations used in specialty areas of hematology, psychology, neoplasms, radiology and nuclear medicine. CSU

HIT 51. Basic Medical Terminology (1)
Lec-21 (total hrs)
Basic course in medical terminology covering roots, prefixes, suffixes, and abbreviations related to the gastrointestinal and cardiovascular systems. Recommended for students applying to the medical interpreter program and those exploring entry into health careers. CSU

HIT 57. Disease Process (3)
Lec-3
Prereq.: ANAT 14, 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
Instruction in healthcare delivery systems utilized in health information management practice with emphasis on secondary data sources, accreditation and regulatory requirements, alternative healthcare settings, the electronic health record (ERR), and healthcare information systems. CSU
HIT 65. Organization of Health Data (2)
Lec-1, lab-3
Prereq.: HCT 61; HIT 50A AND 67
The study of basic hospital and health statistics including sources, definitions, and use of health data. Computerized and manual methods of collecting, processing, and preparing statistical reports and spreadsheets for health care management, including various methods of presenting data; calculation of common rates and percentages. CSU

HIT 66. Computer Applications in the Health Care Setting (2)
Lec-1, lab-3
An introduction to the various types of computer systems and their usage in health information management. Instruction will include word processing, databases, spreadsheets, presentation materials, the Internet, and the Health Information Exchange. Importance of data accuracy, consistency, completeness, security of information, and letter and memo presentation emphasized. CSU

HIT 67. Computer Applications in the Health Care Setting (2)
Lec-1, lab-3
Prereq.: ANAT 14
An introduction to the various types of computer systems and their usage in health information management. Emphasis on privacy and security rules from the Health Information Portability and Accountability Act (HIPAA). CSU

HIT 68. Organization of Health Data (2)
Lec-2, lab-1
Prereq.: HIT 50A
Overview of the fundamentals of law. U.S. legal system, contracts, confidentiality, release of information, use of patient records during proceedings and health information practice, ethics, regulatory requirements, compliance, risk management and quality assurance. Emphasis on privacy protection and security rules from the Health Information Portability and Accountability Act (HIPAA). CSU

HIT 69. Legal Aspects of HIM (3)
Lec-2, lab-3
Prereq.: HIT 50B, HCT 61, AND HIT 67
Overview of the fundamentals of law. U.S. legal system, contracts, confidentiality, release of information, use of patient records during proceedings and health information practice, ethics, regulatory requirements, compliance, risk management and quality assurance. Emphasis on privacy protection and security rules from the Health Information Portability and Accountability Act (HIPAA). CSU

HIT 70. Legal Aspects of HIM (3)
Lec-1, lab-3
Prereq.: HIT 50A AND 67
The study of health information organization, management, and compliance. CSU

HIT 71. Legal Aspects of HIM (3)
Lec-2, lab-1
Prereq.: HIT 50B AND 63
Overview of the fundamentals of law. U.S. legal system, contracts, confidentiality, release of information, use of patient records during proceedings and health information practice, ethics, regulatory requirements, compliance, risk management and quality assurance. Emphasis on privacy protection and security rules from the Health Information Portability and Accountability Act (HIPAA). CSU

HIT 72. Legal Aspects of HIM (3)
Lec-2, lab-3
Prereq.: HIT 50B, HCT 61, AND HIT 67
Overview of the fundamentals of law. U.S. legal system, contracts, confidentiality, release of information, use of patient records during proceedings and health information practice, ethics, regulatory requirements, compliance, risk management and quality assurance. Emphasis on privacy protection and security rules from the Health Information Portability and Accountability Act (HIPAA). CSU

HIT 73A. ICD-10-CM Coding (2)
Lec-2, lab-1
Prereq.: ANAT 14
Coreq. HIT 50A
Provides students with basic International Classification of Disease (ICD) coding principles with emphasis on inpatient and outpatient guidelines. The course focuses on book format, code conventions, Uniform Hospital Discharge Data Set (UHDDS) guidelines, document sources, code sequencing, and abstracting. CSU

HIT 73B. ICD-10-PCS Coding (4)
Lec-3, lab-3, field trips
Prereq.: HIT 73A
ICD-10-PCS instructs students in the process of building codes in the new procedure coding system. Instruction includes selection of ICD-10-CM and ICD-10-PCS codes for coding cases, regulatory guidelines, an overview of Diagnostic Related Groups (DRGs), and computerized encoders and groupers. CSU

HIT 74. Introduction to Quality Improvement (2)
Lec-1, lab-3
Prereq.: HIT 50B AND 63
Evolution of continuous quality improvement in healthcare from the operational and clinical perspective. Topics include quality measurement and performance initiatives of patient outcomes, disease management, satisfaction surveys, quality measures, data sources, collection methods and measurement techniques. Use of control tools, statistical process, and benchmarking. CSU

HIT 75. Organization and Management in Health (3)
Lec-3
Prereq.: HIT 77A OR HCT 82
Instruction in the introduction to the principles of organization and management functions and theories in various settings, time managemen and management tools, communication processes, decision making strategies, recruitment and staffing, performance reviews, disciplinary actions, motivating personnel, budget, and grievances and labor unions. CSU

HIT 76. CPT Coding (3)
Lec-3
The Current procedural terminology (CPT) coding system is used to describe services and procedures provided by health care providers in the outpatient setting to include evaluation and management, surgery, radiology, pathology, laboratory, and medicine. The class includes an overview of the HCPCS and the ambulatory classification systems. CSU

HIT 77A. Professional Practice I (3)
Conf-3, Lab-6
Prereq.: HIT 63, 65, AND 73A
Recommended to be taken in student’s last semester

HIT 77B. Professional Practice II (3)
Conf-3, lab-6
Prereq.: HIT 77A
Recommended to be taken in student’s last semester

HIT 78. Reimbursement Methods in HIM (2)
Lec-2
Prereq.: HIT 73A
Overview of the historical developments of the U.S. reimbursement and payment systems in various healthcare settings. Emphasis on healthcare reimbursement methodologies, prospective payment systems, clinical coding, coding compliance, voluntary healthcare insurance plans, government-sponsored health care programs, managed care plans, revenue cycle management and quality issues. CSU

Medical Assisting
MED 49. Clinical Procedures (4)
Lec-3, conf-3
Prereq.: ANAT 14, HIT 50A
Advising: Placement in MATH 40 or 840 or completion of BSMA G, H, I or MATH E1 or E3.
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 55. The Electronic Health Record (4)
Lec-3, lab-3
Structural components of the interactive electronic health record (EHR) and how it supports communication and continuity of care. Perspective
on how the EHR impacts work and workflow. Practical hands-on experience utilizing an educational version of an EHR to manage patient visit information, such as examination/assessment notes and treatment plans. CSU

MED 56. Administrative Procedures (3)
Lec-3, lab-2
Coreq.: HCT 61
Instruction in the U.S. health care environment; medicolegal and ethical responsibilities; the art of communication; telephone, reception, and appointment scheduling techniques; written communication; processing mail and telecommunications; office managerial responsibilities; and seeking employment and future health care trends. CSU

MED 70. Medical Bookkeeping and Insurance (3)
Lec-2, lab-3
Coreq.: HIT 76 and MED 71
A comprehensive and intensive study of bookkeeping and financial activities, billing, credit and collection procedures, and medical insurance billing. The course reviews medical terminology as it relates to insurance claims, utilizes procedure and diagnostic coding, and provides practice in completing various insurance claim forms which include commercial, Medicare, Medicaid, worker's compensation, and disability insurance. CSU

MED 71. Electronic Management of Financial Medical Records (1.5)
Lec-1, lab-2
An introduction to medical office financial applications. Students use medical office software to create new accounts, post charges, payments, and adjustments to accounts, print financial activity reports, patient statements, and insurance claim forms, schedule appointments, and enter hospital rounds information. CSU

MED 72. Advanced Medical Insurance Billing (3)
Lec-2, lab-3
Prereq.: MED 70
Advise: HIT 76
An advanced insurance billing course which concentrates on commercial insurance, Medicare, and Medicaid claims. The course focuses on specialty billing to include cardiology, surgery, dermatology, neurology, OB/GYN, and orthopedic. Students learn how to manage capitated accounts, obtain preauthorization reports, patient statements, and insurance claim forms, schedule appointments, and enter hospital rounds information. CSU

MED 73. Advanced Medical Manager (2)
Lec-1, lab-2, field trips
Prereq.: MED 71
An advanced Medical Manager Software course, students will edit the support files, establish new patient accounts, post charges, payments, and adjustments to accounts, learn to format the appointment template, create and manage the recall system, produce and analyze financial activity reports, generate insurance forms and patient statements, and work with an electronic health record. CSU

Pharmacy Technician
Students must be accepted into the Pharmacy Technician Program to register in PHTC 101 and 102.

PHTC 101. Pharmacy Technician I - Theory (9)
Lec-9
Prereq.: ENGL 93 or 94 or placement in ENGL 96; and MATH 40
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, inventory and record keeping of drugs; drug dose calculations and pharmacy math; basic anatomy and physiology; medical terminology, 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 as well as storage and labeling of drugs requirements, sterile products preparation, and computerized record keeping. CSU

PHTC 102A. Health Care Mathematics (2)
Lec-2
Introduction to mathematical calculations required for health care professionals. Emphasis on the use of ratio and proportion method, percentage and basic algebraic equations to determine drug dosing. Topics include various measurement systems for calculating oral and parenteral drug dosages. CSU

PHTC 103. Pharmacy Technician II - Theory (9)
Lec-9
Prereq.: PHTC 101 AND 102
Coreq.: PHTC 104
Introduction includes advanced drug classification, uses, and side effects, preparation of intravenous additives and chemotherapeutic agents, record keeping of legend and controlled drugs, anatomy, physiology, medical terminology, pharmacology, and pharmaceutical calculations pharmacy law as they pertain to pharmacy practice. CSU

PHTC 104. Pharmacy Technician II - Clinical (3)
Conf-10
Coreq.: PHTC 103
Introduction includes the application of advanced drug preparation skills to various clinical settings as well as maintaining inventory, storage requirements, drug selection, preparation and filling of prescriptions. Emphasis on quality assurance and the use of automated technology as related to preparation of IV admixtures and chemotherapeutic agents. CSU

Noncredit Courses:

Emergency Response Skills and Skills for Home Care Providers

AHTC 9105. Emergency Response Skills (45 hrs)
Course covers basic emergency training in CPR, First Aid, and Automatic External Defibrillation and the skills necessary to stabilize victims of serious injury or illness until the arrival of advanced medical assistance.

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 (108 hrs)

ADVISE: TRST 2421

Instruction in the community health care environment; ethical responsibilities; medical terminology; telephone, reception, and appointment scheduling techniques; nursing unit communication systems; medical transcription; patient’s paper chart and/or electronic medical record maintenance; managing nonclinical functions of the nursing unit.

AHWC 9188. Medical Computing Skills (90 hrs)

Instruction in one or more healthcare software applications for students enrolled in applicable Health Care Technology courses. These programs include Microsoft Office Word, Delmar/Cengage Learning SAGE MedWare™ for the Electronic Health Record, Administrative Medical Assisting StudyWare™, Delmar/Cengage Learning RHIA/RHIT Study Tests, Health Information Numbering and Filing, keyboarding.

Health Education

Office: MUB 353
Phone Number: (415) 239-3220
Web Site: www.ccsf.edu/hlthed

Formerly Health Science

Announcement of Curricula

General Information

The Health Education Department is committed to promoting individual, family and community health, advocating for social justice and the elimination of health inequalities. The Department offers a wide range of courses and career and technical education training programs designed to:

- Provide students with academic training in the interdisciplinary field of Health Education.
- Meet Associate Degree and transfer requirements.
- Train students for careers in public health.
- Diversify the health workforce.

The Department offers a Health Education Major and seven certificate programs for students interested in health-related careers, including the:

- Community Health Worker Certificate, a 20-unit course of study;
- Community Mental Health Certificate, a 16-unit course of study;
- Drug and Alcohol Studies Certificate, a 38.5-unit course of study;
- Health Care Interpreter Certificate, a 15-unit course of study;
- Infectious Disease Prevention in Priority Populations Certificate, an 11-unit course of study;
- Nutrition Assistant Certificate, a 17 unit course of study;
- Post Prison Health Worker, a 20-unit course of study;
- Youth Worker Certificate: Organizing, Advocacy, Counseling and Education, a 22-unit course of study

The Department also teaches two required courses for the 15-unit Trauma Prevention and Recovery Certificate offered through the Interdisciplinary Studies Department.

The Department coordinates a health and social justice based transfer program—the Metro Academy of Health—for students preparing to transfer to California State Universities to complete bachelor’s degrees in health education, public health, urban studies, other social sciences, humanities and related fields. Metro Academy of Health is a multiple semester 30-33 unit program of study. Students participate in linked learning community classes in Health Education, English, Speech and Mathematics. Classes are infused with health and social justice content and designed to strengthen writing, oral communication, critical thinking and quantitative reasoning skills. Metro Academy of Health also emphasizes academic success skills and provides counseling support. For more information, please call the program coordinator at (415) 239-3513.

Health Education Major (AS)

The Health Education Department offers a Major in Health Education designed to prepare students for transfer to the California State University (CSU) system for further study in health education, public health and related academic fields. With a Bachelor’s Degree in Health Education, students are prepared for careers with a wide range of public and private employers. The Health Education Major is open to all students who are admitted to City College of San Francisco and who have satisfied the prerequisites listed next to each course before enrolling in that course.

The purpose of CCSF’s Health Education Major is to provide students with coursework in public health content to prepare them to transfer to the California State University system in health education, public health and related academic fields. The major prepares students with an analysis of the major determinants of health and illness, in-depth health content, an overview of necessary skills in the field, including interpersonal and quantitative reasoning skills. The goal of this program is to prepare a diverse student body to address the health needs of our communities.

The 20-unit Associate of Science degree program in Health Education includes core courses related to public health and health education and a selection of electives from a variety of health-related subject areas. The course of study is designed to give flexibility to students who want to pursue specific areas of interest within health. The degree may be combined with any of the programs or certificates offered by the Department.

Core courses in the major: The major consists of 14 units of required courses. Students interested in the major should note that the quantitative skills courses all have mathematics prerequisites and should plan their course of study accordingly.

Electives in the major: Students majoring in Health Education are required to take at least six (6) units of approved electives described below. Requirements for Bachelor Degrees in the Health Education or Health Science field vary widely. Students are advised to check the specific major requirements for the institution they plan to transfer to.

Prerequisites: There are no specific prerequisites for the Health Education Major except for those prerequisites and advisories required of certain classes. This includes one of the core classes in the major, Psychology 5 (or MATH 80 or ECON 5), which requires students to take the Math Placement Test and to either place into the class or take MATH 60 or 860 or MATH 45 or 845 as a prerequisite. Some of our elective courses also have prerequisites. These courses are highlighted with an asterisk (*) in the list of elective course options.

Learning Outcomes

Upon completion of this program, the student will be able to:

- Analyze the various factors that shape health and illness of individuals and communities and propose and compare strategies to improve health.
Courses Required for the Major in Health Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 53 Health in Society</td>
<td>3</td>
</tr>
<tr>
<td>or HLTH 27 Men’s Health</td>
<td></td>
</tr>
<tr>
<td>or HLTH 25 Women’s Health</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 54 Introduction to Public Health</td>
<td>3</td>
</tr>
<tr>
<td>BIO 9 Human Biology</td>
<td></td>
</tr>
<tr>
<td>or BIO 11 The Science of Living Organisms</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 5 Statistics for Behavioral Sciences</td>
<td></td>
</tr>
<tr>
<td>or ECON 5 Introductory Statistics</td>
<td></td>
</tr>
<tr>
<td>or MATH 80 Probability and Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

Six units must be taken from the following elective courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 6 End of Life Issues in the U.S.</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 10 Health and Aging</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 30 Drugs and Society*</td>
<td></td>
</tr>
<tr>
<td>HLTH 36 Health at Every Size: Shifting the Paradigm</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 38 Trauma Response and Recovery*</td>
<td></td>
</tr>
<tr>
<td>HLTH 48 Violence as Public Health Issue</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 50 Tai Chi for Health</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 52 Critical Perspectives in Global Health</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 64 Health Education and Prevention</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 65 Youth Development and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 66 Chronic Conditions Management</td>
<td>3</td>
</tr>
<tr>
<td>HTLH 67 Systems of Prevention for HIV &amp; Other Infectious Disease</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 72 Cultural Dimensions in Substance Abuse*</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 73 Case Management/Individual Intervention*</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 80 Interpreting in Health Care I</td>
<td>6</td>
</tr>
<tr>
<td>HLTH 83 Motivational Counseling Skills*</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 91A Elder Abuse Prevention</td>
<td>0.5</td>
</tr>
<tr>
<td>HLTH 91C Hepatitis ABC’s</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 95 Transgender Health, Working with Clients &amp; Communities</td>
<td>1</td>
</tr>
<tr>
<td>HLTH 97 Health &amp; Stress in Society</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 102 Helping Relationships: Recovery and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 103 Community and Group Forums</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 110 Health Impacts of Incarceration</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 116 Conflict Resolution Skills in the Health Care Workplace</td>
<td>1</td>
</tr>
<tr>
<td>HLTH 120 Health and Educational Justice</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 171 Nutrition for Health</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 221 Health and Social Justice</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 231 Urban Health Policy</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 59 Organized Crime and Gangs</td>
<td></td>
</tr>
<tr>
<td>ANAT 25 General Human Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 67 The Child, the Family, and the Community</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 100 Violence and Its Impact on Children and Their Families</td>
<td>3</td>
</tr>
<tr>
<td>IDST 17 Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>IDST 37 Racial and Ethnic Groups in the United States-A Comparative Survey</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 20

*Classes marked with an asterisk have pre-requisites.

Community Health Worker and Specialty Certificates

Certificate Curricula

The Community Health Worker Program offers three linked certificates: The Community Health Worker, Post Prison Health Worker and Youth Worker Certificates. Each Certificate shares core public health foundation principals, competencies and a social justice perspective.

The curriculum is designed to prepare individuals for positions in community oriented health and social service fields. The core courses HLTH 201 and HLTH 202 emphasize health education and promotion, community building and advocacy as well as competencies for working with specific communities such as immigrant and linguistically isolated communities; youth ages 13-21; and the formally incarcerated and their families. Students may earn one or more of these specialty certificates upon completion of the required courses.

The Community Health Worker (CHW), Post-Prison Health Worker (PPHW) and Youth Worker (YW) Certificates share the same admission requirements, requirements for the Certificate of Accomplishment, an internship requirement, and core foundation classes.

Admission. Admission to the program is based on:

1. The completion of prerequisite course HLTH 59, "Introduction to Community Health Work” (1 unit), with a grade of "C" or higher, OR documented successful experience as a Community Health Worker.

AND

2. Submission of a written application (Applications are due each year in May)

Any student who receives a grade less than a "C" in HLTH 201, must re-apply for admission to the program.

For more information, an application or a form for documenting work experience, go to www.csf.edu/chw, call (415) 452-7481 or come to MUB 353.

Requirements for the Certificate of Accomplishment. To receive the Certificate of Accomplishment, the following must be satisfied:

1. An approved internship placement secured during the semester before the start of the internship placement;
   - Option 1: Secured during HLTH 201
   - Option 1: Internship approved with written permission from the CHW Program Coordinator before the start of HLTH 202.

2. Complete 128 internship hours (for PPHW or the YW certificate, internships must be completed at a site serving their respective communities).
3. A satisfactory evaluation from the internship supervisor,
4. A "pass" grade on the Performance Based Examination
5. Completion of the certificate's required units of course work with final grades of "C" or higher or pass.

Note. Students who do not complete their internship placement will have the next 2 semesters to complete their hours with prior approval from the program coordinator. Otherwise, the student must reapply for the program.

Credit toward Transfer. Nine units from the CHW Certificate satisfy graduation requirements for a Bachelor's Degree in Health Education at San Francisco State University.

Below you will find specific information for each certificate program.

**Community Health Worker Certificate**

The Community Health Worker (CHW) provides health education, information and referrals, and client advocacy in both clinic and community settings. The CHW serves as a two-way bridge between communities and resources. They play a vital role in reducing health disparities among underserved communities by reducing barriers to access in a culturally appropriate way.

The San Francisco Department of Public Health accepts the certificate of accomplishment to satisfy six out of twelve months of experience that is required as minimum qualification for hiring as a Health Worker (1-3).

The CHW certificate requires successful completion of 20 units.

Any student who receives a grade less than a "C" in HLTH 201 must re-apply for admission to the program.

For more information, an application or a form for documenting work experience, go to www.ccsf.edu/chw, call (415) 452-7481 or come to MUB 353.

**Learning Outcomes**

Upon successful completion of the Community Health Worker Certificate Program, students will be able to:

- Analyze health issues and inequalities from biomedical, public health, and cultural perspectives.
- Summarize the process of community organizing, advocacy, and policy development as appropriate to the scope of practice for community health worker.
- Discuss and demonstrate non-clinical health assessment, advising, service coordination, planning and client-centered counseling.
- Assess, and apply professional skills including establishment of goals for internship placement, ethics, scope of practice, professional boundaries, cultural humility, and self-care practices.
- Evaluate health care delivery systems including eligibility and community resources in order to provide appropriate linkage service to clients.
- Demonstrate mastery of the core competency skills of non-clinical health assessment, advising, service coordination planning and client-centered counseling in health setting during internship placement and during performance based exam.
- Describe and demonstrate mastery of cultural humility principle and practice in working with diverse clients and communities.
- Design, prepare and facilitate a group health education training or presentation demonstrating effective group level teamwork and conflict resolution skills.

- Assess and demonstrate job readiness including ability to work as part of a health care team, self-care practices, resume development, construction of a professional portfolio and resource notebook.

**Courses Required for the Certificate of Achievement in Community Health Worker**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 201 CHW Principles &amp; Practice 1</td>
<td>5</td>
</tr>
<tr>
<td>HLTH 202 CHW Principles &amp; Practice 2</td>
<td>5</td>
</tr>
<tr>
<td>HLTH 64 Health Education Practice</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 97 Health &amp; Stress in Society</td>
<td>3</td>
</tr>
<tr>
<td>Electives (see below)</td>
<td>4</td>
</tr>
<tr>
<td>Total Units</td>
<td>20</td>
</tr>
</tbody>
</table>

**Students must complete four (4) 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 25 Woman’s Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 27 Men’s Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 38 Trauma Response and Recovery</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 65 Youth Development and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 66 Chronic Conditions Management</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 67 Systems of Prevention for HIV &amp; Other Infectious Disease</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 110 Health Impacts of Incarceration</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 116 Conflict Resolution in the Health Care Work Place</td>
<td>1</td>
</tr>
<tr>
<td>ADMJ 51 Juvenile Procedures</td>
<td>3</td>
</tr>
<tr>
<td>IDST 80A Diversity and Social Justice: Racism</td>
<td>0.5</td>
</tr>
<tr>
<td>IDST 80C Diversity and Social Justice: Sexism</td>
<td>0.5</td>
</tr>
<tr>
<td>IDST 80D Diversity and Social Justice: Heterosexism</td>
<td>0.5</td>
</tr>
<tr>
<td>IDST 80E Diversity and Social Justice: Ableism</td>
<td>0.5</td>
</tr>
<tr>
<td>IDST 80F Diversity and Social Justice: Class and Classism</td>
<td>0.5</td>
</tr>
<tr>
<td>IDST 80G Diversity and Social Justice: Transphobia</td>
<td>0.5</td>
</tr>
<tr>
<td>IDST 81A Diversity and Social Justice: Ageism and Adultism: (Age-Based Oppression)</td>
<td>1</td>
</tr>
<tr>
<td>IDST 81B Diversity and Social Justice: Anti-Semitism/Anti-Arabism</td>
<td>1</td>
</tr>
<tr>
<td>MARS 60 Introduction to Computer Application</td>
<td>3</td>
</tr>
</tbody>
</table>

**Post-Prison Health Worker Specialty Certificate**

The curriculum for the Post-Prison Health Worker certificate is designed to prepare individuals for positions working with incarcerated and formerly incarcerated people in community health and social services agencies and programs. It emphasizes specific competencies for working with incarcerated and formerly incarcerated people such as culturally responsive outreach, case management, client-centered intake and counseling skills, and community organizing and advocacy. As part of their education, students will complete an internship with a local agency serving incarcerated and/or formerly incarcerated people.

The Post-Prison Health Worker Certificate requires successful completion of 20 units. Any student who receives a grade less than a "C" in HLTH 201 must re-apply for admission to the program. For more information, an application or a form for documenting work experience, go to www.ccsf.edu/chw, call (415) 452-7481 or come to MUB 353.
Learning Outcomes
Upon successful completion of the Post-Prison Health Worker Certificate Program, students will be able to:

- Analyze health issues and inequalities from biomedical, public health, and cultural perspectives.
- Summarize the process of community organizing, advocacy, and policy development as appropriate to the scope of practice for community health workers.
- Discuss and demonstrate non-clinical health assessment, advising, service coordination, planning and client-centered counseling.
- Assess, and apply professional skills including establishment of goals for internship placement, ethics, scope of practice, professional boundaries, cultural humility, and self-care practices.
- Evaluate health care delivery systems including eligibility and community resources in order to provide appropriate linkage services to clients.
- Demonstrate mastery of the core competency skills of non-clinical health assessment, advising, service coordination planning and client-center counseling in health setting during internship placement and during performance based exam.
- Describe and demonstrate mastery of cultural humility principles and practice in working with diverse clients and communities.
- Design, prepare and facilitate a group health education training or presentation demonstrating effective group level teamwork and conflict resolution skills.
- Assess and demonstrate job readiness including ability to work as part of a health care team, self-care practices, resume development, construction of professional portfolio and resource notebook.
- Examine the multiple factors that influence the causes and consequences of common chronic health conditions across diverse populations
- Discuss medical and public health approaches for the successful prevention and treatment and management of chronic conditions, including using a client centered approach, team-based care and the role of frontline providers
- Examine the health impacts of incarceration and the social and systemic barriers upon reentry for individuals, families and communities
- Compare and contrast alternative criminal justice models and reentry programs that promote positive health outcomes for formerly incarcerated populations

Courses Required for the Certificate of Achievement as a Post-Prison Health Worker

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 201 CHW Skills Principles &amp; Practice 1</td>
<td>5</td>
</tr>
<tr>
<td>HLTH 202 CHW Skills Principles &amp; Practice 2</td>
<td>5</td>
</tr>
<tr>
<td>HLTH 66 Chronic Conditions Management</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 110 Health Impacts of Incarceration</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 116 Conflict Resolution in the Health Care Workplace</td>
<td>1</td>
</tr>
<tr>
<td>Electives (see below)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

Students must complete three (3) units from the following list of electives:

- HLTH 10 Health and Aging.................. 3
- HLTH 25 Women’s Health Issues ............ 3
- HLTH 27 Men’s Health Issues .............. 3
- HLTH 38 Trauma Response and Recovery .... 3
- HLTH 64 Health Education Practice ...... 3
- HLTH 65 Youth Development and Leadership ... 3
- HLTH 67 Systems of Prevention for HIV and other Infectious Diseases.............. 3
- HLTH 90B Harm Reduction and Health ...... 0.5
- HLTH 91C Hepatitis ABCs ............... 1
- HLTH 97 Health & Stress in Society .......... 3
- ADMJ 51 Juvenile Procedures ................ 3
- MABS 60 Introduction to Computer Application for Business .................. 3

*Note: HLTH 201 (5 units) taken in the first semester. HLTH 202 (5 units) is taken in the second semester.

Youth Worker: Organizing, Advocacy, Counseling and Education Certificate

The Youth Worker Certificate is designed to prepare individuals for positions working with youth ages 13–21 with community health and social service agencies and programs. Youth Workers provide health education client-centered counseling and case management services, and conduct community organizing and advocacy in a wide variety of employment settings. As part of their education, students will complete an internship with a local youth serving agency. The Youth Worker Certificate was developed in partnership with other CCSF departments and local employers. A second certificate based in the Child Development Department focuses on preparing individuals to work in After-School and Recreation Settings with youth of all ages and administration for those already working in the field seeking career advancement. The Youth Worker certificate requires successful completion of 22 units.

Learning Outcomes
In addition to the student learning objectives described in the Community Health Worker Program, students successfully completing the specialty Youth Worker Certificate Program will also be able to:

- Analyze health issues and inequalities from biomedical, public health, and cultural perspectives.
- Summarize the process of community organizing, advocacy, and policy development as appropriate to the scope of practice for community health workers.
- Discuss and demonstrate non-clinical health assessment, advising, service coordination planning and client-centered counseling.
- Assess, and apply professional skills including establishment of goals for internship placement, ethics, scope of practice, professional boundaries, cultural humility, and self-care practices.
- Evaluate health care delivery systems including eligibility and community resources in order to provide appropriate linkage services to clients.
- Demonstrate mastery of the core competency skills of non-clinical health assessment, advising, service coordination planning and client-center counseling in health setting during internship placement and during performance based exam.
• Describe and demonstrate mastery of cultural humility principles and practice in working with diverse clients and communities.
• Design, prepare and facilitate a group health education training or presentation demonstrating effective group level teamwork and conflict resolution skills.
• Assess and demonstrate job readiness including ability to work as part of a health care team, self-care practices, resume development, construction of professional portfolio and resource notebook.
• Analyze the relationship between the health of the young person through examining significant health and social issues that affect today’s youth and youth culture
• Apply principles of youth development and youth empowerment, and compare various youth development models.

**Courses Required for the Certificate of Achievement as a Youth Worker**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 201* CHW Skills Principles &amp; Practice 1</td>
<td>5</td>
</tr>
<tr>
<td>HLTH 202* CHW Skills Principles &amp; Practice 2</td>
<td>5</td>
</tr>
<tr>
<td>HLTH 65 Youth Development and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 67 The Child, the family, and the Community</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 116 Conflict Resolution in the Health Care Workplace</td>
<td>1</td>
</tr>
<tr>
<td>Diversity &amp; Social Justice Electives (see list below)</td>
<td>1</td>
</tr>
<tr>
<td>Electives (see list below)</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td>22</td>
</tr>
</tbody>
</table>

**Diversity & Social Justice Electives**

Students must complete at least one (1) units from the following list:

- IDST 80A Diversity and Social Justice: Racism ................. 0.5
- IDST 80C Diversity and Social Justice: Sexism ................. 0.5
- IDST 80D Diversity and Social Justice: Heterosexism .......... 0.5
- IDST 80E Diversity and Social Justice: Ableism ................ 0.5
- IDST 80F Diversity and Social Justice:
  - Class and Classism ........................................... 1
  - IDST 80G Diversity and Social Justice: Transphobia .......... 0.5
- IDST 81A Diversity and Social Justice:
  - Ageism and Adultism (Age-Based Oppression) ................ 1
- IDST 81B Diversity and Social Justice:
  - Anti-Semitism/Anti-Arabism) ................................ 1

**Electives**

Students must complete four (4) units from the following list of electives:

- HLTH 38 Trauma Response and Recovery .......................... 3
- HLTH 64 Health Education Practice ................................ 3
- HLTH 66 Chronic Conditions Management .......................... 3
- HLTH 67 Systems of Prevention for HIV & Other Infectious Disease ................................................. 3
- HLTH 97 Health & Stress in Society ................................ 3
- HLTH 110 Health Impacts of Incarceration ....................... 3
- ADMJ 51 Juvenile Procedures ..................................... 3
- HLTH 95 Transgender Health: Working with Clients And Communities .................................................. 1
- HLTH 100 Intro to Drug and Alcohol Studies .................... 1
- CDEV 100 Violence and Its Impact on Children and Their Families ......................................................... 3

*Note: HLTH 201 (5 units) taken in the first semester. HLTH 202 (5 units) is taken in the second semester.

**Community Mental Health Certificate**

The curriculum for this 16 unit Community Mental Health Certificate of Accomplishment is based on the wellness and recovery model in mental health. The program trains a diverse group of front-line health workers to provide culturally responsive mental health and recovery services in San Francisco. The program engages mental health consumers, their family members, and other interested individuals and communities. It is comprised of courses that promote the development of skills needed to become gainfully employed as a mental health worker and enhance the knowledge base of those already employed.

As part of their education, students complete an internship with a local agency serving mental health consumers.

**Admission.** Admission to the program is based on:

The completion of prerequisite course HLTH 91 D, Introduction to Recovery Model in Mental Health (1 unit) with a grade of “C” or higher.

**Requirements for the Certificate of Accomplishment.** The Certificate requires the completion of 16 units. Each course must be completed with a final grade of "C" or higher.

**Internship.** Students must complete a semester long internship of at least 120 hours with an agency serving mental health consumers.

Preparation and supervision for the field work experience will be provided in HLTH 104 and HLTH 105.

**Learning Outcomes**

Upon successful completion of the program students will be able to demonstrate the following:

- Summarize the impact of the social and consumer movements that have shaped the development and evolution of mental health wellness and recovery services along with related public policy.
- Describe key functions and approaches within the recovery movement, including consumer advocacy, self-help, intensive care management, peer counseling, motivational interviewing, harm reduction, person-centered counseling, strength-based approach, cultural humility, and wellness and recovery action planning.
- Formulate criteria for, and demonstrate competency in the applied practice of screening, intake, assessment, progress notes, behavioral health counseling, wellness and recovery action planning, and appropriate referrals with culturally diverse individuals, groups, and families.
- Plan, convene, and facilitate recovery and wellness based groups with diverse populations, including the development and presentation of educational materials.
- Appraise the effects of family concerns, rules, roles, values, beliefs, and cultural constructs, on emotional and relational health, interpersonal behavior, wellness, and substance abuse.
- Collaboratively support families in managing the effects of culture, environment, social systems, stigma, trauma, and human diversity in their recovery process.
- Demonstrate proficiency in articulating medical model and wellness/recovery based terminology, concepts, and service delivery principles in multiple settings and work environments.
- Produce reliable documentation of service delivery, apply evidence-based and community defined evidence counseling
strategies, promote consumer leadership, and manage referrals and system navigation in a collaborative manner.

- Compare and contrast the legal and ethical elements of service delivery, and summarize the expectations and responsibilities of professional conduct, field placement, multidisciplinary team practice, and supervision.
- Assemble a professional portfolio including a resume and design it in a manner that showcases employability competencies and professionalism.

Courses Required for the Certificate of Accomplishment in Community Mental Health Worker

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 102 Helping Relationships: Recovery &amp; Wellness</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 103 Community and Group Forums</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 88 Family Systems: Theories and Practice</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 104 Internship Prep. and Professional Conduct</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 105 Internship Placement and Performance</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives: total elective units (see below) | 1

Total Units | 16

Students must complete at least one unit 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 25 Women’s Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 27 Men’s Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 38 Trauma Response and Recovery</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 48 Violence as a Public Health Issue Prevention Strategies</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 65 Youth Development and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 66 Chronic Conditions Management</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 67 Systems of Prevention for HIV</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 70 Physiological Effects of Addiction</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 90A Health Worker: Homeless Issues</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 90B Harm Reduction and Health</td>
<td>0.5</td>
</tr>
<tr>
<td>HLTH 90C Trauma and Recovery: An Introduction</td>
<td>0.5</td>
</tr>
<tr>
<td>HLTH 91A Elder Abuse and Prevention</td>
<td>0.5</td>
</tr>
<tr>
<td>HLTH 91C Hepatitis ABCs</td>
<td>1</td>
</tr>
<tr>
<td>HLTH 95 Transgender Health: Working with Clients</td>
<td>1</td>
</tr>
<tr>
<td>HLTH 97 Health &amp; Stress in Society</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 110 Health Impacts of Incarceration</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 116 Conflict Resolution Skills</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 53 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>DSPS 5 Strategies for Problem Solving</td>
<td>2</td>
</tr>
<tr>
<td>EMT 11A Pediatric CPR and First Aid</td>
<td>0.5</td>
</tr>
<tr>
<td>EMT 12 Health Providers Basic Life Support</td>
<td>1</td>
</tr>
<tr>
<td>EMT 13 Standard First Aid</td>
<td>0.5</td>
</tr>
<tr>
<td>EMT 14 Advanced First Aid &amp; Emergency Care</td>
<td>2</td>
</tr>
<tr>
<td>IDST 17 Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>LERN 50 College Success</td>
<td>3</td>
</tr>
<tr>
<td>LERN 51 College Success Basics</td>
<td>3</td>
</tr>
<tr>
<td>CRER 60 Creating Career Options</td>
<td>3</td>
</tr>
<tr>
<td>CRER 61 Orientation to Career Success</td>
<td>3</td>
</tr>
<tr>
<td>CRER 62 Successful Job Search Techniques</td>
<td>1</td>
</tr>
</tbody>
</table>

Drug and Alcohol Studies Certificate

The Drug and Alcohol Certificate is accredited by the California Association for Alcohol and Drug Educators (CAADE). The curriculum for the Certificate in Drug and Alcohol Studies is designed to prepare individuals for work in the addiction field. The program emphasizes a public health approach that addresses community, social, and individual factors of addiction while providing certificate candidates with a strong background in treatment modalities, health education and prevention, professional and ethical responsibilities, and client advocacy.

Admission. Admission to the program is based on:

The completion of prerequisite course HLTH 100, Introduction to Drug & Alcohol Studies (1 unit) with a grade of “C” or higher.

Requirements for the Certificate of Achievement. The certificate requires the completion of 38.5 units. Each course must be completed with a final grade of “C” or higher.

Internship. Students must complete two full semesters of internship of at least 125 hours each with a state-licensed substance abuse services agency. Preparation and supervision for the field work experience will be provided in HLTH 79A and HLTH 79B.

Learning Outcomes

Upon successful completion of the program students will be able to:

- Provide a historical and sociological perspective on the use, abuse, and social control of psychoactive drugs, such as the basic concepts of social, political, economic, and cultural systems and their impact on drug-taking activity.
- Demonstrate the principles and practice of case management in addiction treatment including the processes of intake, screening, assessment, treatment planning, referral and documentation.
- Demonstrate a working knowledge of professional and ethical code of behavior: informing clients of their confidentiality rights, mandated reporting requirements, dual relationships, Tarasoff, Transference, Counter Transference, and personal and professional boundaries.
- Summarize the physiological processes and impacts of psychoactive drugs on clients, as well as the differences and similarities between and among physical and psychological dependency, tolerance, and withdrawal.
- Differentiate and discuss the concepts and practices of harm reduction and cultural humility.
- Compare and contrast the major concepts, definitions and features of co-occurring conditions associated with addiction.
- Describe the relationships among trauma, substance use and abuse, HIV and mental health.
- Conduct client-centered counseling drawing upon active listening and motivational interviewing skills.
- Formulate the basic concepts of family systems theory and families impacted by substance abuse.
- Describe, select and appropriately use strategies from culturally relevant models for group counseling with clients who abuse substances.
- Design and provide culturally relevant formal and informal education programs.

Courses Required for the Certificate of Achievement in Drug and Alcohol Studies

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 30 Drugs and Society</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 70 Physiological Effects of Addiction</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 72 Cultural Dimensions in Substance Abuse</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 73 Case Mgmt/Indiv Intervention Skills</td>
<td>3</td>
</tr>
</tbody>
</table>
Admission requirements.

1. Proficiency in English and an additional language
2. Passing grade required in introductory course—HLTH 84, Introduction to Healthcare Interpreting (.5 unit)
3. Submission of written application distributed at HLTH 84
4. Priority is given to those who have successfully completed at least three units of the following recommended course: ANAT 14, HIT 51; HLTH 6, 10, 25, 27, 53, 66, 67, 91C, 95, 171; PHYS 12. HLTH 5410, a noncredit course, may also meet this recommendation.
5. Assignment by program coordinator to a specific LOS group with a proposed semester of admission

Learning Outcomes

Upon successful completion of the program students will be able to demonstrate the following learning outcomes:

- Interpret accurately between English and LOS in various health care settings; integrating appropriate medical terminology in both languages and enhancing communication between a provider and patient during routine and complex medical encounters.
- Manage the flow of communication through a variety of interpreting techniques.
- Apply and demonstrate the four principle roles of the interpreter in health care as described in professional HCI standards of practice.
- Bridge cultural gaps and assist Limited English Proficient (LEP) patients and providers to appreciate diverse cultural beliefs and practices regarding health and healthcare.
- Demonstrate and apply appropriate ethical standards in Healthcare Interpreting as promulgated by the California Healthcare Interpreting Association (CHIA) and the National Council for Interpreting in Health Care (NCIHC).

Requirements for the Certificate of Accomplishment.

Each required course must be completed with a grade of C or higher. Where applicable, grades of Pass may be used. Students who are multilingual must participate in their strongest LOS.

All courses must be completed within a two-year period. Any student who withdraws from the program after successfully completing HLTH 80 must submit a HCI program withdrawal form. Any student wishing to take HLTH 81 and 82 twelve months or more after completing HLTH 80 must submit a written reinstatement request to the program.

Any student who receives a grade less than a “C” in HLTH 80, must re-apply for admission to the program in subsequent semesters.

Internship

Students must complete a 45-hour internship as part of the HLTH 82 course. The HCI program will arrange and/or approve placements.

Courses Required for the Certificate of Accomplishment in Health Care Interpreter

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 80 Interpreting in Health Care I</td>
<td>6.5</td>
</tr>
<tr>
<td>HLTH 81 Interpreting in Health Care II</td>
<td>6</td>
</tr>
<tr>
<td>HLTH 82 Field Exp in Health Care Interpreting</td>
<td>3.5</td>
</tr>
<tr>
<td>Total Units</td>
<td>16</td>
</tr>
</tbody>
</table>

For more information call the Health Education Department at (415) 452-5158.

Infectious Disease Prevention in Priority Populations Certificate

Certificate Curricula

The Infectious Disease Prevention in Priority Populations Certificate is a 11-unit program of study to prepare diverse entry-level workers in a variety of community-based public health, health care and social service settings that address infectious disease prevention and management, primarily HIV, STIs, TB, Hepatitis, and other select communicable diseases. Skill sets in the certificate include case management, outreach, client navigation & linkage, and counseling-motivational interviewing.

This certificate has been designed to combine course work with the Community Health Worker, Post-Prison Worker, Youth Worker, Drug and Alcohol Studies, and Sexual Health Educator Programs.

Health Care Interpreter Certificate

The curriculum for the 16-unit Health Care Interpreter (HCI) Certificate is designed to train bilingual/bicultural students to become linguistically and culturally competent interpreters who can function effectively and efficiently in healthcare settings. Through academic preparation, practical skills training and service in community based health care settings, certificate candidates learn interpreting skills in English and a Language Of Service (LOS). Both California and National Standards of Practice are included in the instruction. Graduates find employment interpreting in hospitals, clinics, or freelance for remote and onsite interpreting agencies. This program complies with all training standards described by the National Council for Interpreting in Health Care. Up to four different languages are offered each semester depending on number of applicants. Maximum of fifteen students (who share the same language-pair) will be admitted during any semester.

Admission requirements.

- Proficiency in English and an additional language.
- Passing grade required in introductory course—HLTH 84, Introduction to Healthcare Interpreting (.5 unit).
- Submission of written application distributed at HLTH 84.
- Priority is given to those who have successfully completed at least three units of the following recommended course: ANAT 14, HIT 51; HLTH 6, 10, 25, 27, 53, 66, 67, 91C, 95, 171; PHYS 12. HLTH 5410, a noncredit course, may also meet this recommendation.
- Assignment by program coordinator to a specific LOS group with a proposed semester of admission.

Total Units .................................. 38.5

Courses in the Drug and Alcohol Studies Program are sequenced based on skills and information that are acquired as students move through the program. The prerequisites for each course ensure that students will be able to succeed in the target course. Below is a schedule of course offerings during the year to help you plan your completion of the program.

The following courses are typically offered in both the Fall and Spring semesters: HLTH 30, 70, 72, 75, 78, 88, 90B, 100, 103.

The following courses are typically offered in the Fall semester only: HLTH 74, 79A, 83.

The following courses are typically offered in the Spring semester only: HLTH 73, 77, 79B.

In addition to the Spring and Fall semesters, HLTH 100 is frequently offered in the Summer. Please consult the current CCSF Summer Class Schedule to confirm availability.

Students cannot bring more than nine units from another school.

Students must complete both internships through our program.

Certificate Curricula

- Demonstrate and apply appropriate ethical standards in Healthcare Interpreting as promulgated by the California Healthcare Interpreting Association (CHIA) and the National Council for Interpreting in Health Care (NCIHC).

Requirements for the Certificate of Accomplishment.

Each required course must be completed with a grade of C or higher. Where applicable, grades of Pass may be used. Students who are multilingual must participate in their strongest LOS.

All courses must be completed within a two-year period. Any student who withdraws from the program after successfully completing HLTH 80 must submit a HCI program withdrawal form. Any student wishing to take HLTH 81 and 82 twelve months or more after completing HLTH 80 must submit a written reinstatement request to the program.

Any student who receives a grade less than a “C” in HLTH 80, must re-apply for admission to the program in subsequent semesters.

Internship

Students must complete a 45-hour internship as part of the HLTH 82 course. The HCI program will arrange and/or approve placements.

Courses Required for the Certificate of Accomplishment in Health Care Interpreter

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 80 Interpreting in Health Care I</td>
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<tr>
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</tr>
<tr>
<td>HLTH 82 Field Exp in Health Care Interpreting</td>
<td>3.5</td>
</tr>
<tr>
<td>Total Units</td>
<td>16</td>
</tr>
</tbody>
</table>

For more information call the Health Education Department at (415) 452-5158.

Infectious Disease Prevention in Priority Populations Certificate

Certificate Curricula

The Infectious Disease Prevention in Priority Populations Certificate is a 11-unit program of study to prepare diverse entry-level workers in a variety of community-based public health, health care and social service settings that address infectious disease prevention and management, primarily HIV, STIs, TB, Hepatitis, and other select communicable diseases. Skill sets in the certificate include case management, outreach, client navigation & linkage, and counseling-motivational interviewing.

This certificate has been designed to combine course work with the Community Health Worker, Post-Prison Worker, Youth Worker, Drug and Alcohol Studies, and Sexual Health Educator Programs.
Students are strongly encouraged to combine the Infectious Disease Prevention in Priority Populations Certificate with these other certificates as appropriate to their interests to broaden the range of skills, knowledge, and career/employment opportunities.

Admission. Open enrollment—see catalog and course schedule for information regarding prerequisites for some courses.

Requirements for the Certificate of Accomplishment. Certificate requires completion of 11 units. Each course must be completed with a final grade of "C" or higher or Pass.

Learning Outcomes
Upon successful completion of this program students will be able to:

- Comprehend, apply and evaluate information on infectious disease prevention and management; primarily HIV, STI TB, Hepatitis, and other select communicable diseases.
- Demonstrate entry-level proficiency in skills including case management, outreach, client navigation & linkage, and counseling-motivational interviewing.
- Demonstrate the ability to work with members in diverse communities including gay men, transgender, youth, communities of color, and consumers or substance abuse services using principles of harm reduction and cultural humility.
- Demonstrate the behavioral, ethical, and professional interpersonal skills necessary for employment in the field.

Courses Required for the Certificate of Accomplishment in Infectious Disease Prevention in Priority Population

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 67 Systems of Prevention for HIV</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 66 Chronic Conditions Management</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 73 Case Mgmt/Individual Intervention</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 91C Hepatitis ABC’s</td>
<td>1</td>
</tr>
<tr>
<td>HLTH 95 Transgender Health</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

General Information
The Nutrition Assistant Program is a two-semester certificate program designed to develop competency in the delivery of nutrition-related services. Graduates of the program work as entry-level nutrition staff in public health and health care settings.

Nutrition Assistant Certificate

(Starts each Fall Semester.)

Learning Outcomes
Upon successful completion of this program students will be able to:

1. Develop and attain the knowledge, skills, and competencies in the delivery of nutrition-related services in preparation for entry-level employment in the nutrition field.
2. Apply and integrate theoretical knowledge and acquire practical skills at supervised practice sites under the guidance of a registered dietitian.
   a. Describe the organization, its goals/purposes, and delivery of services.
   b. Communicate program value.
   c. Conduct program evaluation.
   d. Apply knowledge of basic nutrition principles.
   e. Demonstrate cross-cultural competence and respect for diversity.
   f. Maintain effective internal and external partnerships and interpersonal relationships.
   g. Demonstrate personal accountability.
   h. Maintain accurate records and reports.
   i. Demonstrate excellence in teaching.
   j. Administer nutrition screening, assessment, and counseling (of low-risk clients under supervision of Registered Dietitian).
   k. Apply knowledge of food safety and sanitation.
   l. Demonstrate technology literacy.
3. Achieve or progress towards educational or career advancement in nutrition and health field.

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. Completion of HOEC 98, Introduction to Dietetics Profession with a grade of "C" or higher.
3. Recommended completion of ESL 150 or placement in ESL 160.

*If the number of students who meet criteria #2 exceeds maximum class size, admission will also be determined by the earliest registration date.

All applicants to the program must enroll in HOEC 98 which is offered the first five weeks of the fall semester. Upon admission to the program, the student will enroll in the other courses which start the sixth week of the same semester.

The certificate requires completion of 17 units. Each course must be completed with a final grade of C or higher and a Pass grade in the field experience.

Courses Required for the Certificate of Achievement in Nutrition Assistant

<table>
<thead>
<tr>
<th>Sequence of Required Completion</th>
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<tbody>
<tr>
<td><strong>Course</strong></td>
</tr>
<tr>
<td>First Semester (Fall)</td>
</tr>
<tr>
<td>HLTH 170 Introduction to Dietetics Profession</td>
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<tr>
<td>HLTH 171 Nutrition for Health (or equivalent)</td>
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<tr>
<td>HLTH 172 Foodways, Nutrition and Health</td>
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<tr>
<td>Second Semester (Spring)</td>
</tr>
<tr>
<td>HLTH 173 Life Span Nutrition and Assessment</td>
</tr>
<tr>
<td>HLTH 174 Clinical and Community Nutrition</td>
</tr>
<tr>
<td>HLTH 175 Nutrition Assistant Field Experience</td>
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<tr>
<td><strong>Total Units</strong></td>
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</tbody>
</table>

Sexual Health Educator Certificate*

*See Women’s Studies

Trauma Prevention and Recovery Certificate*

*See Interdisciplinary Studies

Child Development: Youth Worker Certificate*

*See Child Development and Family Studies

Announcement of Courses

Students enrolled in First Aid and CPR courses may be assessed a materials fee.
Credit, Degree Applicable Courses:

HLTH 6. End of Life Issues in the U.S. (3)
Lec-3
**Advise:** ENGL 92 or ESL 150 (or placement in ENGL 93 or ESL 160)
Multidisciplinary survey of end of life issues including cultural perspectives, public health policy, health care systems, psycho-social theories and methodology, and decision making about end of life care at the individual, family, community and societal level in the U.S. UC/CSU

HLTH 10. Health and Aging (3)
Lec-3 P/NP available
Introduction to gerontology for students pursuing careers in the aging field and those who will work with older adults in varied work settings. Employs a multidisciplinary perspective, incorporating biology, psychology, sociology, and public health approaches. It uses gerontology theory, research, and practice with social justice and multicultural perspectives. UC/CSU

HLTH 25. Women's Health (3)
Lec-3, field trips P/NP available
**Advise:** ENGL 90 or ESL 150 or placement in ENGL 92 or ESL 160
Explores the social determinants and issues related to women's health on an individual and community level. Emphasis on evaluation of health resources, behavior change process, and role of risk factors and prevention. UC/CSU

HLTH 27. Men's Health (3)
Lec-3 P/NP available
**Advise:** ESL 150 or ENGL 90 or placement in ESL 160 or ENGL 92
Exploration of the social determinants and issues related to men's health on the individual and community levels. Emphasis on evaluation of health resources, behavior change process, and role of risk factors and prevention. UC/CSU

HLTH 30. Drugs and Society (3)
Lec-3, field trips
**Prereq.:** HLTH 100
This course offers an examination of the history of alcohol, tobacco and drug use. Students will analyze and critically examine the war on drugs, drug policies and the impact on low income and communities of color. This is a required course in the Drug and Alcohol Studies Certificate program. CSU

HLTH 33. Introduction to Health and Wellness (2)
Lec-2
**Advise:** ESL 140 or placement in ESL 150, or completion of or concurrent enrollment in ENGL 90
Introduction to the causes and consequences of illness and the promotion of individual, family and community health based on research in public health, social and behavioral sciences. Examination of the causes, consequences, available treatments and strategies for prevention of major health conditions across the life cycle. UC/CSU

HLTH 36. Shifting Paradigms in Weight Science (3)
Lec-3 P/NP available
**Advise:** ENGL 92 or ESL 150 or placement in ENGL 93 or ESL 160
This course critically examines common assumptions about body weight and weight loss within science, health care and popular culture, and introduces the Health at Every Size paradigm, which supports people of all sizes and other diverse identities in feeling respected and taking care of their bodies. CSU

HLTH 38. Trauma Response and Recovery (3)
Lec-3 P/NP available
**Prereq.:** HLTH 25 or 27 or 30 or 48 or 60 or 64 or 67 or 100 or WOMN 55 or CDEV 100
This course is designed for students in the health, justice, or social service fields. Students will review definitions of trauma, identify traumatic events, analyze ways trauma affects survivors, learn varying approaches to trauma recovery, and develop client-centered skills to support the recovery of others. CSU

HLTH 48. Violence as a Public Health Issue: Prevention Strategies (3)
Lec-3 P/NP available
Public health perspectives to understanding the causes and consequences of violence will be examined along with strategies for violence prevention, including preparation for working in community agencies serving at-risk and affected populations. CSU

HLTH 50. Tai Chi for Health (3)
Lec-2.5, lab-1.5, field trips P/NP available
Practical application of Tai Chi in daily lives can be introduced and understood through basic principles of Chinese Medicine as applied to exercise, diet, and environment. Tai Chi and Tai Chi Qigong are meditation in movement exercises and are methods of preventive health care, stress relief, mental alertness and bodily control. UC/CSU

HLTH 52. Critical Perspectives in Global Health (3)
Lec-3 P/NP available
Explores the primary determinants of global health, inequalities in health status among nations, and current challenges, controversies and public policy priorities. UC/CSU

HLTH 53. Health in Society (3)
Lec-3, field trips P/NP available
**Advise:** ESL 92 or ESL 150 or placement in ESL 160 or ENGL 92
Critical analysis of the causes and contributors to individual and community health and illness based on public health and other social and behavioral sciences. Exploration of physical, mental, social and political aspects of health along with causes, consequences, prevention strategies and treatments for major health conditions across the life cycle. UC/CSU

HLTH 54. Introduction to Public Health (3)
Lec-3 P/NP available
**Advise:** ENGL 92 or ESL 150 (or placement in ENGL 92 or ESL 150)
Students will be introduced to the basic concepts of public health, including population-based approaches, epidemiological frameworks, and the social determinants of health. Students will discuss contemporary public health challenges, focusing on eliminating health disparities in chronic conditions, infectious diseases and behavioral health. UC/CSU

HLTH 54 meets Area GI and Area D for graduation requirement.

HLTH 59. Introduction to Community Health Work (1)
Lec-18 (total hrs), field trips
An introduction to the roles and function of Community Health Workers including Post Prison Health Worker and Youth Workers in the field of community health. Students will learn key public health concepts. Particular attention will be given to the social, political and economic factors that contribute to the health disparities of those...
communities and the roles CHWs play in helping to improve the many communities they work with including youth and those that have been formerly incarcerated. CSU

HLTH 64. Health Education Practice (3)
Lec-3
Principles and practice of health education planning, promotion, delivery and evaluation. This course covers basic theories, and participatory methods with a focus on meeting the diverse needs of communities and adult learners. Application of skills and management strategies covering such topics as group facilitation and community and group dynamics. CSU

HLTH 65. Youth Development and Leadership (3)
Lec-3, field trips  P/NP available
This course is an introduction to the principles of youth development and significant health issues affecting today’s youth. The course focuses on strategies and skills to engage and involve young people in their own decision-making and advocacy. It prepares youth workers to support youth in their growth and empowerment. CSU

HLTH 66. Chronic Conditions Management (3)
Lec-3  P/NP available
Prepares front-line health and public health workers to support patients in the self-management of chronic health conditions through the use of client-centered concepts and skills. CSU

HLTH 67. Systems of Prevention for HIV & Other Infectious Diseases (3)
Lec-3  P/NP available
Introduction to the systems of prevention for HIV and other infectious disease, primarily Sexually Transmitted Infections, Hepatitis, and Tuberculosis. Emphasis on the emerging and integrated biomedical, public health and behavioral prevention skills and strategies in priority communities and populations. CSU

HLTH 70. Physiological Effects of Addiction (3)
Lec-3  Prereq.: HLTH 100
This course provides an overview of basic physiology and pharmacology including how chemicals are administered and metabolized. The systemic, behavioral, and psychological effects of addiction, along with the latest clinical research and evidence-based treatment practices, are reviewed. CSU

HLTH 72. Cultural Dimensions in Substance Abuse (3)
Lec-3, field trips  Prereq.: HLTH 100
This course addresses cultural aspects that may impact the manner in which substance use is viewed, as well as patterns of substance abuse within certain communities. This course will examine how culture can impact communication, trust and rapport between counselor and client. CSU

HLTH 73. Case Management/Individual Intervention (3)
Lec-3, field trips  Prereq.: HLTH 75 and 78 (for Drug & Alcohol Cert. students only); HLTH 67 and 91C (for Infectious Disease Prevention in Priority Populations Certificate students only)
This course offers an introduction to case management, intake and data collection, client record management, client-centered counseling, documentation and referrals. It prepares students to work in the field of substance abuse and community behavioral health services. CSU

HLTH 74. Criminology and Addiction (3)
Lec-3, field trips  P/NP available  Prereq.: HLTH 100
This course responds to the need for understanding drug use, and addiction and its relationship to crime and the criminal justice system. This course is a required course in the Drug and Alcohol Studies Certificate program. CSU

HLTH 75. Treatment Modalities (3)
Lec-3, field trips  P/NP available  Prereq.: HLTH 100
This course is designed to examine the different approaches and structures of the drug treatment continuum. Students will develop treatment planning skills and will identify treatment planning challenges as related to different sub-populations of clients. CSU

HLTH 77. Co-Occurring Disorders (3)
Lec-3, field trips  Prereq.: HLTH 100
This course will help students to identify substance use disorders and common mental health disorders and their interactions. Examination of the Diagnostic Statistical Manual (DSM-5), practical strategies and interventions for working with individuals with co-occurring disorders and field research will be included. CSU

HLTH 78. Ethical Issues for Addiction Counselors (2)
Lec-2, field trips  P/NP available  Prereq.: HLTH 100
An introduction to ethical and legal issues in the addictions field. Students will develop a framework for addressing ethical and legal issues. Students will gain an understanding of laws, code of ethics and client rights. The relationship between one’s own personal values and professional behavior will be explored. CSU

HLTH 79A. Drug and Alcohol Studies Fieldwork I (3)
Lec-1.5, conf-1.5, work-125 (total hrs)  P/NP available  Prereq.: HLTH 30, 70, 75, and 78
This course prepares students to acquire practical field experience in agencies and programs for alcohol and drug prevention and treatment. Emphasis will be placed on developing learning objectives based on the counselor core competencies. Students will complete an internship in alcohol and drug prevention and treatment programs. CSU

HLTH 79B. Advanced Field Work (3)
Lec-1.5, conf-1.5, work-125 (total hrs), field trips  P/NP available  Prereq.: HLTH 79A, 83
This course prepares students toward completing all internship requirements as required by California Association for Alcohol Drug Educators (CAADE). Students will complete an internship in alcohol and drug prevention and treatment programs. CSU

HLTH 80. Interpreting in Health Care I (6.5)
Lec-6, field trips  P/NP available  Prereq.: HLTH 84
Training for bilingual individuals to develop awareness, knowledge, and skills necessary for effective language interpretation in health care settings. Emphasis on the standards of practice of a healthcare interpreter, basic knowledge of common medical conditions, treatments, and procedures, cultural competency for specific communities necessary in the art of interpretation. CSU
HLTH 81. Interpreting in Health Care II (6)  
Lec-6, field trips  P/NP available  
PREREQ.: HLTH 80  
Advanced training for bilingual individuals as integral members of the healthcare teams; bridging linguistic and cultural gaps between clients and providers. Specialized focus in healthcare service areas: genetics, mental health, immunology, men's and women's health. Advanced skills: ethical decision making; memory development, patient advocacy, listening skills. Continued development of cultural competency. CSU

HLTH 82. Field Experience in Health Care Interpreting (3.5)  
Lec-3, work-2.5, field trips  P/NP available  
COREQ.: HLTH 81  
Supervised practicum provides students an opportunity to observe working interpreters, be observed and receive feedback while carrying out professional responsibilities. Knowledge and technical interpreting skills studied in the classroom are applied in healthcare settings. Students provide interpreting for special populations including mental health clients, LGBTQ individuals, the elderly and others. CSU

HLTH 83. Motivational Counseling Skills (3)  
Lec-3  
PREREQ.: HLTH 75 AND 78  
An examination of models and techniques used to counsel clients in addiction treatment settings with an emphasis on Motivational Counseling. CSU

HLTH 84. Introduction to Interpreting in Health Care (.5)  
Lec-.5  
Bilingual students are introduced to the field of interpreting in health care. Required for CCSF’s Healthcare Interpreting (HCI) Certificate Program, students are introduced to the California HCI Standards, and explore the roles, scopes and practice of healthcare interpreters. The HCI program will be explained and linguistic proficiencies will be assessed. CSU

HLTH 88. Family Systems: Theories and Practice (3)  
Lec-3  P/NP available  
PREREQ.: HLTH 75 AND 78 (FOR DRUG & ALCOHOL CERTIFICATE STUDENTS ONLY)  
This course offers an introduction to the applied practice and theoretical principles of working with family systems in behavioral health settings. The course examines the definition and impact of family roles, rules, dynamics, and communication styles. Social systems, stigma, trauma, and chemical dependency are considered. CSU

HLTH 89. Individual Study in Health Education (1-3)  
Ind-st-5, 10, 15  P/NP available  
Supervised individual or group study on topics and issues in public and community health. CSU

HLTH 90. Selected Topics in Health Education (.5)  
Lec-0.5  P/NP available  
Investigation of current and emerging health concerns which affect our communities, professions and occupations. Designed to provide indepth and intensive examination of health issues relevant to the fields of public health and social services. CSU

HLTH 90B. Harm Reduction and Health (.5)  
Lec-8 (total hrs)  
Basic principles and practices of harm reduction. CSU

HLTH 90C. Trauma and Recovery: An Introduction (.5)  
Lec-8 (total hrs)  P/NP available  
Investigation of current important health concerns which affect our communities, professions, and occupations. Designed to provide indepth and intensive examination of issues affecting health and social service providers. CSU

HLTH 91. Selected Topics in Health Education (1)  
Lec-1  P/NP available  
Investigation of current and emerging health concerns which affect our communities, professions and occupations. Designed to provide in-depth and intensive examination of health issues relevant to the fields of public health and social services. CSU

HLTH 91C. Hepatitis ABC's (1)  
Lec-1, field trips  P/NP available  
Overview of viral hepatitis with a focus on hepatitis C as an emerging public health issue. Emphasis on harm reduction, prevention, and advocacy related to the relationships among HIV, substance use, and Hepatitis C. CSU

HLTH 91D. Recovery Model in Mental Health (1)  
Lec-1  P/NP available  
Introduction to the Community Mental Health Certificate and wellness and recovery model in mental health, including the shifting role of service providers and consumers, and practical methods used by communities to promote wellness, recovery and resiliency. CSU

HLTH 91G. Health, Education, and Equity (1)  
Lec-18 (total hrs)  
An introduction to the social determinants of health and the issue of educational equity as a factor in community health. Students will learn how to complete and present a community health research project, while practicing strategies to strengthen their foundation for college success. CSU

HLTH 91H. Elder Abuse Prevention (1)  
Lec-1  P/NP available  
Elder abuse, its varied forms, and physical, behavioral and environmental indicators of elder abuse. Social aspects of aging, multicultural perspectives, and methods of prevention. CSU  
FORMERLY HLTH 9A

HLTH 91M. Mindful Stress Reduction (1)  
Lec-18 (total hrs)  P/NP available  
This course is based on Mindfulness-Based Stress Reduction (MBSR) program components including stress response and the impact of mindfulness meditation and body awareness and movement practices. Application of stress reduction practices in everyday life will be supported through in-class practice of mindfulness techniques and shared self-reflection. CSU

HLTH 95. Transgender Health: Working with Clients and Communities (1)  
Lec-1  P/NP available  
A critical analysis of the health status of transgender people. The course will provide knowledge, skills, and resources necessary to work effectively in health and social service settings that serve transgender clients and communities. CSU

HLTH 97. Health & Stress in Society (3)  
Lec-3, field trips  P/NP available  
Overview of social and behavioral theories and core concepts of stress, stress reduction and stress management. Critical assessment of the
health impacts of stress on individuals, communities, and society. Evidence based approaches to reducing stress responses and promoting improved health indicators will be explored. CSU

HLTH 100. Introduction to Drug & Alcohol Studies (1)
Lec-1
This course provides an overview of the Drug and Alcohol Counseling field and an orientation to the requirements of the Drug and Alcohol Studies Certificate Program. Students will identify necessary skills and potential challenges to succeeding in the field. CSU

HLTH 102. Helping Relationships: Recovery and Wellness (3)
Lec-3 P/NP available
Prereq.: HLTH 91D
This course offers an introduction to the applied and theoretical principles of recovery, wellness, and psychosocial rehabilitation with individuals in behavioral health settings. The course emphasizes consumer-directed goal setting, collaboration, motivational interviewing, assessment, wellness and recovery action plans, documentation, systems navigation and linkage, crisis management, and recovery movement policy. CSU

HLTH 103. Community and Group Forums (3)
Lec-3
Prereq.: HLTH 75 and 78 (for Drug & Alcohol Certificate students only)
This course offers an introduction to community evaluation methods, action planning, community and group dynamics, and leadership and group facilitation skills. It prepares students to work in the fields of behavioral health recovery, chemical dependency, and HIV/STD prevention education. CSU

HLTH 104. Internship Preparation and Professional Conduct in Mental Health (3)
Lec-3
Prereq.: HLTH 102
The course prepares students for internship placement in behavioral health settings. Emphasis is placed on reviewing and practicing course counseling skills, legal and ethical issues, standard documentation of service delivery, expectations and responsibilities, cultural humility, self-care, and placement strategies including resume writing and employment interviewing skills. CSU

HLTH 105. Internship Placement and Performance (3)
Lec-3
This course mentors students through the process of completing all internship placement requirements in behavioral health settings. It prepares students to complete the community mental health certificate program and to provide services in the field of mental health recovery. CSU

HLTH 110. Health Impacts of Incarceration. (3)
Lec-3 P/NP available
Health impacts of incarceration on the individual, families and communities. Policies and service deliveries to formerly incarcerated people will be explored. The promotion of positive health outcomes among formerly incarcerated populations will be examined. CSU

HLTH 116. Conflict Resolution in the Health Care Workplace (1)
Lec-1 P/NP available
Students will learn practical skills and strategies for the management of conflict in the health care workplace. Models and approaches of conflict resolution will be discussed. Implications of culture and power dynamics on conflict resolution will be examined. CSU

HLTH 117. Demystifying Health Research (1)
Lec-1
This course presents an overview of research basics for Community Health Workers and others concerned with promoting community health. A focus of the course will be the ethics and politics surrounding research in communities of color and the principles of research justice as a means to address health inequalities. CSU

HLTH 120. Health and Educational Justice (3)
Lec-3, field trips P/NP available
Exploration of educational equity, public health and social justice on the individual and community level. Course integrates academic success skills. CSU

HLTH 170. Introduction to Dietetics Profession (1)
Lec-16 (total hrs)
Focuses on the scope and nature of work in the nutrition field, including higher education pathways, career opportunities, professional roles, skills, responsibilities, ethics. Includes guest presentations by various nutrition paraprofessionals and networking opportunities with registered dietitians. This course is a prerequisite for acceptance of the Nutrition Assistant Program. CSU

Formerly HOEC 98

HLTH 171. Nutrition for Health (3)
Lec-3
The course uses a practical approach to the study of nutrients with emphasis on their physiological roles, food sources, and health implications. Basic principles and tools for planning a healthy diet, and nutrition issues of current interest will be analyzed. CSU

Formerly HOEC 99

HLTH 172. Foodways, Nutrition & Health (3)
Lec-3
Prereq.: HLTH 170
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, food service sanitation and safety, and optimal use of the food dollar will also be covered. CSU

Formerly HOEC 100

HLTH 173. Life Span Nutrition & Assessment (4)
Lec-66 (total hrs)
Prereq.: HLTH 171
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

Formerly HOEC 104

HLTH 174. Clinical & Community Nutrition (4)
Lec-66 (total hrs)
Prereq.: HLTH 171
A two-part course that focuses on the principles of medical nutrition therapy and on nutrition applications in public health. Intended for those planning careers in the field of nutrition. CSU

Formerly HOEC 105
HLTH 175. Nutrition Assistant Field Experience (2)
Lec-35, lab-8, work-160 (total hrs)  P/NP only
PREREQ.: COMPLETION OF HLTH 170, 171, 172, 173, & 174 WITH A GRADE OF "C" OR HIGHER
Learn entry-level, job-specific skills and competencies in the delivery of nutrition care and services under the supervision of registered dietitians while placed at various field experience sites such as Women, Infants, and Children (WIC) Supplemental Nutrition Programs, Head Start, senior nutrition programs, public health agencies, or other health care settings. CSU  FORMERLY HOEC 106

HLTH 176. Sports Nutrition (3)
Lec-3
Overview of the science of sports nutrition, with emphasis on nutrition as it applies to fitness, sport-specific training, and athletic performance. Topics include nutrient requirements and dietary recommendations, energy metabolism, weight management, special nutrient needs during training and competition, nutritional ergogenics. CSU  FORMERLY HOEC 108. HLTH 176=PE 20

HLTH 177. Introduction to Child Nutrition (3)
Lec-3
Overview of child nutrition issues, with an emphasis on practical skills and approaches to influence positive eating behaviors that promote optimal health and nutrition. Topics include basic nutrition principles, planning healthy meals and snacks, food safety, childhood obesity, physical activity, nutrition education, child nutrition programs and food assistance resources. CSU  HLTH 177=CDEV 107. FORMERLY HOEC 107

HLTH 201. CHW Principles and Practice 1 (5)
Lec-5
PREREQ: HLTH 59 and ACCEPTANCE INTO CHW CERTIFICATE PROGRAM Trains and prepares students for CHW positions in the health and social service fields. The course emphasizes skill development in areas such as: health advising, documentation, interviewing and intake, and client advocacy. CSU

HLTH 202. CHW Principles & Practice 2 (5)
Lec-5
PREREQ.: HLTH 201
Students will continue to develop and master core competency skills as health advising, documentation, service coordination, and interviewing and intakes to prepare them for work at their internships with employer partners. This course will also provide an overview of topical health and social issues most important for CHWs such as the current health care delivery system and our aging communities. CSU

HLTH 221. Health and Social Justice (3)
P/NP available
Health inequalities in the U.S. stem from unequal living conditions. We will use case studies from the PBS film series Unnatural Causes: Is Inequality Making Us Sick? We explore how class, racism, and gender shape epidemics, and learn how to influence policy and advocate for health and social justice. CSU

HLTH 231. Urban Health Policy (3)
Lec-3, field trips  P/NP available
ADVISE: ENGL 92 OR 160 OR PLACEMENT IN ENGL 93 OR 94, OR ESL 170
Explore the main determinants for health and health disparities in diverse and low-income communities in the United States. Become familiar with current policy issues in urban community health and the process for influencing policy. Develop skills to serve as an effective advocate for community health. UC/CSU

Noncredit Courses:
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 5020. Elder Abuse Prevention (8 hrs)
Instruction in the different types of elder abuse, including physical, behavioral, and environmental indicators of elder abuse. Social aspects of aging, multicultural perspectives, and methods of prevention.

HLTH 5122. Consumer Ed/Health & Nutrition (54 hrs)
Practical information, effective strategies, and skills that teach the student how to practice good nutrition, manage personal health, and maintain an active, healthy lifestyle in the later years. FORMERLY HOEC 6122

HLTH 5123. Healthy Living for the Educated Consumer (12 hrs)
Practical information, effective strategies, and skills that teach the student how to practice good nutrition, manage personal health, and maintain an active, healthy lifestyle in the later years. This short-term course will focus on consumer skills related to food purchasing, label reading, stretching the food dollar, meal planning, food safety, and health literacy.

History
Office: Batmale 656
Phone Number: (415) 239-3330
Web Site: www.ccsf.edu/socialsci

Announcement of Curricula

Learning Outcomes
Upon completion of courses in History, students will be able to:
- Demonstrate a breadth of knowledge of historical developments and trends, including the impact of class, gender, ethnicity, culture and politics related to the courses taken.
- Demonstrate the ability to critically analyze, evaluate and synthesize historical evidence and interpretations and to use methods of inquiry and expression appropriate to the course.
- Demonstrate the ability to interpret primary and secondary sources and to compose a written argument of interpretation which uses them, as appropriate, for support.
- Explain the major social, cultural, political and economic developments in United States history, their causes and effects, and their historical significance.
- Analyze changes in the political, social, cultural and economic organization in the western world and explain their historical significance.
- Demonstrate an understanding of the major social, cultural, political and economic developments in non-western countries and their historical impact on the western world and global development.
- Exhibit an understanding of the art, literature, and major cultural traditions of people through the ages, as appropriate.
History Major (AA-T)

Associate in Arts in History for Transfer. History is the study of multiple aspects of human behavior including the development of world civilizations; the creation of arts, literature, philosophy, and science; development of cultural heritages, political institutions, international diplomacy; and the significant achievements of human kind. The History major is designed to develop knowledge, analytical skills, and critical insight into the nature of humanity and the historical underpinnings of our current world. The core History program includes survey studies on the United States and Western Civilization. Survey courses on specific continents such as Africa, Latin America, and Asia, and focused studies on specific countries such as China, the Philippines, and Mexico, provide a breadth of coverage of international developments. Attention to traditionally under-represented groups such as women, African Americans, Latinos, Asian Americans, Native Americans, Lesbian, Gay, Bi and Transgendered peoples provides a multicultural emphasis on human achievement. The aim is to prepare students for active participation in all areas of life, with a deep understanding of how the present has been shaped by the past, and to prepare for transfer to a four-year university, and then to a range of possible careers.

Learning Outcomes

Upon completion of this degree, students will be able to:

- Demonstrate a breadth of knowledge of historical developments and trends, including the impact of class, gender, ethnicity, culture and politics related to the courses taken.
- Demonstrate the ability to critically analyze, evaluate and synthesize historical evidence and interpretations and to use methods of inquiry and expression appropriate to the course.
- Demonstrate the ability to interpret primary and secondary sources and to compose a written argument or interpretation which uses them, as appropriate, for support.
- Explain the major social, cultural, political and economic developments in United States history, their causes and effects, and their historical significance.
- Analyze changes in the political, social, cultural and economic organization in the western world and explain their historical significance.
- Demonstrate an understanding of the major social, cultural, political and economic developments in non-western countries and their historical impact on the western world and global development.
- Exhibit an understanding of the art, literature, and major cultural traditions of people through the ages, as appropriate.

Degree Requirements: Students who wish to earn the Associate in Arts in History for Transfer (AA-T) must complete 60 CSU transferable units with at least a 2.0 grade point average. This must include the units required for full completion of the IGETC or CSU GE curriculum and the 21 units for the major as specified below. Each course in the major must be completed with a grade of "C" or better. Courses used to meet the major requirements may also be used to meet IGETC or CSU GE requirements.

Courses Required for the Major in History

Course Units
Core Courses - minimum 12 units:

HIST 17A The United States 3
HIST 17B The United States 3

HIST 4A Western Civilization 3
HIST 4B Western Civilization 3

Diversity Course: United States Under-Represented Groups Choose any One of the following for a minimum of 3 units:

HIST 9 Immigrants in American History 3
HIST 12A United States Women’s History 3
HIST 12B United States Women’s History 3
HIST 15A The Indian in North America 3
HIST 15B The Indian in North America 3
HIST 21 History of the Mexican American/Chicano 3
HIST 41A The African American in the United States 3
HIST 41B The African American in the United States 3
HIST 45 Lesbian and Gay American History 3

Global Context Course: Non-US, Non-Western Europe

Choose any One of the Following for a minimum of 3 units:

HIST 18A History of Latin America 3
HIST 18B History of Latin America 3
HIST 20 History of Mexico 3
HIST 32 History of Russia 3
HIST 33 History of South Asia 3
HIST 34 The History of Japan 3
HIST 35A History of China 3
HIST 35B History of China 3
HIST 36 History of Southeast Asia 3
HIST 37 History of the Philippines 3
HIST 44 Comparative History of Overseas Chinese 3
HIST 48 African History 3

Elective Course

Choose any of the Following for a minimum of 3 units (if not selected to meet requirement above):

HIST 1 The United States Since 1900 3
HIST 3A The People’s Century 3
HIST 3B The People’s Century 3
HIST 5 Europe Since 1900 3
HIST 9 Immigrants in American History 3
HIST 12A United States Women’s History 3
HIST 12B United States Women’s History 3
HIST 15A The Indian in North America 3
HIST 15B The Indian in North America 3
HIST 18A History of Latin America 3
HIST 18B History of Latin America 3
HIST 20 History of Mexico 3
HIST 21 History of the Mexican American/Chicano 3
HIST 31 The History of England 3
HIST 32 History of Russia 3
HIST 33 History of South Asia 3
HIST 34 The History of Japan 3
HIST 35A History of China 3
HIST 35B History of China 3
HIST 36 History of Southeast Asia 3
HIST 37 History of the Philippines 3
HIST 38 The Antebellum South in America 3
HIST 39 U.S. Presence in the Western Pacific Rim 3
HIST 40 California 3
HIST 41A The African American in the United States 3
HIST 41B The African American in the United States 3
HIST 44 Comparative History of Overseas Chinese 3
HIST 45 Lesbian and Gay American History 3
HIST 48 African History 3
HIST 49 History of San Francisco .................................. 3
HIST 50 United States Railroad History .................................. 3
HIST 53A The Civil War .................................................. 3
Total Units: .................................................. 21

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. UC/CSU

HIST 3A. The People's Century (TV) (3)
Lec-3, field trips P/NP available
This course surveys the history of our times, offering insight into the
turbulent events of these 100 years. Emphasis will be placed on the
social and political upheaval of the times, including war and revolution
- and great expectations. Also illustrates how and why the 20th cen-
tury was shaped as much by the masses and the force of the common
people as by the elite and powerful. UC/CSU

HIST 3B. The People's Century (TV) (3)
Lec-3, field trips P/NP available
This course surveys the history of our times, offering insight into the
turbulent events of these 100 years. Emphasis will be placed on the
social and political upheaval of the times, including war and revolution
- and great expectations. Also illustrates how and why the 20th cen-
tury was shaped as much by the masses and the force of the common
people as by the elite and powerful. UC/CSU

HIST 4A. Western Civilization (3)
Lec-3
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. C-ID HIST 170; UC/CSU
HIST 4A COVERS ANCIENT TIMES THROUGH THE REFORMATION; HIST
4A NOT PREREQUISITE TO 4B

HIST 4B. Western Civilization (3)
Lec-3
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. UC/CSU
HIST 4B COVERS THE PERIOD FROM THE REFORMATION INTO THE
TWENTIETH CENTURY; HIST 4A NOT PREREQUISITE TO 4B

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. UC/CSU

HIST 9. Immigrants in American History (3)
Lec-3 P/NP available
Comparison of selected Asian, African, European and Latino groups in
the United States from colonial times to the present. Students examine
and compare economic, social, and cultural contributions of immi-
grant communities; evaluate immigration and naturalization policies;
and discuss issues of acculturation and ethnic identity. UC/CSU

HIST 12A. United States Women's History (3)
Lec-3 P/NP available
An in-depth study of the experiences, roles and contributions of
women in political, economic, social, and cultural development from
the pre-colonial period through the 1880s. UC/CSU
HIST 12A COVERS THE PRE-COLONIAL PERIOD THROUGH THE 1880'S;
HIST 12A IS NOT PREREQUISITE TO HIST 12B

HIST 12B. United States Women's History (3)
Lec-3 P/NP available
An in-depth study of the experiences, roles and contributions of
women in political, economic, social and cultural development from
1890 to the present. UC/CSU
HIST 12B COVERS FROM 1890 TO THE PRESENT; HIST 12A IS NOT
PREREQUISITE TO HIST 12B

HIST 15A. The Indian in North America (3)
Lec-3 P/NP available
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 participa-
tion in the Civil War. UC/CSU
EMPHASIS ON INDIANS EAST OF THE MISSISSIPPI; HIST 15A NOT
PREREQUISITE TO 15B

HIST 15B. The Indian in North America (3)
Lec-3 P/NP available
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. UC/CSU
HIST 15A NOT PREREQUISITE TO 15B

HIST 17A. The United States (3)
Lec-3
The history of the United States from the indigenous civilizations to
the present. A survey of the more important political, economic, social,
artistic and cultural aspects of American life as well as the role of the
United States in world affairs. History 17A: Indigenous civilizations
through Reconstruction. C-ID HIST 130; UC/CSU
HIST 17A COVERS FROM THE PRE-COLONIAL PERIOD TO THE END OF
THE CIVIL WAR; HIST 17A NOT PREREQUISITE TO 17B

HIST 17B. The United States (3)
Lec-3
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. C-ID HIST 140; UC/CSU
HIST 17B COVERS FROM THE END OF THE CIVIL WAR TO THE PRESENT;
HIST 17A NOT PREREQUISITE TO 17B
HIST 18A. History of Latin America (3)
Lec-3   P/NP available
A survey of Latin American history, institutions, culture, and art from colonial times to present. UC/CSU
HIST 18A not prerequisite to 18B

HIST 18B. History of Latin America (3)
Lec-3   P/NP available
Survey of Latin-American history from independence in the 19th century to the present. UC/CSU
HIST 18A not prerequisite to 18B

HIST 20. History of Mexico (3)
Lec-3   P/NP available
A survey of the history of Mexico. Examination of indigenous, cultural, psychological, socio-economic, and artistic elements. UC/CSU

HIST 21. History of the Mexican-American/Chicano (3)
Lec-3   P/NP available
Survey of historical processes undergone by the Mexican American/Chicano from pre-Conquest to the present. Social, political, economic, artistic, and cultural trends. Emphasis on the history of the United States to explain the contemporary status of Mexican American/Chicanos. UC/CSU

HIST 31. The History of England (3)
Lec-3   P/NP available
English history, culture and art from Norman times to the present. UC/CSU

HIST 32. History of Russia (3)
Lec-3   P/NP available
The history of modern Russia with attention given to the religious, literary, artistic, political, and other cultural influences which shaped the country in the nineteenth century. Later emphasis is on the social and intellectual ferment leading to the Bolshevik Revolution and the subsequent development of the Soviet Union. UC/CSU

HIST 33. History of South Asia (3)
Lec-3   P/NP available
A survey of the history of India, Ceylon, and Pakistan, with emphasis on the development of modern India and its role in international affairs. UC/CSU

HIST 34. The History of Japan (3)
Lec-3   P/NP available
A survey of the history of Japan, with emphasis on the more important political, economic, social, artistic, and cultural aspects of Japanese life as well as on the development of modern Japan and its role in world affairs. UC/CSU

HIST 35A. History of China (3)
Lec-3   P/NP available
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. UC/CSU
HIST 35A covers from ancient times to approximately 1900.

HIST 35B. History of China (3)
Lec-3   P/NP available
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. UC/CSU
HIST 35A not prerequisite to 35B

HIST 36. History of Southeast Asia (3)
Lec-3   P/NP available
A survey of the history of Southeast Asia, with emphasis on the role of the United States in Southeast Asia. UC/CSU

HIST 37. History of the Philippines (3)
Lec-3   P/NP available
The historical and cultural growth of the Philippines, including the development of national culture, political and social institutions, and foreign relations. UC/CSU

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

HIST 39. The United States Presence in the Western Pacific Rim: An Introduction (3)
Lec-3   P/NP available
A survey course on the evolution of US interests, expansion and foreign policies in the Western Pacific Rim area, specifically the countries in East Asia and Southeast Asia. UC/CSU

HIST 40. California History (3)
Lec-3   P/NP available
A search for meaning in the forces, events, and lives that have shaped the present-day destiny of the Golden State and the Pacific Slope, beginning with the Spanish conquistadors and the period of exploration, extending through the '49er era and statehood, and including present-day political, social, and economic trends. UC/CSU

HIST 41A. The African American in the United States (3)
Lec-3   P/NP available
The political, social, artistic, and cultural history of the African American people in the United States from their African beginnings to the Civil War. UC/CSU
HIST 41A covers from the African heritage through the Civil War.

HIST 41B. The African American in the United States (3)
Lec-3   P/NP available
The political, social, artistic, and cultural history of the African American people in the United States from the Civil War to the present. UC/CSU
HIST 41B covers from the Reconstruction to the present.

HIST 44. Comparative History of Overseas Chinese (3)
Lec-3   P/NP available
The history and social organization of overseas Chinese communities in Southeast Asia, North America, and Latin America from the Eastern Han Dynasty to the present. UC/CSU
HIST 45. Lesbian and Gay American History (3)
Lec-3, field trips P/NP available
A survey of the origins, development, and current status of the Gay, Lesbian, and Bisexual reform and liberation movements in the United States during the last two centuries, with particular emphasis since the Second World War. The lives, communities, organizations, and resistance resistance movements created by lesbian, gay, and bisexual peoples from diverse racial, ethnic, and class backgrounds UC/CSU

HIST 46. Independent Studies in History (1)
Ind st-5
An individualized reading or research program where students work one-on-one with a faculty member on topics in History. CSU (UC UPON REVIEW)

HIST 47A. Discussions in History (1)
Lec-1 P/NP available
Lectures on varied subjects given by authorities in the field of history; discussions and field trips. CSU (UC UPON REVIEW)

HIST 47B. Discussions in History (1)
Lec-1 P/NP available
Lectures on varied subjects given by authorities in the field of history; discussions and field trips. CSU (UC UPON REVIEW)

HIST 47C. Discussions in History (1)
Lec-1 P/NP available
Lectures on varied subjects given by authorities in the field of history; discussions and field trips. CSU (UC UPON REVIEW)

HIST 47D. U.S. Gay & Lesbian Reform and Libertion Movements World War II to Present (1)
Lect-1 P/NP available
Lectures on varied subjects given by authorities in the field of history; discussions and field trips. CSU (UC UPON REVIEW)

HIST 48. African History (3)
Lec-1 P/NP available
A survey of African history from the beginning of man to the present. Its geography, race, development of major states, art, culture, population movements, European influence, and nationalism. UC/CSU

HIST 49. History of San Francisco (3)
Lec-3, field trips P/NP available
The growth of San Francisco from its origins as an Indian-Spanish-Mexican settlement to the metropolis of the San Francisco Bay Area. Emphasis on the role of San Francisco as the political, social, cultural, commercial, and artistic capital of the West Coast. CSU

HIST 50. United States Railroad History (3)
Lec-3, field trips P/NP available
United States Railroad History covers the History and evolution of the railroad industry in North America, including the geographical expansion, technical advancements, sociological influences, government involvement, and economic impacts of the railroads and related businesses in the United States, Canada and Mexico. CSU

HIST 51. Selected Topics in History (1)
Lec-1 P/NP available
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. CSU

HIST 52. Selected Topics in History (2)
Lec-1 P/NP available
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. CSU

HIST 53. Selected Topics in History (3)
Lec-3 P/NP available
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. CSU

HIST 53A. The Civil War (3)
Lec-3 P/NP available
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. CSU

Humanities
Office: Art 213
Phone Number: (415) 452-7257
Web Site: www.ccsf.edu/english

General Information
The Humanities Departments seeks to convey an interdisciplinary appreciation for cultural traditions. The major forms of human expression our discipline focuses on are art, music, literature, and religious expression, but include architecture, film, crafts, philosophy, and others. Humanities especially seeks to show the interrelationship of these forms so that students can not only see broad cultural trends, but also form their own aesthetic sensibility.

Learning Outcomes
Upon completion of courses in Humanities, students will be able to:

- Recognize the mainstream and alternative ways that people of various cultural and historical contexts create the arts.
- Develop an understanding of aesthetics to enable an informed response to the arts and an intercultural appreciation.
- Analyze texts and practices through writing and discussion.
- Understand how the disciplines of the humanities influence and enrich each other.

Announcement of Courses
Credit, Degree Applicable Courses:

HUM 7. Comparative Religions (3)
Lec-3, field trips P/NP available
A survey of the religions: Hinduism, Buddhism, Taoism, Judaism, Christianity, and Islam. An analysis of the origins of these religious as well as their cultural contexts and present-day issues. UC/CSU

HUM 8. Philosophies of Religion (3)
Lec-3, field trips P/NP available
A close reading of the sacred scriptures of six of the world's great religious (Hinduism, Buddhism, Daoism, Judaism, Christianity, and Islam), including their influences on their cultures and today's world. UC/CSU

HUM 11. Music, Art, and Literature: Traditional Concepts (3)
Lec-3, field trips P/NP available
An introduction to traditional concepts in the humanities, embracing the visual arts, music, literature, and the cross-cultural life of the
program enhances a focused study in any design discipline and provides an introduction to design thinking and making for all students.

Learning Outcomes
Upon completion of this certificate, students will be able to:
- Exhibit knowledge of the historical and contemporary practice of collaboration across a range of disciplines
- Demonstrate how to work collaboratively within a creative team
- Critically evaluate and discuss the merits of various concepts and approaches to design solutions, using design vocabulary
- Employ a structured iterative process (identification, research, ideation, development, analysis, and prototyping) to solve a variety of design problems
- Apply sketching as a tool for visual problem solving
- Comprehend color theories and apply specific color harmonies in assembling creative works

Courses Required for the Certificate of Accomplishment in Collaborative Design
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSGN 101 Design Fundamentals*</td>
<td>3</td>
</tr>
<tr>
<td>DSGN 105 Survey of Collaborative Design</td>
<td>3</td>
</tr>
<tr>
<td>DSGN 110 Rapid Visualization</td>
<td></td>
</tr>
<tr>
<td>DSGN 150 Color in Design**</td>
<td>3</td>
</tr>
<tr>
<td>Electives (see below)</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>17</td>
</tr>
</tbody>
</table>

Electives Courses: Choose 5 units from the following:
- ART 125A Basic Design                      | 3     |
- ART 126 Color                              | 3     |
- ART 130A Basic Drawing                     | 3     |
- ART 132A Beginning Figure Drawing          | 3     |
- FASH 36A Fashion Design I                  | 3     |
- FASH 54A Fashion Styling                   | 3     |
- IDST 3 Museum Studies                      | 3     |
- PHOT 50A History and Aesthetics of Photography | 4     |
- PHOT 50B History and Aesthetics of Photography since 1945 | 4     |
- PHOT 51 Beginning Photography              | 3     |
- PHOT 57 Photography from the Web           | 3     |
- PHOT 60A Beginning Photoshop               | 2     |
- PHOT 60B Intermediate Photoshop            | 2     |
- PHOT 101B Hand Tinting Photographs         | 1     |
- PHOT 101C Self Portraiture                 | 1     |
- PHOT 101D Landscape Photography            | 1     |
- PHOT 101E Informal Portraiture             | 1     |
- PHOT 101F Polaroid and Emulsion Transfer   | 1     |
- PHOT 101G Pinhole Photography              | 1     |
- PHOT 101H Digital Negatives for Black and White Photography | 1     |
- VMD 105 Digital Skills for Visual Media    | 3     |
- VMD 120 Graphic Design I                   | 3     |
- VMD 130 Typography I                       | 3     |
- VMD 140 Web Production I                   | 3     |
- VMD 150 Illustrator I                       | 3     |
- VMD 152 InDesign I                         | 3     |
- VMD 154 Photo shop I                       | 3     |
- VMD 156 Flash                              | 3     |
- VMD 164 3D Animation                       | 3     |

*Note: DSGN 101 = PHOT 100 = VMD 101
**Note: DSGN 150 = VMD 118
**Critical Middle East/South West Asia and North Africa Studies Certificate**

The Critical Middle East Studies Certificate of Accomplishment introduces students to an analysis of the history, politics, society, culture and religions of the Middle East/South West Asia and North Africa (SWANA) with attention to major events in the region and their representations and impacts across the Diaspora, especially in the United States. The program integrates area studies, ethnic studies, gender studies, and interdisciplinary methodologies. The required 3 unit courses are University of California and California State University transferable and collectively meet graduation area requirements in D-Social Sciences, E-Humanities, and H1-Diversity.

The program appeals to diverse students, including international students, who plan careers in many areas in the Humanities and Social Sciences with an emphasis in the Middle East/SWANA such as Religious Studies, International Relations, International Law, Global Studies, Political Science, Ethnic Studies, History, Language and Literature. The program primarily serves students who are transferring to a four-year university and additionally serves as professional development for employers, community-based organizations and social and government agencies.

**Learning Outcomes:**

- Describe the major religions of the Middle East/SWANA with an emphasis on the role of Islam in ideology and culture
- Compare and contrast the political systems of the Middle East/SWANA within the historical and social context of empires, colonialism, independence, authoritarian states, Islamism, secularism and revolutions
- Examine social and cultural expressions through architecture, arts, dance, film, language, literature, music and poetry within Middle Eastern/SWANA societies and Diaspora communities in the U.S. and globally
- Analyze the relationship of diverse minorities, including women, in relation to the state and society in the Middle East/SWANA and within Diaspora communities in the U.S. and globally
- Evaluate and challenge assumptions and stereotypes of anti-Semitic and anti-Arab discrimination, Islamophobia and all forms of oppression.

**Admission.** The Critical Middle East Studies Certificate is open to any student enrolled at the City College of San Francisco.

**Requirements for the Certificate of Accomplishment.** The certificate requires completion of a series of courses for a total of 16 units. Each course must be completed with a grade of “C” or higher, or a pass. The series can be completed in one to two semesters.

**Credit toward Graduation.** Credit earned to obtain the certificate satisfies areas D, E, H1.

**Credit toward other Certificates.** In addition to counting towards the Critical Middle East Studies Certificate, courses in the series fulfill requirements for the Diversity and Social Justice Certificate and the Political Science and Women’s Studies majors.

**Courses Required for the Certificate of Accomplishment in Critical Middle East/South West Asia and North Africa Studies**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDST 29 Introduction to Islam</td>
<td>3</td>
</tr>
<tr>
<td>POLS 45 Government and Politics of the Middle East</td>
<td>3</td>
</tr>
<tr>
<td>IDST 30 Demystifying the Middle East</td>
<td>3</td>
</tr>
<tr>
<td>IDST 31 Women in the Middle East</td>
<td>3</td>
</tr>
<tr>
<td>IDST 81B Anti-Semitism</td>
<td>Anti-Arabism</td>
</tr>
</tbody>
</table>

Elective Courses: Choose 3 units from the following:

- ART 104 Asian Art History
- ARCH 31A History of Architecture
- ARCH 31B History of Architecture
- BCST 104: Race and Media
- ECON 6 International Economics
- ENGL 44A Survey of World Literature
- ENGL 44B Survey of World Literature
- GEOG 4 Cultural Geography
- HIST 48 African History
- HUM 7 Comparative Religions
- HUM 8 Philosophies of Religion
- IDST 4 Ways of Faith
- IDST 14 American Cultures in Literature and Film
- IDST 36 Poetry for the People
- IDST 37 Racial and Ethnic Groups in the United States
- IDST 80A Diversity and Social Justice, Racism
- IDST 80C Diversity and Social Justice, Sexism
- IDST 80D Diversity and Social Justice, Heterosexism
- IDST 80E Diversity and Social Justice, Ableism
- IDST 80F Diversity and Social Justice, Classism
- IDST 80G Diversity and Social Justice, Transphobia
- IDST 81A Diversity and Social Justice, Ageism I Adultism
- LGBT 55 Global Art and Culture
- MUS 41 African Drumming Ensemble
- POLS 2 Comparative Government
- POLS 5 International Relations
- WOMN 20 Her/His/Ourstories
- WOMN 25 Introduction to Women’s Studies

**Total Units** 16

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**Critical Pacific Islands Certificate**

The Critical Pacific Islands Studies Certificate of Accomplishment is a 17-unit certificate that introduces students to a critical analysis of Pacific peoples and cultures in the U.S. diaspora and beyond. Privileging the voices of native Pacific Islanders, the interdisciplinary curriculum explores a plethora of historical and contemporary topics, including colonization, militarization, social movements, and immigration, through the use of academic and community-based scholarship. All required courses are University of California (UC) and California State University (CSU)-transferable and meets City College of San Francisco General Education (GE) area requirements A (Communication & Analytical Thinking), C (Natural Sciences), D (Behavioral and Social Sciences) E (Humanities), H1 (Ethnic Studies).

While the certificate program is ideal for those whose work involves native Pacific Islanders and other communities of color such as service providers, health practitioners, law enforcement, researchers, teachers, and other professionals, the primary goal is to encourage students to further their educational aspirations through the completion of an associate’s degree and successfully transferring to a four-year university.

**Learning Outcomes:**

- Evaluate behavioral, social, and indigenous theories and methodologies used in the study of Pacific Islander communities in relation to their cultural, economic, educational, health, immigration, political, and social conditions.
- Compare and contrast the expression of the ocean aesthetic across Pacific Islander cultural practices including architecture, arts, dance, film, language, literature, music, poetry, sports, and theater.
• Apply critical and creative analytical skills using problem-solving and decision-making techniques for improving study strategies and health and wellness information essential to mental, physical, and lifelong well-being.
• Describe the intersectionality and interrelatedness of distinct forms of social oppression in the United States, including anti-Semitism and anti-Arabism, adultism, ageism, ableism, classism, heterosexism, homophobia, racism, sexism, and transphobia.
• Analyze and assess the scientific effects of ocean currents, waves, tides, rising sea levels, and the general circulation of the atmosphere and its impacts to and from human society, marine life, and geographical landscapes.

Admission. The Critical Pacific Islands Studies Certificate is open to any student enrolled at the City College of San Francisco.

Requirements for the Certificate of Accomplishment. The certificate requires completion of a series of courses for a total of 17 units. Each course must be completed with a grade of “C” or higher, or a pass. The series can be completed in one to two semesters.

Credit toward other Certificates. In addition to counting towards the Critical Pacific Islands Studies Certificate, courses in the IDST 80/81 series fulfill requirements for the Diversity and Social Justice Certificate, Youth Workers Certificate, Sexual Health Educator Certificate, Trauma, Prevention, and Recovery Certificate, and Women’s Studies major.

Courses Required for the Certificate of Accomplishment in Critical Pacific Islands Studies

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDST 45 Pacific Islanders in the U.S.</td>
<td>3</td>
</tr>
<tr>
<td>IDST 46 Fa’a Pasifik: Oceania &amp; the Arts</td>
<td>3</td>
</tr>
<tr>
<td>IDST 50 College Success</td>
<td>3</td>
</tr>
<tr>
<td>OCAN 1 Oceans</td>
<td>3</td>
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<tr>
<td>Diversity and Social Justice Electives: Choose two units from the following:</td>
<td></td>
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<tr>
<td>IDST 80A Diversity and Social Justice, Racism</td>
<td>5</td>
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<tr>
<td>IDST 80C Diversity and Social Justice, Sexism</td>
<td>5</td>
</tr>
<tr>
<td>IDST 80D Diversity and Social Justice, Heterosexism</td>
<td>5</td>
</tr>
<tr>
<td>IDST 80E Diversity and Social Justice, Ableism</td>
<td>5</td>
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<tr>
<td>IDST 80F Diversity and Social Justice, Classism</td>
<td>5</td>
</tr>
<tr>
<td>IDST 80G Diversity and Social Justice, Transphobia</td>
<td>5</td>
</tr>
<tr>
<td>IDST 81A Diversity and Social Justice, Ageism 1 Adultism 1</td>
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<tr>
<td>IDST 81B Anti-Semitism 1 Anti-Arabism</td>
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<td>Elective Courses: Choose 3 units from the following:</td>
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<tr>
<td>ASAM 8 Filipino American Community</td>
<td>3</td>
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<tr>
<td>ANTH 15 Philippine Culture and Society</td>
<td>3</td>
</tr>
<tr>
<td>BIO 32 Marine Biology</td>
<td>3</td>
</tr>
<tr>
<td>CINE 22 The Documentary Tradition</td>
<td>3</td>
</tr>
<tr>
<td>ECON 10 Economic History of the United States</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 4 Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>IDST 14 American Cultures in Literature and Film</td>
<td>3</td>
</tr>
<tr>
<td>IDST 29 Introduction to Islam</td>
<td>3</td>
</tr>
<tr>
<td>IDST 30 Demystifying the Middle East</td>
<td>3</td>
</tr>
<tr>
<td>IDST 36 Poetry for the People</td>
<td>3</td>
</tr>
<tr>
<td>IDST 37 Racial and Ethnic Groups in the U.S.</td>
<td>3</td>
</tr>
<tr>
<td>IDST 40 Contemporary Issues in the Filipio Community</td>
<td>3</td>
</tr>
<tr>
<td>LALS/LGBT 9 The Latin American and Latina/o LGBT Experience</td>
<td>3</td>
</tr>
<tr>
<td>PHST 20 The Filipino Family</td>
<td>3</td>
</tr>
<tr>
<td>PHST 30 Philippine Society and Culture Through Film</td>
<td>3</td>
</tr>
<tr>
<td>WOMN 20 Her/His/Ourstories</td>
<td>3</td>
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<tr>
<td>Total Units</td>
<td>17</td>
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</tbody>
</table>

Diversity and Social Justice Certificate

The Diversity and Social Justice Certificate of Accomplishment is an eight-course series that provides a consciousness-raising analysis and evaluation of specific forms of social oppression and social justice interventions in the United States. Addressing individual, institutional, and socio-cultural elements of diversity and social justice, the certificate provides foundational training for City College of San Francisco students and faculty.

The certificate also serves professional development needs for employers, community based organizations, and social and government agencies such as the San Francisco Unified School District and the Police Academy.

Learning Outcomes:
• Differentiate among key concepts and definitions commonly used to discuss diverse identities, various forms of oppression, and social justice interventions as they relate to issues of diversity and oppression, including classism, racism, anti-Semitism/anti-Arabism, sexism, heterosexism, ableism, transphobia, and adulthood/ageism (age-based oppression).
• Identify and assess examples of conscious and unconscious manifestations of social injustice, phobias, and stereotypes on the individual, institutional, and socio-cultural levels.
• Demonstrate an understanding of the privileges and disadvantages conferred by normative representations and material facts of social class, race, ethnicity, religion, gender, sexuality, ability, and age.
• Differentiate and analyze personal beliefs, thoughts, feelings, biases, prejudices, and stereotypes in relation to diversity and social justice.
• Identify and describe different ways of taking action against oppressions on personal, community, and institutional levels.
• Evaluate social justice models of responding to oppression.
• Explain the intersectionality and interrelatedness of distinct forms of social oppression, including classism, racism, anti-Semitism/anti-Arabism, sexism, heterosexism, ableism, transphobia, and adulthood/ageism (age-based oppression).

Courses Required for the Certificate of Accomplishment in Diversity and Social Justice

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDST 80A Diversity and Social Justice: Racism</td>
<td>0.5</td>
</tr>
<tr>
<td>IDST 80C Diversity and Social Justice: Sexism</td>
<td>0.5</td>
</tr>
<tr>
<td>IDST 80D Diversity and Social Justice: Heterosexism</td>
<td>0.5</td>
</tr>
<tr>
<td>IDST 80E Diversity and Social Justice: Ableism</td>
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</tr>
<tr>
<td>IDST 80F Diversity and Social Justice: Classism</td>
<td>0.5</td>
</tr>
<tr>
<td>IDST 80G Diversity and Social Justice: Transphobia</td>
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<tr>
<td>IDST 81A Diversity and Social Justice: Ageism/Adultism</td>
<td>1</td>
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<tr>
<td>IDST 81B Diversity and Social Justice: Anti-Semitism/Anti-Arabism</td>
<td>1</td>
</tr>
<tr>
<td>Total Units</td>
<td>5</td>
</tr>
</tbody>
</table>

Trauma Prevention and Recovery Certificate

The Trauma Prevention and Recovery Certificate of Achievement trains students as paraprofessionals to work in the field of violence prevention and trauma response, including service provision to victims and survivors of violence. It also trains service providers such as probation officers or nurses who routinely work with survivors of traumatic events to understand and respond to concerns unique to survivors.
This interdisciplinary curriculum provides students with a broad understanding of violence and its impact on diverse individuals, families, communities and societies.

This certificate program focuses on how violence affects individuals and groups, including considerations of ability/disability, age, culture, ethnicity/race, gender, gender identity/sexuality, and immigration status. Students develop skills to critically analyze social constructs that contribute to violence, listen empathically, offer appropriate referrals, and provide culturally competent peer support.

**Learning Outcomes**

- Analyze the causes & consequences of diverse forms of violence and trauma on individuals and groups.
- Access, summarize and evaluate public health research related to violence and trauma, for its application to prevention and intervention programs.
- Compare programmatic approaches to prevention and intervention.
- Discuss historic and aesthetic approaches to understanding violence, trauma and recovery.
- Describe, recognize and respond to specific effects of violence on children and their families.
- Demonstrate peer counseling and client-centered communication skills for working with victims and survivors in ways that are culturally relevant and culturally sensitive.
- Describe available community resources and provide appropriate referrals.
- Demonstrate knowledge and skills regarding considerations of ability/disability, age, culture, ethnicity/race, gender, gender identity, sexuality, and immigration status in relation to trauma and violence, with cultural humility and sensitivity.
- Demonstrate self-awareness in relation to the healing process, the dynamics of vicarious trauma and the role of frontline workers.

**Admission.** The Trauma Prevention and Recovery Certificate program is open to any student enrolled at CCSF who meets the prerequisite requirements for each of the required courses.

**Requirements for the Certificate of Achievement.** The certificate requires completion of 18 units, which can be completed in two semesters. Each course must be completed with a final grade of C or higher, or Pass.

**Credit toward Graduation.** Credit earned to obtain the Certificate of Achievement satisfies the G1 and H2 graduation requirements.

**Credit toward other Certificates.** In addition to counting toward the Trauma Prevention & Recovery Certificate, WOMN 54 meets a requirement for the Sexual Health Educator Certificate and serves as an elective for the Community Health Worker Certificate. CDEV 100 meets a requirement of the Violence Intervention in Early Childhood certificate.

**Courses Required for the Certificate of Achievement in Trauma Prevention and Recovery**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 100 Violence &amp; Its Impact on Children and Their Families</td>
<td>3</td>
</tr>
<tr>
<td>IDST 47A Trauma &amp; The Arts: An Interdisciplinary Approach</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 38 Trauma Response &amp; Recovery</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 48 Violence as a Public Health Issue Prevention Strategies</td>
<td>3</td>
</tr>
</tbody>
</table>

WOMN 54 The Politics of Sexual Violence ................. 3
Electives ..................................................... 3

**Total Units ............................................. 18**

**Elective Courses: ADMJ 59, ADMJ 64; CDEV 72, CDEV 78, CDEV 101; HLTH 63, HLTH 73, HLTH 76, HLTH 83, HLTH 91A, HLTH 90C, HLTH 97, HLTH 103, HLTH 116; IDST 12, IDST 80-81; LBCS 81; CRER 63, CRER 68; PSYC 15; SOC 51; WOMN 20, WOMN 55

**Announcement of Courses**

**Interdisciplinary Studies**

**Credit, Degree Applicable Courses:**

**IDST 3. Intro to Museum Studies (3)**

Lec-3, field trips  
P/NP available  
Museums display, collect, preserve, and interpret art, historical, and scientific artifacts. Exploration of museums from multiple perspectives: architecture, collections, exhibits, and economic realities involved in museum sustainability. History of museums in the United States. Promotion of museums as a community resource with open access to everyone. Visits to local museums. UC/CSU  
**May not be offered every semester. Specific times, topics, and instructors will be announced through campus media.**

**IDST 4. Ways of Faith (3)**

Lec-3  
P/NP available  
This interdisciplinary course introduces the scriptural, symbolic, and artistic traditions of the world’s major faiths: Hinduism, Buddhism, Taoism, Judaism, Christianity, and Islam. The class also considers how knowledge of these religious systems can serve to advance world peace. UC/CSU

**IDST 7. Intro to the United Nations (3)**

Lec-3, field trips  
P/NP available  
An introduction to the United Nations, including the UN Charter’s mission to achieve international peace, and the function of the organization’s six administrative bodies. In addition to studying the theory and practice of international diplomacy, students evaluate the successes and challenges of collective security, peacekeeping attempts, and technological cooperation. UC/CSU

**IDST 9. Marine Biology (3)**

Lec-3, field trips  
P/NP available  
The natural history of California marine plants and animals with emphasis on the interrelationships between marine life and their environment. UC/CSU  
**IDST 9=BIO 32**

**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 or 30), or current volunteer work hours arranged. 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, field trips  
P/NP available  
**Advise: ENGL 96 or placement in ENGL 1A**  
To find unity in diversity in the shifting trajectories of American identities and how they interrelate, the following five groups will be
IDST 17. Human Sexuality (3)
Lec-3 P/NP available
A human sexuality that integrates content and methodology from the disciplines of anthropology, biology, ethics, health education, history, jurisprudence, and psychology. UC/CSU

IDST 27A. Asian Humanities (3)
Lec-3, field trips P/NP available
_Advise: ENGL 93 or 94 or Placement in ENGL 96_
Survey of Asian civilization from the classical period to 1800 C.E., especially Arabic-Islamic, Hindu, Chinese and Japanese cultures. Emphasis on literature, philosophy, religion, and the arts. Provides an interdisciplinary and cross-cultural approach to the differences and underlying unity of Asian cultures. UC/CSU
_IDST 27A NOT PREREQUISITE TO 27B NO KNOWLEDGE OF FOREIGN LANGUAGES REQUIRED_

IDST 27B. Asian Humanities (3)
Lec-3, field trips P/NP available
_Advise: ENGL 93 or 94 or Placement in ENGL 96_
Survey of Asian cultures of modern to contemporary period, especially Arabic-Islamic, Indian, Chinese and Japanese cultures. Emphasis on literature, philosophy, religion, and the arts. Provides an interdisciplinary and cross-cultural approach to the differences and underlying unity of Asian cultures. UC/CSU
_IDST 27A NOT PREREQUISITE TO 27B NO KNOWLEDGE OF FOREIGN LANGUAGES REQUIRED_

IDST 28G. Current Issues in India and Pakistan (3)
Lec-3, field trips P/NP available
The course will cover at least five of the following topics: government, religion, the arts, geography and ethnic diversity, education, media, health, recreation, relationships with the United States, economy, 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, Pakistan, etc. UC/CSU
_MAY NOT BE OFFERED EVERY SEMESTER._

IDST 29. Introduction to Islam (3)
Lec-3, field trips P/NP available
An interdisciplinary survey of the origins, principles, and practices of Islam, comparing and contrasting them with those of other major religions. Focus on the historical development and current practices of Islam and its impact on philosophy, art, music, architecture, gender, media, popular culture, and politics. UC/CSU

IDST 30. Demystifying the Middle East (3)
Lec-3 P/NP available
This interdisciplinary survey of the Middle East introduces students to the cultural and religious diversity of the region, highlighting contributions in various disciplines, including science, art, music, and literature. It also examines depictions of the region and its people in Western art, literature, media, and current political discourse. UC/CSU

IDST 31. Women in the Middle East (3)
Lec-3, field trips P/NP available
An interdisciplinary survey of women in the Middle East focusing on diversity, colonization, nationalism, religion, gender, sexuality, family, law, literature, music, art, and film. UC/CSU

IDST 36. Poetry for the People (3)
Lec-3 P/NP available
An interdisciplinary approach toward development of literacy in multiple popular traditions of poetry, including in social justice movements, by incarcerated people and through alternative media. Includes scrutiny of published poems from multiple cultural traditions, a focus on community, and the cultivation and public presentation of new poems. UC/CSU

IDST 37. Racial and Ethnic Groups in the United States - A Comparative Survey (3)
Lec-3 P/NP available
An interdisciplinary survey of the history, culture, concerns, and conditions of American ethnic and racial groups in the United States. Includes multicultural literacies, immigration experiences, economic opportunities, political and social histories, and social justice movements. UC/CSU

IDST 40. Contemporary Issues in the Filipino Community (3)
Lec-3, field trips P/NP available
Students identify and critically analyze contemporary social, political, economic, educational, and cultural issues that are important and significantly affect the life of the Filipino American community. Issues include the following areas: defining Filipino and Filipino American identity, immigration and acculturation, socioeconomic status, employment, racial and ethnic diversity, gender, political empowerment, education, and emerging patterns of the Filipino family. UC/CSU

IDST 45. Pacific Islanders in the United States (3)
Lec-3, field trips P/NP available
This course examines Pacific Islander migrations to the United States mainland including the history, culture, and development of Hawai‘i and U.S. Pacific territories. It explores indigenous cultures and immigration experiences of Pacific Islanders from Guam, Palau, Marshall Islands, Fiji, Vanuatu, Tuvalu, Samoa, Tonga, Tahiti, New Zealand, Australia, and the Philippines. UC/CSU

IDST 46. Fa’a Pasefika: Interdisciplinary Cultural Expressions of Oceania (3)
Lec-3, field trips P/NP available
A survey of traditional and contemporary art across Oceania (Pacific Islands). Emphasis on literature, dance, music, visual arts, film, and museums. From an interdisciplinary and cross-cultural approach, the course explores the underlying unity of Pacific cultures and their engagement with both western and non-western societies, colonization, and diasporic communities. UC/CSU

IDST 47. Trauma and the Arts: An Interdisciplinary Approach (3)
Lec-3, field trips P/NP available
A multi-disciplinary examination of works of art, music and literature inspired by both personal and global trauma with an emphasis on the transformative power of the creative process and how it helps individuals and communities heal. UC/CSU
IDST 50. College Success (3)  
Lec-3  
P/NP available  
Integrates personal growth and values, study strategies and critical analysis into lifelong success in academic, professional and personal development. Includes life management, learning styles, personal and educational values, instructor-student communication, diversity, financial literacy, health, memory, concentration, notetaking, textbook reading, test taking, library skills, problem solving, critical and creative analysis. UC/CSU

IDST 65. Non-Profit Grants Management (3)  
Lec-3  
P/NP available  
Interdisciplinary instruction in management of social service and community health grants while maintaining accountability to funders, clients, affected communities, supervisors and boards of directors. How to seek funding, develop work plans, methods for tracking grant activities and expenditures, program evaluation, completing grant reports, and best approaches to communication with funders. CSU

IDST 80. Diversity and Social Justice (.5)  
Lec-.5  
P/NP available  
A series of courses exploring specific forms of social oppression in the United States and social justice interventions. CSU

IDST 80A. Diversity and Social Justice: Racism (.5)  
Lec-8 (total hrs)  
P/NP available  
A consciousness raising analysis and evaluation of racism on individual, institutional, and cultural levels in the United State: expanding one's knowledge about racism, increasing personal awareness of one's own socialization and assumptions, and applying this knowledge and awareness for individual and social change. CSU

IDST 80C. Diversity and Social Justice: Sexism (.5)  
Lec-8 (total hrs)  
P/NP available  
A consciousness raising analysis and evaluation of sexism on individual, institutional, and cultural levels in the United State: expanding one's knowledge about sexism, increasing personal awareness of one's own socialization and assumptions, and applying this knowledge and awareness for individual and social change. CSU

IDST 80D. Diversity and Social Justice: Heterosexism (.5)  
Lec-8 (total hrs)  
P/NP available  
A consciousness raising analysis and evaluation of homophobia and heterosexism (discrimination based on perceived or real sexual orientation and identity) on individual, institutional, and cultural levels in the U.S. Expanding one's knowledge about heterosexism, increasing personal awareness of one's own socialization and assumptions, and the application of this knowledge and awareness for individual and social change are emphasized. CSU

IDST 80E. Diversity and Social Justice: Ableism (.5)  
Lec-8 (total hrs)  
P/NP available  
A consciousness raising analysis and evaluation of ableism (disability-based oppression) on individual, institutional, and cultural levels in the U.S. Expanding one's knowledge about ableism, increasing personal awareness of one's own socialization and assumptions, and the application of this knowledge and awareness for individual and social change are emphasized. CSU

IDST 80F. Diversity and Justice: Classism (.5)  
Lec-8 (total hrs)  
P/NP available  
A consciousness raising analysis and evaluation of effects of classism on individual, institutional, and cultural levels in the United States. Expanding one's knowledge about classism, increasing personal awareness of one's own classism and assumptions, and the application of this knowledge and awareness for individual and social change are emphasized. CSU

IDST 80G. Diversity and Social Justice: Transphobia (.5)  
Lec-8 (total hrs)  
P/NP available  
A consciousness raising analysis and evaluation of transphobia and gender oppression on individual, institutional, and cultural levels in the United States. Expanding one's knowledge about transphobia and gender diversity, increasing personal awareness of one's own socialization and assumptions, and the application of this knowledge and awareness for individual and social change are emphasized. CSU

IDST 81. Diversity and Social Justice (1)  
Lec-1  
P/NP available  
A series of courses exploring specific forms of social oppression in the United States and social justice interventions. CSU

IDST 81A. Diversity and Justice: Ageism and Adultism (Age-based Oppression) (1)  
Lec-16 (total hrs)  
P/NP available  
A consciousness raising analysis and evaluation of age-based oppression (adultism and ageism) on individual, institutional, and cultural levels in the United States. Expanding knowledge about adultism and ageism, increasing awareness of one's own socialization and assumptions, and the application of this knowledge and awareness for individual and social change are emphasized. CSU

IDST 81B. Diversity and Social Justice: Anti-Semitism/Anti-Arabism (1)  
Lec-16 (total hrs)  
P/NP available  
A consciousness raising analysis and evaluation of Anti-Semitism/ Anti-Arabism on individual, institutional, and cultural levels in the United States. Expanding knowledge about anti-Semitism and anti-Arabism, increasing personal awareness of one's own socialization and assumptions, and the application of this knowledge and awareness for individual and social change are emphasized. CSU

Design

DSGN 101. Design Fundamentals (3)  
Lec-2, lab-4, field trips  
P/NP available  
Advise: ESL 150 or ENGL 92  
Fundamental design course, covering the theories, processes, vocabulary, and techniques common to visual design disciplines. Students will develop and apply their knowledge through analysis, critique and individual and collaborative exercises and projects. UC/CSU  
DSGN 101 = VMD 101 = PHOT 100

DSGN 105. Survey of Collaborative Design (3)  
Lec-3, field trips  
A survey of influences and forces throughout history that drive change in design. Focus will be given to how collaborative processes lead to change. Students will research, analyze, and discuss design case studies and the benefits of design thinking when problem-solving. UC/CSU
Courses Required for the Major in Italian

Upon completion of this degree, students will be able to:

• Display an intermediate level of proficiency in speaking, understanding, reading and writing in Italian to perform successfully in upper division courses.

• Compare and contrast of geographical and cultural differences in the Italian-speaking world.

• Display an intermediate level of proficiency in speaking, understanding, reading and writing in Italian to perform successfully in upper division courses.

• Demonstrate fluency to interact in Italian in a normal and spontaneous fashion at an intermediate level.

• Understand and analyze publications and current media as well as contemporary prose.

• Understand the main points of standard speech on familiar matters encountered in work, school, leisure, etc., as well as many radio or television programs on current affairs.

• Understand texts which consist mainly of high-frequency everyday or job-related language.

• Deal with most situations likely to arise while traveling in an area where the language is spoken.

• Write simple connected text on topics which are familiar or of personal interest or personal letters describing experiences and impressions.

Learning Outcomes

Upon completion of this degree, students will be able to:

1. Demonstrate fluency to interact in Italian in a normal and spontaneous fashion at an intermediate level.
2. Understand and analyze publications and current media as well as contemporary prose.
3. Compare and contrast of geographical and cultural differences in the Italian-speaking world.
4. Display an intermediate level of proficiency in speaking, understanding, reading and writing in Italian to perform successfully in upper division courses.

Courses Required for the Major in Italian

Students must complete a minimum of 15 units chosen from

Courses
ITAL 2 or 2A+2B Cont. Elementary Italian 5 or 6
ITAL 3A+3B Intermediate Italian 6

An additional three (3) units must be completed from the following courses:

ITAL 1 or 1A+1B Elementary Italian 5
ITAL 10B Beginning Conv. Italian 3
ITAL 10C Intermediate Conv. Italian 3
ITAL 10D Cont. of Intermed. Conv. Italian 3
ITAL 15A-15B Advanced Conv. Italian 3-3

Total Units 18

Italian Certificate

The Certificate of Accomplishment in Italian provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Italian. Each course must be completed with a final grade of "C" or higher or Pass. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

Learning Outcomes

Upon completion of this certificate, students will be able to:

• Understand the main points of standard speech on familiar matters encountered in work, school, leisure, etc., as well as many radio or television programs on current affairs.

• Understand texts which consist mainly of high-frequency everyday or job-related language.

• Deal with most situations likely to arise while traveling in an area where the language is spoken.

• Write simple connected text on topics which are familiar or of personal interest or personal letters describing experiences and impressions.

Courses Required for the Certificate of Accomplishment in Italian

Core Courses

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 Intermediate 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

Total Units 15

Announcement of Courses

Students of beginning Italian are directed to consider Italian 1, 1A and 10A.

Credit, Degree Applicable Courses:
ITAL 1. Elementary Italian (5)
Lec-5, lab-2
ADVISE: ENGL 93 or 94; or ESL 160 or placement in ENGL 96 or ESL 170 or any City College or University Foreign Language course.

Beginners course. Grammar, composition and reading. Practice in speaking and understanding Italian. UC/CSU
ITAL 1A. Elementary Italian (3)
Lec-3, lab-1 P/NP available
Prereq.: ITAL 1A or demonstration of ITAL 1A exit skills.
Grammar, composition and reading. Practice in speaking and understanding Italian. UC/CSU
ITAL 1A + 1B = ITAL 1

ITAL 1B. Elementary Italian (3)
Lec-3, lab-1 P/NP available
Prereq.: ITAL 1A or demonstration of ITAL 1A exit skills.
Grammar, composition and reading. Practice in speaking and understanding Italian. UC/CSU
ITAL 1A + 1B = ITAL 1

ITAL 2. Continuation of Elementary Italian (5)
Lec-5, lab-2 P/NP available
Prereq.: ITAL 1A or demonstration of ITAL 1A exit skills. Second semester course. Continuation of beginner’s course in grammar, composition and reading and practice in speaking and understanding Italian. UC/CSU
ITAL 2A + 2B = ITAL 2

ITAL 2A. Continuation of Elementary Italian (3)
Lec-3, lab-1 P/NP available
Prereq.: ITAL 1A or demonstration of ITAL 1A exit skills. Continuation of beginner’s course. Grammar, composition, and reading and practice in speaking and understanding Italian. UC/CSU
ITAL 2A + 2B = ITAL 2

ITAL 2B. Continuation of Elementary Italian (3)
Lec-3, lab-1 P/NP available
Prereq.: 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. UC/CSU
ITAL 2A + 2B = ITAL 2

ITAL 3A. Intermediate Italian (3)
Lec-3, lab-1 P/NP available
Prereq.: ITAL 2 or 2B or demonstration of ITAL 2/2B exit skills.
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. May be taken non-sequentially. UC/CSU
ITAL 3A + 3B = ITAL 3

ITAL 3B. Intermediate Italian (3)
Lec-3, lab-1 P/NP available
Prereq.: ITAL 2 or 2B or demonstration of ITAL 2/2B exit skills.
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. May be taken non-sequentially. UC/CSU
ITAL 3A + 3B = ITAL 3

ITAL 4A. Continuation of Intermediate Italian (3)
Lec-3, lab-1 P/NP available
Prereq.: ITAL 3A and 3B or demonstration of ITAL 3A + 3B exit skills.
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. UC/CSU
ITAL 4A + 4B = ITAL 4

ITAL 4B. Continuation of Intermediate Italian (3)
Lec-3, lab-1 P/NP available
Prereq.: ITAL 3A and 3B or demonstration of ITAL 3A + 3B exit skills.
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. UC/CSU
May be taken non-sequentially

ITAL 10A. Beginning Conversational Italian (3)
Lec-3, lab-1 P/NP available
Prereq.: ITAL 10A or demonstration of ITAL 10A exit skills.
First semester course. 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
Not recommended for native speakers of Italian.

ITAL 10B. Continuation of Beginning Conversational Italian (3)
Lec-3, lab-1 P/NP available
Prereq.: ITAL 10A or demonstration of ITAL 10A exit skills.
Second semester course. Continuation of oral practice of structures and vocabulary of spoken Italian. CSU
Not recommended for native speakers of Italian.

ITAL 10C. Intermediate Conversational Italian (3)
Lec-3, lab-1 P/NP available
Prereq.: ITAL 10B or demonstration of ITAL 10B exit skills
Continuation of oral practice of advanced structures and vocabulary of spoken Italian. CSU
Not recommended for native speakers of Italian.

ITAL 10D. Continuation of Intermediate Conversational Italian (3)
Lec-3, lab-1 P/NP available
Prereq.: ITAL 10C or demonstration of ITAL 10C exit skills.
Continuation of oral practice of advanced structures and vocabulary of spoken Italian. CSU
Not recommended for native speakers of Italian.

ITAL 11A. Advanced Intermediate Conversational Italian (3)
Lec-3, lab-1 P/NP available
Continuation of extensive oral training in Italian. Designed for students who wish to acquire more intermediate skills in conversational Italian. The major difference between Italian 11A and 11B is in reading and oral assignments. The courses focus on specific topics (literature, fine arts, and current affairs) but include different grammar topics. CSU

ITAL 11B. Advanced Intermediate Conversational Italian (3)
Lec-3, lab-1 P/NP available
Continuation of extensive oral training in Italian. Designed for students who wish to acquire more intermediate skills in conversational Italian. The major difference between Italian 11A and 11B is in reading and oral assignments. The courses focus on specific topics (literature, fine arts, and current affairs) but include different grammar topics. CSU

ITAL 15A. Advanced Conversational Italian (3)
Lec-3, lab-1 P/NP available
Prereq.: ITAL 10D or 3A+3B or demonstration of ITAL 10D or 3A+3B exit skills.
Continuation of extensive oral training in Italian. Designed for students who wish to acquire more advanced skills in conversational Italian. The major difference between Italian 15A and 15B is in reading and oral assignments. The courses focus on specific topics (literature, fine arts,
Students must complete a minimum of 15 units chosen from Courses Required for the Major in Japanese.

**Learning Outcomes**

To successfully complete the curriculum, students must:

- Display an intermediate level of proficiency in speaking, understanding, reading and writing in Japanese to perform successfully in upper division course work.
- Display sensitivity to different styles of speech (familiar and formal).
- Display an intermediate level of proficiency in speaking, understanding, reading, and writing in Japanese to perform successfully in upper division course work. Display sensitivity to different styles of speech.
- Display understanding of geography and cultural differences in the Japanese speaking world.
- Demonstrate fluency to interact in Japanese in a normal and spontaneous fashion at an intermediate level.
- Understand and analyze publications as well as media.
- Display understanding of geography and cultural differences in the Japanese speaking world.
- Display an intermediate level of proficiency in speaking, understanding, reading and writing in Japanese to perform successfully in upper division course work. Display sensitivity to different styles of speech.

**Announcement of Courses**

**Japanese Major (AA)**

**Program Information.** The Japanese program provides instruction in developing a student's ability to communicate in Japanese, both written and oral, through the intermediate level and to gain a knowledge of Japanese culture. The program is designed to meet transfer goals as well as personal development and career growth. Students must complete the curriculum with final grades of C or higher in their major preparation.

**Degree Curriculum.** The Degree Curriculum in Japanese is a two-year course of study designed to build a strong language foundation as well as expose students to Japanese cultural content and some literature. Students who complete the curriculum are better prepared to transfer to the CSU and UC systems as well as other universities with the intent of majoring or minoring in Japanese.

**Learning Outcomes**

Upon completion of this degree, students will be able to:

- Understand texts which consist mainly of high-frequency everyday language.
- Deal with most situations likely to arise while traveling in an area where the language is spoken.
- Write simple connected text on topics which are familiar or of personal interest or personal letters describing experiences and impressions.
- Understand standard speech on familiar matters encountered in work, school, leisure, etc., as well as many radio or television programs.

**Courses Required for the Degree Curriculum in Japanese**

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>JAPA 1 Elementary Japanese</td>
<td>5</td>
</tr>
<tr>
<td>JAPA 1A-1B Elementary Japanese</td>
<td>3-3</td>
</tr>
<tr>
<td>JAPA 2 Continuation of Elementary Japanese</td>
<td>5</td>
</tr>
<tr>
<td>JAPA 2A-2B Cont of Elementary Japanese</td>
<td>3-3</td>
</tr>
<tr>
<td>JAPA 3 Intermediate Japanese</td>
<td>5</td>
</tr>
<tr>
<td>JAPA 3A-3B Intermediate Japanese</td>
<td>3-3</td>
</tr>
<tr>
<td>JAPA 4 Continuation of Intermediate Japanese</td>
<td>5</td>
</tr>
<tr>
<td>JAPA 4A-4B Cont of Intermediate Japanese</td>
<td>3-3</td>
</tr>
<tr>
<td>JAPA 16 Beginning Kanji for Reading and Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAPA 10A Beginning Conversational Japanese</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 10B Cont of Beg Conversational Japanese</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 10C Intermediate Conversational Japanese</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 10D Cont of Inter Conversational Japanese</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 39 or 49 Japanese Culture and Civilization</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units**

18

**Announcement of Courses**

**Japanese Certificate**

The Certificate of Accomplishment in Japanese provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Japanese. Each course must be completed with a final grade of "C" or higher or Pass. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Understand the main points of standard speech on familiar matters encountered in work, school, leisure, etc., as well as many radio or television programs.
- Understand texts which consist mainly of high-frequency everyday language.
- Deal with most situations likely to arise while traveling in an area where the language is spoken.
- Write simple connected text on topics which are familiar or of personal interest or personal letters describing experiences and impressions.

**Courses Required for the Certificate of Accomplishment in Japanese**

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAPA 4 or 4A+4B Cont. of Intermed Japanese</td>
<td>5 or 6</td>
</tr>
<tr>
<td>JAPA 16 Beginning Kanji for Reading and Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

An additional three (3) units must be completed from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAPA 1 or 1A+1B Elementary Japanese</td>
<td>5 or 6</td>
</tr>
<tr>
<td>JAPA 10B Beginning Conv. Japanese</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 10C Intermediate Conv. Japanese</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 10D Cont. of Intermed. Conv. Japanese</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 39-49 Japanese Culture and Civ.</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units**

18

**Japanese**

Office: Art 202
Phone Number: (415) 239-3223
Web Site: www.ccsf.edu/forlang

**Japanese Certificate**

The Certificate of Accomplishment in Japanese provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Japanese. Each course must be completed with a final grade of "C" or higher or Pass. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Understand the main points of standard speech on familiar matters encountered in work, school, leisure, etc., as well as many radio or television programs.
- Understand texts which consist mainly of high-frequency everyday language.
- Deal with most situations likely to arise while traveling in an area where the language is spoken.
- Write simple connected text on topics which are familiar or of personal interest or personal letters describing experiences and impressions.

**Courses Required for the Certificate of Accomplishment in Japanese**

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAPA 1 Elementary Japanese</td>
<td>5</td>
</tr>
<tr>
<td>or JAPA 1A-1B Elementary Japanese</td>
<td>3-3</td>
</tr>
<tr>
<td>JAPA 2 Continuation of Elementary Japanese</td>
<td>5</td>
</tr>
<tr>
<td>or JAPA 2A-2B Cont of Elementary Japanese</td>
<td>3-3</td>
</tr>
<tr>
<td>JAPA 3 Intermediate Japanese</td>
<td>5</td>
</tr>
<tr>
<td>or JAPA 3A-3B Intermediate Japanese</td>
<td>3-3</td>
</tr>
<tr>
<td>JAPA 4 Continuation of Intermediate Japanese</td>
<td>5</td>
</tr>
<tr>
<td>JAPA 4A-4B Cont of Intermediate Japanese</td>
<td>3-3</td>
</tr>
<tr>
<td>JAPA 16 Beginning Kanji for Reading and Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAPA 10A Beginning Conversational Japanese</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 10B Cont of Beg Conversational Japanese</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 10C Intermediate Conversational Japanese</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 10D Cont of Inter Conversational Japanese</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 39 or 49 Japanese Culture and Civilization</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units**

15

**Announcement of Courses**

Students of beginning Japanese are directed to consider JAPA 1, 1A, and 10A.

A placement test is available; call 239-3223.

**Credit, Degree Applicable Courses:**

JAPA 1. Elementary Japanese (5)

Lec-5, lab-2 P/NP available

A placement test is available; call 239-3223.

JAPA 1A+1B Elementary Japanese

JAPA 10B Beginning Conv. Japanese

JAPA 10C Intermediate Conv. Japanese

JAPA 10D Cont. of Intermed. Conv. Japanese


JAPA 4 or 4A+4B Cont. of Intermed Japanese

JAPA 16 Beginning Kanji for Reading and Writing

An additional three (3) units must be completed from the following courses:

JAPA 1 or 1A+1B Elementary Japanese

JAPA 10B Beginning Conv. Japanese

JAPA 10C Intermediate Conv. Japanese

JAPA 10D Cont. of Intermed. Conv. Japanese


**Total Units**

18

**Japanese Certificate**

The Certificate of Accomplishment in Japanese provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Japanese. Each course must be completed with a final grade of "C" or higher or Pass. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Understand the main points of standard speech on familiar matters encountered in work, school, leisure, etc., as well as many radio or television programs.
- Understand texts which consist mainly of high-frequency everyday language.
- Deal with most situations likely to arise while traveling in an area where the language is spoken.
- Write simple connected text on topics which are familiar or of personal interest or personal letters describing experiences and impressions.

**Courses Required for the Certificate of Accomplishment in Japanese**

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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<td>3-3</td>
</tr>
<tr>
<td>JAPA 2 Continuation of Elementary Japanese</td>
<td>5</td>
</tr>
<tr>
<td>or JAPA 2A-2B Cont of Elementary Japanese</td>
<td>3-3</td>
</tr>
<tr>
<td>JAPA 3 Intermediate Japanese</td>
<td>5</td>
</tr>
<tr>
<td>or JAPA 3A-3B Intermediate Japanese</td>
<td>3-3</td>
</tr>
<tr>
<td>JAPA 4 Continuation of Intermediate Japanese</td>
<td>5</td>
</tr>
<tr>
<td>JAPA 4A-4B Cont of Intermediate Japanese</td>
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</tr>
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</table>

**Elective Courses**

<table>
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<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
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<tr>
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<td>3</td>
</tr>
<tr>
<td>JAPA 10C Intermediate Conversational Japanese</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 10D Cont of Inter Conversational Japanese</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 39 or 49 Japanese Culture and Civilization</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units**

15

**Announcement of Courses**

Students of beginning Japanese are directed to consider JAPA 1, 1A, and 10A.

A placement test is available; call 239-3223.

**Credit, Degree Applicable Courses:**

JAPA 1. Elementary Japanese (5)

Lec-5, lab-2 P/NP available

A placement test is available; call 239-3223.
Beginner's course. Grammar, composition and reading. Practice in speaking and understanding simple Japanese. UC/CSU

JAPA 1A. Elementary Japanese (3)
Lec-3, lab-1 P/NP available
Prereq.: JAPA 1A or demonstration of JAPA 1A exit skills.
Beginner's course in grammar, composition, and reading. Practice in speaking and understanding Japanese. UC/CSU
JAPA 1A + 1B = JAPA 1

JAPA 1B. Elementary Japanese (3)
Lec-3, lab-1 P/NP available
Prereq.: JAPA 1A or demonstration of JAPA 1A exit skills.
Second semester course. Grammar, composition, reading and writing. Continued practice in speaking and understanding Japanese. UC/CSU
JAPA 1A + 1B = JAPA 1

JAPA 2. Continuation of Elementary Japanese (5)
Lec-5, lab-2 P/NP available
Prereq.: JAPA 1 or 1B or demonstration of JAPA 1/1B exit skills.
Second semester course. Grammar, composition, reading and writing; emphasis on speaking and understanding Japanese. UC/CSU
JAPA 2A + 2B = JAPA 2

JAPA 2A. Continuation of Elementary Japanese (3)
Lec-3, lab-1 P/NP available
Prereq.: JAPA 1 or 1B or demonstration of JAPA 1/1B exit skills.
Grammar, composition, reading and writing; emphasis on speaking and understanding Japanese. UC/CSU
JAPA 2A + 2B = JAPA 2

JAPA 2B. Continuation of Elementary Japanese (3)
Lec-3, lab-1 P/NP available
Prereq.: JAPA 2A or demonstration of JAPA 2A exit skills.
Grammar, composition, reading and writing; emphasis on speaking and understanding Japanese. UC/CSU
JAPA 2A + 2B = JAPA 2

JAPA 3. Intermediate Japanese (5)
Lec-5, lab-2 P/NP available
Prereq.: JAPA 2 or 2B or demonstration of JAPA 2/2B exit skills.
Third semester course. Grammar, composition, reading, and writing. Practice in speaking and understanding Japanese. UC/CSU
JAPA 3A + 3B = JAPA 3

JAPA 3A. Intermediate Japanese (3)
Lec-3, lab-1 P/NP available
Prereq.: JAPA 2 or 2B or demonstration of JAPA 2/2B exit skills.
Grammar, composition, reading and writing. Practice in speaking and understanding Japanese. UC/CSU
JAPA 3A + 3B = JAPA 3

JAPA 3B. Intermediate Japanese (3)
Lec-3, lab-1 P/NP available
Prereq.: JAPA 3A or demonstration of JAPA 3A exit skills.
Grammar, composition, reading and writing. Practice in speaking and understanding Japanese. UC/CSU
JAPA 3A + 3B = JAPA 3

JAPA 4. Continuation of Intermediate Japanese (5)
Lec-5, lab-2 P/NP available
Prereq.: JAPA 3 or 3B or demonstration of JAPA 3/3B exit skills
Fourth semester course. Grammar, reading and writing with emphasis on speaking and understanding of Japanese culture. Conducted in Japanese. UC/CSU
JAPA 4A + 4B = JAPA 4

JAPA 4A. Continuation of Intermediate Japanese (3)
Lec-3, lab-1 P/NP available
Prereq.: JAPA 3 or 3B or demonstration of JAPA 3/3B exit skills
Grammar, reading and writing with emphasis on speaking and understanding of Japanese culture. Conducted in Japanese. UC/CSU
JAPA 4A + 4B = JAPA 4

JAPA 4B. Continuation of Intermediate Japanese (3)
Lec-3, lab-1 P/NP available
Prereq.: 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. UC/CSU
JAPA 4A + 4B = JAPA 4

JAPA 10A. Beginning Conversational Japanese (3)
Lec-3, lab-1 P/NP available
Prereq.: JAPA 1 or 1B or demonstration of JAPA 1/1B exit skills.
Beginner's course. Extensive oral practice of the language. Designed for students who wish to acquire basic skills of spoken Japanese. CSU
Not recommended for native speakers of Japanese. Open to all beginning students.

JAPA 10B. Continuation of Beginning Conversational Japanese (3)
Lec-3, lab-1 P/NP available
Prereq.: JAPA 10A or demonstration of JAPA 10A exit skills.
Second semester 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 Japanese. CSU
Not recommended for native speakers of Japanese

JAPA 10C. Intermediate Conversational Japanese (3)
Lec-3, lab-1 P/NP available
Prereq.: JAPA 10B or demonstration of JAPA 10B exit skills.
Extensive oral practice of basic structures and vocabulary most often used in conversation. Designed for students who wish to continue acquiring more advanced skills in conversational Japanese. CSU
Not recommended for native speakers of Japanese

JAPA 10D. Intermediate Conversational Japanese (3)
Lec-3, lab-1 P/NP available
Prereq.: JAPA 10C or demonstration of JAPA 10C exit skills.
Designed for students who wish to continue acquiring more advanced skills in conversational Japanese. CSU
Not recommended for native speakers of Japanese

JAPA 16. Kanji for Reading and Writing (3)
Lec-3 P/NP available
Prereq.: JAPA 1 or 1B or demonstration of JAPA 1/1B exit skills.
Intensive study of kanji characters to increase competence in reading and writing Japanese and in understanding authentic materials. UC/CSU

JAPA 17. Cont. Beg. Kanji for Reading and Writing (3)
Lec-3 P/NP available
Prereq: Satisfactory completion of JAPA 16 or equivalent
Intensive study of second level of Kanji characters to increase competence in reading and writing Japanese and in understanding authentic materials. UC/CSU
JAPA 18. Intermediate Kanji for Reading and Writing (3)
Prereq: satisfactory completion of JAPA 17 or equivalent
Intensive study of intermediate kanji characters to increase competence in reading and writing Japanese and in understanding authentic materials. UC/CSU

JAPA 19. Continuation of Intermediate Kanji for Reading and Writing (3)
Prereq: satisfactory completion of JAPA 18 or equivalent
Intensive study of advanced intermediate kanji characters to increase competence in reading and writing Japanese and in understanding authentic materials. UC/CSU

JAPA 20. Continuation of Intermediate and Advanced Kanji for Reading and Writing (3)
Prereq: satisfactory completion of JAPA 19 or equivalent
Intensive study of the continuation of intermediate kanji characters to increase competence in reading and writing Japanese and in understanding authentic materials. UC/CSU

JAPA 39. Japanese Culture and Civilization (3)
Advise: ENGL 96 or placement in ENGL 1A
A consideration of the major achievements of Japanese culture as reflected in language, literature, art, religion and daily life. UC/CSU
No knowledge of Japanese required. Recommended for students who are enrolled in or have completed JAPA 49

Journalism
Office: Bungalow 615
Phone Number: (415) 239-3446
Web Site: www.ccsf.edu/journal

Announcement of Curricula
General Information
The Journalism Program prepares students for a two-year degree, transfer to a four-year program, or professional development in select areas of study. All journalism classes are credit classes and are offered on the Ocean Campus and Mission Center. 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.

Journalism Major (AA)
City College offers a degree in Journalism that gives the research, writing, and production skills that are essential to a career in journalism. Current technology, from online 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 and/or Etc. Magazine. They cover a beat within the larger college community, learning the art and applying the crafts of journalism.

Learning Outcomes
Upon completion of this major students will be able to:
- Collaborate with editors in creating news stories.
- Assess and employ creative design techniques for newspapers and magazines.
- Critically discuss the role of journalists in modern society.
- Critically discuss the impact of the mass media on society.

Courses Required for the Major in Journalism

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<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>VMD 105 Digital Skills for Visual Media</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 51 Intro to Libraries &amp; Lib. Resources</td>
<td>3</td>
</tr>
<tr>
<td>General Education/Graduation Requirements</td>
<td>3</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>JOUR 22 Feature Writing</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 35 Internet Journalism</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 37 Introduction to Photojournalism</td>
<td>3</td>
</tr>
<tr>
<td>VMD 100 Orientation to Visual Media Design</td>
<td>2</td>
</tr>
<tr>
<td>Additional Graduation Requirements</td>
<td></td>
</tr>
<tr>
<td>Third Semester</td>
<td></td>
</tr>
<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>JOUR 38 Intermediate Photojournalism</td>
<td>3</td>
</tr>
<tr>
<td>BCST 110 Introduction to Writing for Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td>Additional Graduation Requirements</td>
<td></td>
</tr>
<tr>
<td>Fourth Semester</td>
<td></td>
</tr>
<tr>
<td>JOUR 29 Magazine Editing and Production</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 25 Editorial Management</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 26 Fundamentals of Public Relations</td>
<td>3</td>
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<tr>
<td>Additional Graduation Requirements</td>
<td></td>
</tr>
<tr>
<td>Total Units</td>
<td>46</td>
</tr>
</tbody>
</table>

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 adviser and become familiar with college-wide course offerings.

Recommended Additional Coursework: BCST 130, BCST 135, CINE 20A/B, ENGL 14, ENGL 44A/B, VMD 122, HIST 1, IDST 37, VMD 191, MRKT 170, PHOT 57, PHOT 102B, PHOT 51, PHYC 10, SOC 30.

Certificate Curricula
City College offers two certificate programs in Journalism, On-line Research Techniques and Editorial Management and Design. A student will receive a Certificate of Achievement after finishing the course of study with grades of C or higher in all courses. The Certificate programs are designed for working journalists interested in upgrading skills, students returning to school in search of new career opportunities, or currently enrolled students in the program. A student may receive a certificate while still working on a degree.

Editorial Management and Design Certificate
The Editorial Management and Design certificate combines usage of editorial content with all aspects of creative design techniques. Students will be well versed in the creation of eye-catching page designs for newspapers and magazines.

Learning Outcomes
Upon completion of this certificate, students will be able to:
- Collaborate with editors in creating newspaper and/or magazine typography.
- Assess and employ creative design techniques for newspapers and magazines.
• Collaborate with printers in the production of newspapers and magazines.
• Create a professional portfolio of published journalistic work.

Each course must be completed with a grade of "C" or higher.

Courses Required for the Certificate of Achievement in Editorial Management Design

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<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>VMD 105 Digital Skills for Visual Media</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 51 Intro to Libraries &amp; Lib Resources</td>
<td>3</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>JOUR 22 Feature Writing</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 56 Computers in Libraries</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 57 Internet Research Strategies</td>
<td>2</td>
</tr>
<tr>
<td>PHOT 51 Beginning Photography</td>
<td>3</td>
</tr>
<tr>
<td>Third Semester</td>
<td></td>
</tr>
<tr>
<td>VMD 122 Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 23 Electronic Copy Editing</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 25 Editorial Management</td>
<td>3</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td></td>
</tr>
<tr>
<td>JOUR 24 Newspaper Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 26 Fundamentals of Public Relations</td>
<td>3</td>
</tr>
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<td>BCST 110 Introduction to Writing for</td>
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</tr>
<tr>
<td>Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>43</td>
</tr>
</tbody>
</table>

On-line Research Certificate

The On-line Research certificate combines all aspects of information gathering and news/feature writing techniques. Students will be well versed in the creation of news and feature stories for publication in varying media outlets.

Each course must be completed with a grade of "C" or higher.

Learning Outcomes

Upon completion of the certificate, students will be able to:

• Report, write, and edit news and feature stories for various media outlets.
• Understand the changing skill demands of journalists in a modern society.
• Critically discuss career opportunities in the industry.
• Create a professional portfolio of published journalistic works.

Each course must be completed with a grade of "C" or higher.

Courses Required for the Certificate of Achievement in On-line Research

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
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<td>JOUR 19 Contemporary News Media</td>
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<tr>
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<td>LIBR 51 Intro to Libraries &amp; Lib Resources</td>
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<tr>
<td>Second Semester</td>
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<tr>
<td>JOUR 22 Feature Writing</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 56 Computers in Libraries</td>
<td>3</td>
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<td>Third Semester</td>
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</tr>
<tr>
<td>BCST 110 Introduction to Writing for</td>
<td></td>
</tr>
<tr>
<td>Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 24 Newspaper Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 23 Electronic Copy Editing</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 35 Internet Journalism</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>32</td>
</tr>
</tbody>
</table>

Announcement of Courses

Credit, Degree Applicable Courses:

JOUR 19. Contemporary News Media (3)
Lec-3, field trips
Introduction to modern mass communication, with an emphasis on the development of the news media, analysis of the credibility of the media and its impact on daily life. UC/CSU

JOUR 21. News Writing and Reporting (3)
Lec-3, field trips
Prereq.: ENGL 93 or 94 or placement in ENGL 96
The courses focuses on techniques of newspaper reporting, developing and writing a news story, training in information gathering and interviewing sources. It also examines career opportunities in the industry. C-ID JOUR 110; CSU

JOUR 22. Feature Writing (3)
Lec-3
Prereq.: ENGL 93 or 94 or placement in ENGL 96
Fundamentals in feature writing for magazines and newspapers with special emphasis on profile and interpretive news features. Practical experience in interview and in-depth research techniques. Training in how to free-lance a story for publication. CSU

JOUR 23. Electronic Copy Editing (3)
Lec-3
Advis: JOUR 21
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 (4)
Lec-3, lab-6
Prereq.: JOUR 21
Advis: JOUR 22
Beginning newspaper laboratory course focused on the publication of the college newspaper The Guardsman. Provides a practical understanding of the various elements involved in producing a 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
Advise: JOUR 24, and VMD 105
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. C-ID JOUR 150; CSU

JOUR 29. Magazine Editing and Production (3)
Lec-2, lab-3
Advise: JOUR 22
Prep.: JOUR 23
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 31. Internship Experience (2)
Conf-1, work-5
Advise: JOUR 24
Repeat: Maximum credit: 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
Advise: JOUR 21
Prep.: JOUR 23
P/NP available
Internet Journalism focuses on three topic areas: examination of the role of the online journalist, web publishing, and using the Internet for investigative purposes. C-ID JOUR 120; CSU

JOUR 36. Advanced Reporting (3)
Lec-3, field trips
Advise: JOUR 21
Prep.: JOUR 23
Advanced concepts of news gathering, interviewing and writing. Students will be assigned beats covering neighborhood communities and local government. Extensive research, interviewing, meeting coverage and writing involved. Students will improve and expand their news gathering and writing skills. C-ID JOUR 210; CSU

JOUR 37. Introduction to Photojournalism (3)
Lec-3
Advise: PHOT 51 or Demonstration of Equivalent Knowledge
Prep.: JOUR 19 or BCST 103
Students will study the concepts of photojournalism such as news and feature photography. Assignments will involve photographing people and visual storytelling at a level appropriate for use in publications such as newspapers and magazines. Emphasizes integration of traditional photojournalism with new media technology reflecting current professional trends in photojournalism. Digital SLR required. CSU

JOUR 40. Civic Journalism (3)
Lec-2, lab-2
Advise: JOUR 19 or BCST 103
P/NP available
Prep.: JOUR 23
Through an innovative model of research, discussion, and advocacy, each student will learn new ways to investigate, interpret, report and advocate on stories, issues, political actions and events affecting very low income communities and individuals locally and internationally. CSU

Labor and Community Studies
Office: Evans
Phone Number: (415) 550-4459
Web Site: www.ccsf.edu/labr

Announcement of Curricula

Degree Curriculum

The Labor and Community Studies Department offers a two-year degree program in labor, community and environmental advocacy. It prepares students for transfer to similar programs at four-year colleges and universities and for careers in public interest work. It teaches students the contributions of working class people to American society, with a special focus on organized labor, immigrants, people of color, women and LGBT people. It gives a thorough grounding in the rights of employees, including union rights. It offers specialized instruction in the history and current status of movements for social change and includes classes in organizing, community economics, community arts and political advocacy. It combines class work with internships and connects students to the broader community of public interest advocates.

Students who satisfy the requirements for graduation from the College and complete the required Labor and Community Studies courses with the average grade of "C" (2.00 grade-point average) or higher receive the degree of Associate in Science in Labor and Community Studies.

Admission. Enrollment in Labor and Community Studies is open to all interested students. College counselors orient students to the program and help them set up a course of study that is appropriate to their educational needs.

Course of Study. The course of study includes instruction in working class history, workplace rights, union and community organizing, economics, politics, art and social change, community advocacy, environmental justice, communications, public relations and organizational development, among others.

Electives are recommended to strengthen students' skills in specific areas, to fulfill overall degree requirements and to facilitate transfer to associated four-year programs.

The Faculty. The faculty consists of scholars and practitioners of public interest work in unions, community groups, environmental organizations and government. They bring up to date, cutting edge information from their fields of interest to the students in the classroom, and provide them with a rich range of internship opportunities.

Transfer. Students have a wide range of transfer options to four-year colleges available to them after completion of the Labor and Community Studies program. This program prepares them for continuing education in Labor, Community and Environmental Studies, and in the social sciences and humanities.
Employment. Students are advised to seek a four-year degree as the most direct route to good careers in public interest employment. On the way to achieving that goal, the program helps them obtain internships and entry-level positions. This complements their classroom work and makes them attractive candidates for good jobs once they’re done with college. These include positions with unions, labor advocacy organizations, community and environmental groups and government agencies. Union positions include work as negotiators, field representatives, organizers, researchers, educators and lobbyists. Community and environmental positions include those in outreach and development, lobbying, membership and coalition building, education and communication. Work with government agencies includes enforcement, outreach and education.

**Labor and Community Studies Major (AS)**

**Learning Outcomes**
Upon completion of this program, students will be able to:

- Identify the main components of the labor relations system of the United States, especially as these relate to working class people.
- Interpret how economic and political power is exercised in the United States, including by working people and their unions.
- Analyze the ways in which working people in the United States and California organized historically to improve their conditions at work and in society.
- Contrast the effectiveness of working class movements for social justice past and present, and differentiate among different organizing strategies and techniques.
- Summarize the main components of working class social movements and assess the relative merits of workplace, community and electoral advocacy, internal and external organizing and effective coalition building.

**Courses Required for the Major in Labor and Community Studies**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>First Semester</td>
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<tr>
<td>LBCS 70A Who Built America? From the Colonial Era to the Civil War &amp; Reconstruction</td>
<td>3</td>
</tr>
<tr>
<td>LBCS 70B Who Built America? From Reconstruction to the Present</td>
<td>3</td>
</tr>
<tr>
<td>LBCS 81 Organizing for Econ &amp; Soc Justice</td>
<td>3</td>
</tr>
<tr>
<td>LBCS 98A Beg. Labor Heritage Chorus</td>
<td>1</td>
</tr>
<tr>
<td>LBCS 98B Inter. Labor Heritage Chorus</td>
<td>1</td>
</tr>
<tr>
<td>LBCS 98C Adv. Labor Heritage Chorus</td>
<td>1</td>
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<tr>
<td>LBCS 100 Racial Conflict &amp; Class Solid in America</td>
<td>3</td>
</tr>
<tr>
<td>POLS 1 American Government</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1A Elements of Public Speaking</td>
<td>3</td>
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<td>Total Units</td>
<td>24</td>
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</table>

**Recommended Additional Coursework**: ASAM 20; BCST 104; CDEV 93; ECOL 20; ECON 25, 30; ENGL 57; HLTH 221; HIST 12A/B, 15A/B, 21, 41A/B, 45; IDST 36, 37, 45, 80, 81; JOUR 21; LALS 11; LBCS 15, 72, 88, 96C, 103; POLS 12, 22, 25; PSYC 22/23; TH A 163

**Certificate Curricula**
The programs of study for the Certificates of Accomplishment in Labor and Community Studies prepare students for advocacy careers and for lives as active members of their communities. These programs teach the history of organized labor and social change movements. They teach students how to organize, communicate and motivate. They combine class work with public interest internships and connect students with transfer and career opportunities. The certificates are named for slogans, songs and people from working pre-history.

**Admission**
Enrollment is open to all interested students. College counselors orient students to the programs and help them set up a course of study that is appropriate to their educational needs.

**Credit Certificate Programs**

The Labor and Community Studies Program offers two credit certificate programs. They build on the coursework in the noncredit certificate programs and provide a bridge to the major. Students may enroll in the certificate programs after completing work in the noncredit certificates or they may enter the program at the credit level. Like the major, the credit certificates prepare students for transfer to four-year colleges and for advocacy careers.

**Cesar Chavez Certificate**

Cesar Chavez (1927-1993) was a civil rights and union leader and first president of the United Farm Workers Union.

This certificate requires the student to complete 12 units of coursework from the following list with a grade of “C” or higher for each course.

**Learning Outcomes**
Upon completion of this certificate, students will be able to:

- Identify the main components of the labor relations system of the United States, especially as these relate to working class people.
- Interpret how economic and political power is exercised in the United States, including by working people and their unions.

**Courses Required for the Certificate of Accomplishment in Level 4: The Cesar Chavez Advocacy Certificate**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>LBCS 70A or 70B Who Built America?</td>
<td>3</td>
</tr>
<tr>
<td>LBCS 81 Organizing for Econ &amp; Soc Justice</td>
<td>3</td>
</tr>
<tr>
<td>LBCS 96C Labr Relat in the Modern Am Wrkplce</td>
<td>3</td>
</tr>
<tr>
<td>LBCS 98A Beg Labor Heritage Chorus</td>
<td>1</td>
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<tr>
<td>LBCS 98B Inter Labor Heritage Chorus</td>
<td>1</td>
</tr>
<tr>
<td>LBCS 98C Adv Labor Heritage Chorus</td>
<td>1</td>
</tr>
<tr>
<td>LBCS 100 Racial Conflict &amp; Class Solid in America</td>
<td>3</td>
</tr>
<tr>
<td>POLS 1 American Government</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1A Elements of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>12</td>
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</tbody>
</table>

**Solidarity Forever/Si Se Puede Certificate**

Solidarity Forever is the anthem of the U. S. labor movement. Si Se Puede, “Yes We Can!” is the slogan of the United Farm Workers Union. This certificate requires the student to complete 9 units of coursework from the following list with a grade of “C” or higher for each course.

The student must complete the Level 4 certificate prior to completing the Level 5 certificate.

**Learning Outcomes**
Upon completion of this certificate, students will be able to:

- Identify the main components of the labor relations system of the United States, especially as these relate to working class people.
- Interpret how economic and political power is exercised in the United States, including by working people and their unions.
- Analyze the ways in which working people in the United States and California organized historically to improve their conditions at work and in society.
- Contrast the effectiveness of working class movements for social justice past and present, and differentiate among different organizing strategies and techniques.
Courses Required for the Certificate of Accomplishment in Level 5: The Solidarity Forever/Si Se Puede Advocacy Certificate

Core Courses

- LBCS 100 Racial Conflicts & Class Solidarity in America: 3 units
- LBCS elective or elective from collaborating dept: 3 units

Total Units: 6

Labor and Community Studies electives: LBCS 15, 72, 88, 96C, 103

Recommended Additional Coursework:

- ASAM 20; BIO 20; BCST 104; CDEV 93; ECON 25, 30; ENGL 57; HLTH 221; HIST 12A/B, 15A/B, 21, 41A/B, 45; IDST 36, 37, 45, 80-81; JOUR 21; LALS 11; POLS 12, 22, 25; PSYC 23; TH A 163

Announcement of Courses

Credit, Degree Applicable Courses:

LBCS 15. Latin American Workers in the Americas (3)
Lec-3

Advised: ENGL 92 or ESL 150 or placement in ENGL 93 or 94 or 160

This course bridges Labor and Community Studies and Latin American/Latino/a Studies by comparing the histories and realities of Latin American workers in the U.S. and Latin America. The course traces the parallel histories of Latin American and Latino workers and discusses the ways in which politics, economics, and social movements shape their experiences. UC/CSU

LBCS 98A. Beginning Labor Heritage Chorus (1)
Lec-3, field trips

The beginning study of choral techniques and performances of songs that reflect workers of diverse cultures such as Native American

LBCS 97A. History (.5)
Lec-.5 P/NP available

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, workers’ rights and special concerns. An introductory analysis of labor relations as they affect the workplace and society. CSU

LBCS 97B. Present Status (.5)
Lec-.5 P/NP available

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, workers’ rights and special concerns. An introductory analysis of labor relations as they affect the workplace and society. CSU

LBCS 97C. Current Issues (.5)
Lec-.5 P/NP available

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, workers’ rights and special concerns. An introductory analysis of labor relations as they affect the workplace and society. CSU

LBCS 88. California Labor History (3)
Lec-3, field trips P/NP available

History of California’s working people and their quest for social justice, encompassing the state’s diverse regions, races, and cultures. Examines early Native Peoples and the Spanish conquest and Chinese workers and the railroads. Studies agricultural, industrial, service and public sector workers. Explores strategies used by worker advocates and organizations. UC/CSU

LBCS 72. Workplace Rights (3)
Lec-3 P/NP available

A study of United States labor relations and employment rights. Includes labor history, economics and law, as well as contemporary issues in various industries. Labor relations and employment rights as they have shaped American society. UC

LBCS 97D. Labor Relations in Workforce Education (1)
Lec-1 P/NP available

Advised: ENGL 92 or ESL 150 or placement in ENGL 93 or ESL 160

A study of United States labor relations and employment rights. Includes labor history, economics and law, as well as contemporary issues in various industries. Labor relations and employment rights as they have shaped American society. UC/CSU

LBCS 70A. Who Built America? From the Colonial Era to the Civil War and Reconstruction (3)
Lec-3 P/NP available

Advised: ENGL 93 “Introduction to Academic Reading and Writing” or ESL 160 or Placement in ENGL 96 or ESL 170


LBCS 70B. Who Built America? From Reconstruction to the Present (3)
Lec-3, field trips

A multicultural, post-Civil War history of the United States from the perspective of its working people. Native Americans, Africans and Europeans. Territorial expansion, Unions, the Progressive Movement, World War I. The Depression, the New Deal, World War II. Cold War, Civil Rights, the Sixties and the global economy today. UC/CSU

LBCS 71. Workplace Rights (3)
Lec-3

A study of United States labor relations and employment rights. Includes labor history, economics and law, as well as contemporary issues in various industries. Labor relations and employment rights as they have shaped American society. UC/CSU

LBCS 97D. Labor Relations in Workforce Education (1)
Lec-1 P/NP available

Advised: ENGL 92 or ESL 150 or placement in ENGL 93 or ESL 160

A study of United States labor relations and employment rights. Includes labor history, economics and law, as well as contemporary issues in various industries. Labor relations and employment rights as they have shaped American society. UC/CSU
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. UC/CSU LBCS 98A = MUS 48A

LBCS 98B. Intermediate Labor Heritage Chorus (1) Lec-3, field trips P/NP available Prereq.: LBCS 98A/MUS 48A Intermediate Labor Chorus is designed to further develop choral music and knowledge of labor songs from various periods in American history, as presented in MUS 48A. Students will develop more complex choral techniques and repertoire. There is an increased focus on individual achievement within the chorus. UC/CSU LBCS 98B = MUS 48B

LBCS 98C. Advanced Labor Heritage Chorus (1) Lec-3 P/NP available Prereq.: LBCS 98B/MUS 48B Advanced Labor Chorus is designed to further develop choral music and knowledge of labor songs from various periods in American history. Students will develop advanced choral techniques and repertoire with an increased focus on the development of a self-directed creative process within the labor song tradition. UC/CSU LBCS 98C = MUS 48C

LBCS 100. Racial Conflict and Class Solidarity in America (3) Lec-3 P/NP available Historical examination of the experiences of African American, Asian American, Spanish speaking and other minority workers in the 20th century, with special attention to union organizing. UC/CSU

LBCS 103. Peer Counseling-the Basics (1) Lec-1 P/NP available Training for volunteer peer counselors in the areas of substance abuse, strike and emergency assistance, unemployment, and related workplace problems. Covers information and referral issues as well as communication skills necessary to peer counseling. CSU

LBCS 104A. Work Tales-Beginning Performance Workshop (3) Lec-3, field trips Beginning study of the history of labor and community theater. Creating stories of work and working people. Use of writing exercises and improvisation to create monologues and short scenes. Rehearsals and performance of original work. CSU

LBCS 104B. Work Tales-Intermediate Performance Workshop (3) Lec-3, field trips Prereq.: LBCS 104A Intermediate study of labor and community theater with a focus on the United States in the Nineteen-Thirties and Nineteen-Sixties. Use of writing exercises and improvisation to create in-depth monologues and complex scenes of working class life. Rehearsal and performance of original work. CSU

LBCS 104C. Work Tales-Advanced Performance Workshop (3) Lec-3 Prereq.: LBCS 104B Advanced study of labor and community theater, internationally and in the United States, from the Nineteen-Seventies to today. Working with labor and community organizations to create storytelling theatrical presentations that express their issues and concerns. Advanced performance training. Introductory directing and project leadership training. CSU

Noncredit Courses:
LACR 9802. Workers' Rights (18 hrs) This course covers students' rights on the job under federal, state and local law and in the union and nonunion workplace. It examines wage and hour, job security, anti-discrimination, health and safety and collective bargaining protections. Students will learn how to organize effectively for fair conditions at work.

LACR 9805. San Francisco Labor Today-Its Issues (5 hrs) An overview of the various organizations within the San Francisco labor community. Attitudes of various unions on matters of wage policy, hours, health, pensions and welfare, automation and environmental problems, organizing the unorganized and community issues as they affect working people and the labor movement.

LACR 9806. Shop Steward Training (3 hrs) Introduction to the roles and functions of the union steward. Legal rights and responsibilities; contract interpretation; effective use of the grievance procedure in contract enforcement. The human relations aspects of dealing with members and supervisors.

Latin American and Latino/a Studies
Office: Science 186 Phone Number: (415) 239-3126 Web Site: www.ccsf.edu/lals

Announcement of Curricula

Latin American & Latino/a Studies Major (AA)
The Latin American and Latino/a Studies major is a 21-unit program that offers courses in the Humanities, Ethnic Studies, Area Studies and Social Sciences. Oriented toward serving our diverse student body, our courses will allow students to fulfill transfer requirements to CSU, UC and other private universities. The major is comprised of 12 core units and 9 elective units. In the core 12 units of the LALS major, students gain a foundation on the history, culture, and politics of Latin America and Latinos in the Americas. In addition, students will complete a minimum of 9 units in more specialized courses allowing the major to reflect student's individual interests. Upon completion of the major, students will be able to integrate writing, research and presentation skills necessary for the successful attainment of a university degree.

Learning Outcomes
• To prepare students interested in a public, private or nonprofit careers in understanding the Latino/a experience in the state of California and the United States by earning an AA in Latin American and Latino/a Studies.
• To prepare students in successfully transferring to a 4-year B.A. or B.S. programs in Latin American and/or Latino Studies, social sciences or humanities degrees.
• To apply theories and methodologies in Latin American and Latino Studies to further training in upper division course work at a 4-year university.

Courses Required for the Major in Latin American & Latino/a Studies

Core Courses Units
LALS 1 Latino/a Diaspora: The Impact of Latinos/as in the U.S. 3

3
336 Latin American and Latino/a Studies
Announcement of Courses

Learning Outcomes
To provide students with scholarly courses which address the social, cultural, historical, and political complexity of the emerging Latino/a diaspora and its impact on American culture and values; promote cultural understanding and appreciation for the differences and similarities between various peoples in the Western Hemisphere.

Credit, Degree Applicable Courses:
LALS 1. Latino/a Diaspora: The Impact of Latinos Living in the United States (3)
Lec-3
Advising: ENGL 92 or ESL 160 or Placement in ENGL 93 or 94
The impact of the Latino/a diaspora on the culture, identity, history and politics of the US. The course will emphasize an analysis of the Latino/a diaspora’s effect on the American system and institutions. UC/CSU

LALS 5. Introduction to Statistical Methods in Latin American and Latino/a Studies (4)
Lec-5
Prerequisite: MATH 60 or MATH 92 or Placement in MATH 90
Emphasizes statistical applications; topics include: summarizing data on Latin American economic growth, foreign direct investment, income inequality, poverty; descriptive statistics: organization of data, measures of central tendency; probability, statistical inference; Understand how politics influence economic outcomes in Latin America, as well as how class/race/gender affect U.S. Latino voting participation. UC/CSU

LALS 9. The Latin American and Latina/o LGBT Experience (3)
Lec-3
Prerequisite: MATH 60 or MATH 92 or Placement in MATH 90
A survey of LGBT culture in Latin America and in Latino/a communities in the United States. An examination of indigenous, cultural, sexual, psychological, socio-economic, immigration, literacy, and artistic elements. UC/CSU

LALS 10. Latinas in the U.S./VOCES (3)
Lec-3
The course will examine the lives and experiences of Latinas living in the U.S. It will explore the effects that their experiences have on self-esteem. Major social and cultural issues and themes will be discussed and analyzed using a multidisciplinary approach. UC/CSU

LALS 11. Drug Wars in the Americas (3)
Lec-3
Analyzes the impact of drug production and trafficking on Latin America and the United States; evaluates past and current US drug policy and initiatives and law enforcement strategies; studies the link between transnational organized crime and the connection between drug trafficking, insurgency and terrorism in Latin America. UC/CSU

LALS 13. Latin American & Latino/a Cross-Border Social Movements (3)
Lec-3
Advising: ENGL 92 or ESL 150 or Placement in ENGL 93 or ESL 160
The course bridges Latin American and Latina/o politics by analyzing the experiences and struggles of social movements in Latin America and the United States, Social movements relationship to rebellions...
and revolutions in Latin America and the emergence of the U.S. based Latino/a cross border social movements will be analyzed, UC/CSU
LALS 13=POLS 13

LALS 14. Diego Rivera; Art and Social Change in Latin America (3)  
Lec-3, field trips  P/NP available  
Mexican muralist Diego Rivera's work exemplifies the use of art to create an awareness of history and to promote social change in Latin America. This interdisciplinary class will explore the work of Diego Rivera and the Latin American cultural movements that developed to address relevant social and political issues. UC/CSU

LALS 15. Latin American Workers in the Americas (3)  
Lec-3  P/NP available  
ADVICE: ENGL 92 or ESL 150 or Placement in ENGL 93 or 160  
This course bridges Labor Studies and Latin American/Latino/a Studies by comparing the histories and realties of Latin American workers in the U.S. and Latin America. Traces the parallel histories of Latin American and Latino workers and discusses the ways in which politics, economics and social movements shape their experiences. UC/CSU  
LALS 15=LBCS 15

LALS 70. Individual Study in Latin American and Latino/a Studies (1-3)  
Ind st-5,10,15  P/NP available  
ADVICE: ANY LALS COURSE, INCLUDING ANY CROSS-LISTED SOCIAL OR BEHAVIORAL SCIENCE COURSE  
Supervised individual or group study on topics and issues in Latin American & Latino/a Studies using an interdisciplinary approach. CSU (UC UPON REVIEW)

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

ART 105. Ancient Art and Architecture of Latin America (3)  
Lec-3, field trips  P/NP available  
A survey of the artistic heritage of Pre-conquest 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. UC/CSU

ART 106. Latin American Art History (3)  
Lec-3, field trips  P/NP available  
A survey of the artistic heritage of Latin America from the sixteenth century AD to the present. All art will be discussed from both a critical and historical perspective, with regard to formal visual elements of style and the societies, values, and ideas that gave birth to Latin American Art. UC/CSU

HIST 18A. History of Latin America (3)  
Lec-3  P/NP available  
A survey of Latin American history, institutions, culture, and art from colonial times to present. UC/CSU  
HIST 18A NOT PREREQUISITE TO 18B

HIST 18B. History of Latin America (3)  
Lec-3  P/NP available  
Survey of Latin-American history from independence in the 19th century to the present. UC/CSU  
HIST 18A NOT PREREQUISITE TO 18B

HIST 20. History of Mexico (3)  
Lec-3  P/NP available  
A survey of the history of Mexico. Examination of indigenous, cultural, psychological, socio-economic, and artistic elements. UC/CSU

HIST 21. History of the Mexican-American/Chicano (3)  
Lec-3  P/NP available  
Survey of historical processes undergone by the Mexican American/Chicano from pre-Conquest to the present. Social, political, economic, artistic, and cultural trends. Emphasis on the history of the United States to explain the contemporary status of Mexican American/Chicanos. UC/CSU

MUS 25. Music of Latin America and the Caribbean (3)  
Lec-3, field trips  P/NP available  
An introductory survey to the musical traditions of Latin America, the Caribbean and Latin music in the United States. This course will study music as a form of communication, and as a social and cultural force in the Americas. UC/CSU

POLS 8. Political Problems of Latin Americans (3)  
Lec-3  P/NP available  
The relationship between Latin American citizens and American political institutions. Emphasis on the political problems of Latin Americans, proposed solutions to these problems, and practical political techniques for achieving such solutions. UC/CSU

POLS 18. Government and Politics of Latin America (3)  
Lec-3  P/NP available  
The constitutional systems, political processes, and social problems of Latin-American nations. UC/CSU

Spanish Language Courses: See Spanish in this section of the catalog.

Leadership Development Studies
Office: Student Union 205  
Phone Number: (415) 239-3212  
Web Site: www.ccsf.edu/stuactiv

Mission Statement
Our mission is to provide, in collaboration the Student Activities Office, courses in leadership development studies that promote the holistic development of diverse leaders. These courses focus on student success and offer skills development in the areas of: civic engagement, citizenship, personal growth, and critical thinking.

Learning Outcomes
Upon completion of courses in leadership development studies, students will be able to:

• Develop and demonstrate critical thinking skills.
• Develop and understand civic engagement and community service.
• Apply effective communication skills in both written and oral forms.
• Exhibit professional skills and behaviors appropriate for the workplace.
• Identify diversity and opportunities for further learning on campus.

Announcement of Courses
Credit, Degree Applicable Courses:
LDST 101. Foundations of Leadership (3)
Lec-3, field trips P/NP available
Advise: Completion of ENGL 92 or 160, or placement in ENGL 93 or 94
This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. CSU

Learning Assistance
Office: Rosenberg 207
Phone Number: (415) 452-5502
Web Site: www.ccsf.edu/lac

Mission Statement
Our mission is to provide a supportive environment that promotes active learning and encourages collaboration among members of our diverse community.

Toward this goal, we assist our students in achieving their academic, vocational, and personal goals through our academic-support services that include: student-centered peer tutoring, college and career success courses, workshops and peer-collaborative small groups; an open-access computer lab; and a grant-funded writing project.

Learning Outcomes
Upon completion of courses in the Learning Assistance Discipline, students will be able to:
• Demonstrate personal responsibility for learning.
• Apply study strategies to academic courses.
• Examine and demonstrate critical analysis techniques.
• Assess personal growth and values and apply them to lifelong learning.
• Apply computer and technology skills to facilitate academic achievement.
• Recognize and appreciate diversity in themselves and others.

Announcement of Courses
Credit, Degree Applicable Courses:
LERN 10. Introduction to Tutoring (1)
Lec-1 P/NP only
Prereq.: Acceptance into a CCSF Peer Tutoring Program. Introduction to theories and methods of effective tutoring. Tutoring purpose, goals and techniques; questioning and positive reinforcement; active listening and study skills; culture and multicultural awareness; learning styles and strategies. CSU

LERN 11. Advanced Tutoring (1)
Conf-1 P/NP only
Prereq.: Completion or concurrent enrollment in LERN 10
Individualized instruction in tutoring techniques specific to a particular academic discipline. Weekly conferences with instructor by arrangement. Minimum three hours per week of regularly scheduled tutoring. CSU
Designed for students who wish to tutor in the Learning Assistance Center, other tutorial programs, or classrooms.

LERN 12A. Tutoring Work Experience (1)
Conf-1, work-3 P/NP only
Prereq.: Completion/concurrent enrollment in LERN 10
Repeat: LERN 12A, 12B, and 12C combined, max. credit: 12 units
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
Designed for students who wish to tutor in the Learning Assistance Center, other tutorial programs, or classrooms.

LERN 12B. Tutoring Work Experience (2)
Conf-1, work-6 P/NP only
Prereq.: Completion/concurrent enrollment in LERN 10
Repeat: LERN 12A, 12B, and 12C combined, max. credit: 12 units
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
Designed for students who wish to tutor in the Learning Assistance Center, other tutorial programs, or classrooms.

LERN 12C. Tutoring Work Experience (3)
Conf-1, work-9 P/NP only
Prereq.: Completion/concurrent enrollment in LERN 10
Repeat: LERN 12A, 12B, and 12C combined, max. credit: 12 units
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
Designed for students who wish to tutor in the Learning Assistance Center, other tutorial programs, or classrooms.

LERN 50. College Success (3)
Lec-3 P/NP available
Integrates personal growth and values, study strategies and critical analysis into lifelong success in academic, professional and personal development. Includes life management, learning styles, personal and educational values, instructor-student communication, diversity, financial literacy, health, memory, concentration, notetaking, textbook reading, test taking, library skills, problem solving, critical and creative analysis. UC/CSU
LERN 50 = IDST 50
LERN 51. College Success Basics (1)  
Lec-1  
P/NP only  
This brief course introduces students to basic college success strategies: goal setting and time management, memory and concentration, lecture notetaking, textbook studying and test taking. CSU

LERN 52A. Study Strategies: Discipline Specific (.5)  
Lec-0.5  
P/NP only  
This brief intensive course increases student success by introducing discipline-specific study strategies particular to a targeted academic discipline, or course or section within a discipline. CSU 52A is NOT A PREREQUISITE TO LERN 52B.

LERN 52B. Study Strategies: Skills Based (.5)  
Lec-0.5  
P/NP only  
This brief intensive course increases student success by introducing study strategies particular to targeted study skills. CSU 52A is NOT A PREREQUISITE TO LERN 52B.  

LERN 53. Test Prep: Standardized Exams (.5)  
Lec-8 (total hrs)  
P/NP only  
Prepares students for standardized, timed tests. Each course focuses on a single test or subtest. Specific content for each course is determined by the particular test for which students are preparing. CSU  

LERN 53A. Test Prep: Standardized Exams: CBEST (.5)  
Lec-8 (total hrs)  
P/NP only  
Prepares students for standardized, timed tests. Each course focuses on a single test or subtest. Specific content for each course is determined by the particular test for which students are preparing. CSU  

LERN 53B. Test Prep: Standardized Exams-CBEST (.5)  
Lec-8 (total hrs)  
P/NP only  
Prepares students for standardized, timed tests. Each course focuses on a single test or subtest. Specific content for each course is determined by the particular test for which students are preparing. CSU  

LERN 53C. Test Prep: Standardized Exams:CSET English (.5)  
Lec-8 (total hrs)  
P/NP only  
Prepares students for standardized, timed tests. Each course focuses on a single test or subtest. Specific content for each course is determined by the particular test for which students are preparing. CSU  

LERN 53D. Test Prep: Standardized Exams-CSET (.5)  
Lec-8 (total hrs)  
P/NP only  
Prepares students for standardized, timed tests. Each course focuses on a single test or subtest. Specific content for each course is determined by the particular test for which students are preparing. CSU  

LERN 54. Test Prep: Standardized Exams:CSET Psychology (.5)  
Lec-8 (total hrs)  
P/NP only  
Prepares students for standardized, timed tests. Each course focuses on a single test or subtest. Specific content for each course is determined by the particular test for which students are preparing. CSU  

LERN 55. Successful Online Learning (1)  
Lec-1  
Steps for successful online learning. Focuses on technology skills, communication skills and online study strategies such as following online instructions, time management, goal setting, self-motivation and self-responsibility and making realistic commitments. Especially for students new to online learning and those with previously unsuccessful online course attempts. CSU  

LERN 61. Job Search Skills: Basic (.5)  
Lec-1  
P/NP only  
A job search-course that teaches skills to generate employment options through self assessment, the use of interview techniques, cover letter and resume development, and job search strategies.

LERN 62. Job Search Skills (15 hrs)  
A job search-course that teaches skills to generate employment options through self assessment, the use of interview techniques, cover letter and resume development, and job search strategies.
Intersex histories and the intersectionality of LGBTQI identity formations with race, ethnicity, socio-economic status, religion, age, and ability within the context of systems of power and privilege.

- Think and write critically about key issues concerning LGBTQI people in various regions of the world with a keen understanding of the ways that race, ethnicity, socio-economic status, gender identity, sexual orientation and other factors that form cultural identity are informed by issues of politics, religion and colonial histories throughout different historical, political, and social contexts.

Courses Required for the Major in Lesbian, Gay, Bisexual and Transgender Studies

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Required Courses for All Students (May Be Taken At Any Time):</td>
<td></td>
</tr>
<tr>
<td>LGBT 5 Introduction to Lesbian, Gay, Bisexual and Transgender Studies</td>
<td>3</td>
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<tr>
<td>LGBT 15 Pre-Stonewall Writers and Cultures</td>
<td>3</td>
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<tr>
<td>Required Courses in the Arts and Humanities (Minimum of 6 units, at least one course from Arts):</td>
<td></td>
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<tr>
<td>Arts:</td>
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<tr>
<td>LGBT 20 LGBT American Art and Culture</td>
<td>3</td>
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<tr>
<td>LGBT 25 The Lesbian and Gay Avant-Garde of the Fifties: Hot Art/Cold War</td>
<td>3</td>
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<tr>
<td>LGBT 55 Global LGBT Art and Culture</td>
<td>3</td>
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<tr>
<td>LGBT 77 Queer Creative Process</td>
<td>3</td>
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<tr>
<td>Humanities:</td>
<td></td>
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<tr>
<td>LGBT 11 The History of Homosexuality in Film</td>
<td>3</td>
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<tr>
<td>LGBT 12 Recent Queer Cinema</td>
<td>3</td>
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<tr>
<td>LGBT 18 Transgender Lives, Culture and Art</td>
<td>3</td>
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<tr>
<td>LGBT 75 Queer Cinema in the 1970’s</td>
<td>3</td>
</tr>
<tr>
<td>Required Courses in the Social and Behavioral Sciences (Minimum of 6 units):</td>
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<tr>
<td>LALS/LGBT 9 The Latin American and Latina/o LGBT Experience</td>
<td>3</td>
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<tr>
<td>LGBT 10 LGBT Culture and Society</td>
<td>3</td>
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<tr>
<td>LGBT 30 Issues in the Lesbian Community</td>
<td>3</td>
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<tr>
<td>LGBT 40 LGBT Aging Issues</td>
<td>3</td>
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<tr>
<td>LGBT 50 LGBT Communities of Color in the United States</td>
<td>3</td>
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<tr>
<td>LGBT 60 Psychology of Sexual Minorities</td>
<td>3</td>
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<tr>
<td>LGBT 70 AIDS in America</td>
<td>3</td>
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<tr>
<td>ANTH 20 LGBT Anthropology</td>
<td>3</td>
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<tr>
<td>HIST 45 LGBT American History</td>
<td>3</td>
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<tr>
<td>Elective Courses (Minimum of 3 units; may include Arts &amp; Humanities and Social &amp; Behavioral courses listed above, if not used to meet minimum requirements)</td>
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<tr>
<td>LGBT 21 Issues in Lesbian Relationships</td>
<td>3</td>
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<tr>
<td>LGBT 24 Gay Male Relationships</td>
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<tr>
<td>BCST 103 Mass Media and Society</td>
<td>3</td>
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<tr>
<td>CDEV 76 Supporting LGBT Families in Edu Settings</td>
<td>3</td>
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<tr>
<td>HLTH 25 Women’s Health</td>
<td>3</td>
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<tr>
<td>HLTH 27 Men’s Health</td>
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<tr>
<td>HLTH 67 HIV/STI Prevention</td>
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<td>IDST 17 Human Sexuality</td>
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<td>IDST 36 Poetry for the people</td>
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<td>IDST 80C Diversity: Sexism</td>
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<td>IDST 80D Diversity: Heterosexism</td>
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<tr>
<td>IDST 80E Diversity: Ableism</td>
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<tr>
<td>IDST 80F Diversity: Classism</td>
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<tr>
<td>IDST 80G Diversity and Social Justice: Transphobia</td>
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<tr>
<td>PSYC 14 Psychology of Shyness and Self-Esteem</td>
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<tr>
<td>PSYC 15 Assertive Behavior</td>
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</tr>
<tr>
<td>WOMN 10 Women in Film</td>
<td>3</td>
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<tr>
<td>WOMN 54 Politics of Sexual Violence</td>
<td>3</td>
</tr>
<tr>
<td>WOMN 55 Ending Sexual Violence</td>
<td>3</td>
</tr>
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<td>Total Units</td>
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</tbody>
</table>

Announcement of Courses

Credit, Degree Applicable Courses:

LGBT 5. Introduction to Lesbian, Bisexual, Gay and Transgender Studies (3)
Lec-3, field trips P/NP available
This introductory course examines a broad range of contemporary gay, lesbian, bisexual and transgender issues in various contexts including bio-medical, sociological, political, racial and sexual. Additionally, students have the opportunity to develop critical thinking skills and practical academic skills vital for further progress in the program. Students leave the course with practice in essay writing, exam preparation, literature analysis and become familiar with academic resources available to them through local archives, libraries and the Internet. UC/CSU

LGBT 9. The Latin American and Latina/o LGBT Experience (3)
Lec-3 P/NP available
A survey of LGBT culture in Latin America and in Latino/a communities in the US. An examination of indigenous, cultural, sexual, psychological, socio-economic, immigration, literary and artistic elements. UC/CSU

LGBT 10. Lesbian & Gay Culture and Society (3)
Lec-3 P/NP available
Distinct styles in dress, manner, and taste have played a central role in the development of lesbian and gay community, identity and culture. This course examines significant styles from leather to lipstick and from drag to disco and assesses the evolution of sensibility and identity in various lesbian and gay cultures and communities. CSU

LGBT 11. History of Homosexuality in Film (3)
Lec-3 P/NP available
Surveys significant trends in the representation of queer sexualities in mainstream commercial cinema, as well as underground and independent films from the silent era to the present. Identifies prominent theoretical approaches to the study of queer cinema intended to develop analytical skills for interpreting homophobic subtexts in mainstream films, as well as issues in creating alternative representations. Emphasizes the way social attitudes shape cultural representation, and interrogates the relationship between audience interpretation and filmmakers’ intentions. UC/CSU

LGBT 12. Homosexuality in Recent Cinema (3)
Lec-3 P/NP available
Examines significant issues in the contemporary cinematic representation of queer sexualities inside and outside of commercial cinema. Defines narrative expressed in each form. Films screened progress
from multimillion dollar Hollywood representations of queerness which reflect social prejudices to alternative productions made outside of commercial constraint. The language of film theory and recent writings from a queer studies perspective aid in developing an approach for discussing the way cinema both challenges and reinforces societal values. UC/CSU

LGBT 15. From Greece to Stonewall: Queer Writers, Lives, and Worlds (3)
Lec-3 P/NP available
Examines LGBT writers, lives, friendship networks, and salon cultures from ancient Greece and Rome and pre-Columbian Indigenous cultures of the Americas through pre-World War II Europe and 1950s America. Explores expatriates and travelers, American writers and artists. From Sappho to Carson McCullers; from Oscar Wilde to the Beat Generation. UC/CSU

LGBT 18. Transgender Lives, Culture and Art (3)
Lec-3 P/NP available
Focuses on Transgender and â€œgender variantâ€​ figures throughout the world who, historically, held a sacred place within ancient cultures as evidenced in art and literature. The course will then move to explore modern and contemporary views of Transgender and â€œgender variantâ€​ people within various cultures including LGBT politics, art and culture. UC/CSU

LGBT 20. Lesbians and Gays in Modern American Culture: The Homosexualization of American Art (3)
Lec-3 P/NP available
Lesbian and gay American artists of the late 19th and 20th centuries and their influences on modern art. This course analyzes the contribution of lesbian and gay artists-and the poets, dancers and writers with whom they associated-on the development of American art. It seeks to restore the specifically lesbian or gay voices of some of the most talked about figures in American cultural history from Thomas Eakins to Jasper Johns against the background of the lesbian and gay movement. UC/CSU

LGBT 21. Issues in Lesbian Relationships (3)
Lec-3 P/NP available
An exploration of the historical, cultural, and psychological forces that impact lesbian relationships. Examination of the stages relationships go through with an emphasis on the issues of intimacy, commitment, and the sociological repercussions of homophobia and minority status on the lesbian dyad. The complexity of legal, political, and multicultural influences and ramifications will also be explored. CSU

LGBT 24. Gay Male Relationships (3)
Lec-3 P/NP available
Examines the dynamics of gay male relationships. Provides historical and theoretical perspectives on the impact of homophobia on gay relationships. Provides students with practice in clear communication and conflict resolution in male dating, bonding, and developing lasting relationships. CSU

LGBT 25. The Lesbian and Gay Avant-Garde of the Fifties: Hot Art/Cold War (3)
Lec-3 P/NP available
This course examines major works of art, music, dance, photography, poetry, and film from the Fifties and early Sixties. In considering the work of artists as diverse as John Cage, Louise Nevelson, and Andy Warhol, it analyzes the importance of lesbian and gay figures within the avant-garde and the significance of their contributions to American culture during this repressive period. UC/CSU

LGBT 27C. Music and Queer Identity (3)
Lec-3 P/NP available
An exploration of how music encodes "queerness" by focusing on significant musical styles and performers in the LGBT community. CSU LGBT 27C = MUS 27C

LGBT 30. Issues in the Lesbian Community (3)
Lec-3 P/NP available
Historical analysis and examination of issues central to the development of lesbian identity, culture, and relationships. Exploration and debate of current controversial issues in the political, social, and personal realms of lesbian experience. UC/CSU

LGBT 40. Lesbian and Gay Aging Issues (3)
Lec-3 P/NP available
An exploration of the lesbian and gay dimensions of aging. Basic concepts in aging are presented and delineated, using examples drawn from autobiographical sources. Existing lesbian and gay institutions and programs that focus on aging are described, current research in lesbian and gay aging is reviewed, and future trends discussed.

LGBT 50. Gay/Lesbian/Bisexual/Transgender Communities of Color in the U.S. (3)
Lec-3 P/NP available
Examination of the formation of lesbian/gay/bisexual and transgender identities and communities among people of color in the United States. Included are African Americans, Native Americans, Asian Americans, Pacific Islanders, and Chicano/Latinos. UC/CSU

LGBT 55. Global GLBT Art and Culture (3)
Lec-3 P/NP available
Is there such a thing as a global queer culture? Do gay, lesbian, bisexual and transgender people from different 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. UC/CSU

LGBT 60. Psychology of Sexual Minorities (3)
Lec-3 P/NP available
Examination of the psychological experience of lesbian, gay, bisexual, transgendered (LGBT) and homophobic people. Impact of additional minority identities (e.g., ethnicity, aging, HIV status and spirituality) on LGBT identities. Influence of psychology and psychiatry on shaping the experience of LGBT people and people with multiple minority identities. Students will gain practice in essay writing, exam preparation, and literature analysis. UC/CSU

LGBT 70. AIDS in America (3)
Lec-3 P/NP available
Exploration of the sociological, political and medical dimensions of AIDS. Emergence of AIDS into the American psyche, noting critical moments in the story of AIDS such as defining of risk factors, the discovery of a test for HIV antibodies, and the impact of public figures coming out as HIV positive. Examination of how AIDS and its metaphors have changed, focusing on ethical and legal issues of today and tomorrow. UC/CSU
LGBT 75. Queer Cinema in the 70’s (3)
Lec-3 P/NP available
Exploration of the overlapping impact of a profoundly significant period in both the gay rights movement and American film history. The resulting images represented queerness more openly than before, while simultaneously painting it as at best ridiculous, and at worst, monstrous. Meanwhile, queer filmmakers were laying the groundwork for the current revolution in independent cinema. UC/CSU

LGBT 76. Supporting LGBT Families in ECE (3)
Lec-3
Advis: CDEV 67
Analysis of issues and challenges faced by lesbian, gay, bisexual and transgender parents and their children in early childhood settings and exploration of the role of early childhood educators and programs in creating inclusive environments. CSU LGBT 76 = CDEV 76

LGBT 77. Queer Creative Process (3)
P/NP available
Within the context of Queer/LGBT-identity, original art work is explored. Genres included: fiction/non-fiction writing, writing for performance, comedy and film/video. The creative process, peer critiques and analysis, as it relates to Queer-identity and societal reception, form the course’s core. UC/CSU

ANTH 20. LGBT Anthropology (3)
Lec-3 P/NP available
The roles and statuses of homosexuals and other sexual minorities in world cultures, with examples from Native America, the Middle East, Africa, South America, Asia, and Europe. Aspects of culture that affect the lives of sexual minorities, including economics, religion, kinship, marriage, and gender roles, will be examined. UC/CSU

BIO 15. The Biology of HIV (3)
Lec-3, field trips P/NP available
This course presents the biological basis for HIV/AIDS origins and emergence; epidemiology; virus structure and replication; interaction of HIV with the immune system and disease; HIV testing; current prevention, treatment, and cure strategies. UC/CSU

HLTH 25. Women’s Health (3)
Lec-3, field trips P/NP available
Advis: ENGL 90 or ESL 150 or placement in ENGL 92 or ESL 160
Exploring the social determinants and issues related to women’s health on an individual and community level. Emphasis on evaluation of health resources, behavior change process, and role of risk factors and prevention. UC/CSU

HLTH 27. Men’s Health (3)
Lec-3 P/NP available
Advis: ESL 150 or ENGL 90 or placement in ESL 160 or ENGL 92
Exploration of the social determinants and issues related to men’s health on the individual and community levels. Emphasis on evaluation of health resources, behavior change process, and role of risk factors and prevention. UC/CSU

HIST 45. Lesbian and Gay American History (3)
Lec-3, field trips P/NP available
A survey of the origins, development, and current status of the Gay, Lesbian, and Bisexual reform and liberation movements in the United States during the last two centuries, with particular emphasis since the Second World War. The lives, communities, organizations, and resistance resistance movements created by lesbian, gay, and bisexual peoples from diverse racial, ethnic, and class backgrounds UC/CSU

MUS 27C. Music and Queer Identity (3)
P/NP available
An examination of how music encodes “queerness” by focusing on significant musical styles and performers in the LGBT community. CSU MUS 27C = LGBT 27C

Noncredit Courses:
LGBT 4800. Techniques for Abuse Recovery (18 hrs)
Instruction in skills supporting social health needs of survivors of bullying, gay bashing, harassment, rape and gender/sexual abuse. Students discuss and practice recovery techniques applied to seven major energy centers in the body (Hindu chakra system) to assist in furthering recovery and increasing resilience against threats of recurring abuse.

Liberal Arts and Sciences
The Liberal Arts and Sciences degree is designed for students who wish to have a broad knowledge of arts and sciences plus additional knowledge in an “Area of Emphasis.” This degree can be a good option for students planning to transfer to the university as it provides the flexibility for students to satisfy both general education and lower division major requirements for specific universities while meeting associate degree requirements at the same time. For more detailed information on transfer requirements, students should speak with a counselor and refer to www.ASSIST.org.

To complete the requirements for the Associate in Arts or Associate in Science for this degree, a student must:

- Complete the CCSF General Education requirement (18-24 units).
- Complete 18 units in one “Area of Emphasis” from those outlined below:
  Each course used to meet this “area of emphasis” requirement must be completed with a grade of “C” or higher (or “Credit” or “Pass” if the course was taken on a “credit/no credit” or “pass/no pass” basis). Where appropriate, courses in the “area of emphasis” may also be counted for a General Education area.
- Complete all other CCSF graduation requirements (i.e., math, GPA, residency, and unit requirements).

Areas of Emphasis
Arts and Humanities Emphasis (AA)
Associate in Arts in Arts and Humanities
These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings.

Learning Outcomes
Upon completion of this emphasis, students will be able to:

- Evaluate and interpret the ways in which people through the ages and in different cultures have expressed their experiences and interpretations of the world around them through artistic and cultural creation.
- Demonstrate an understanding of aesthetic concepts and incorporate that understanding in creating value judgments of, and contributions to, cultural activities and/or artistic expressions.
Students pursuing this area of emphasis must take at least one course in the arts and at least one course in humanities. Students should meet with a counselor to select appropriate courses.

**Arts:**
- African American Studies 55;
- Architecture 29A, 31A, 31B, 32, 102, 134;
- Asian Studies 11;
- Cinema 18, 21, 23A, 23B;
- Dance 30, 32, 100A, 107B, 107C;
- Design 101, 105, 110;
- Fashion 23, 55;
- Interior Design 138;
- Labor and Community Studies 93A, 104A, 104B, 104C;
- Latin American and Latino/a Studies 14;
- Lesbian/Gay/Bisexual/Transgender Studies 11, 12, 15, 18, 75;
- Photography 50A, 50B, 100;
- Speech 38;
- Theatre Arts 30, 31, 32, 71, 150A, 152, 163, 200;
- Visual Media Design 101, 110, 112

**Humanities:**
- African American Studies 30, 40, 60;
- American Civilization 11A, 11B;
- American Studies 5;
- Asian American Studies 10;
- Asian American Studies 11A, 11B;
- Asian American Studies 12, 30;
- Cinema 20A, 20B, 21, 22;
- Classics 35;
- French 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 5, 10A, 10B, 10C, 10D, 10E, 11A, 11B, 22, 41, 42;
- German 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 11A, 11B;
- Humanities 7, 8, 11, 12, 20, 25, 35, 41A, 41B, 48;
- Interdisciplinary Studies 3, 4, 14, 17A, 27B, 27C, 29, 30, 31, 36, 37, 38, 42, 44, 45, 46, 47;
- Italian 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 11A, 11B, 15A, 15B, 41;
- Japanese 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 16, 39;
- Latin American and Latino/a Studies 1;
- Lesbian/Gay/Bisexual/Transgender Studies 11, 12, 15, 18, 75;
- Philippine Studies 30;
- Philosophy 2, 4, 25A, 25C;
- Pilipino 1, 2, 10A, 10B, 10C, 39A, 39B;
- Spanish 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 5, 5S, 6, 6A, 6B, 7, 10A, 10B, 10C, 10D, 31, 31A, 31B, 32, 32A, 32B, 41;
- Speech 5, 8, 37;

Women’s Studies 10, 20

Note: See online catalog for an updated list of courses.

**Communication Emphasis (AA) Associate in Arts in Communication**

These courses emphasize the content of communication as well as the form and should provide an understanding of the psychological basis and social significance of communication.

**Learning Outcomes**

Upon completion of this emphasis, students will be able to:
- Use language as a tool for logical thought, clear and precise expression, and critical evaluation of communication.

**English 1A, 1B, 1C;**
**English as a Second Language 39;**
**Philosophy 2, 4, 60;**
**Speech 38;**

Note: See online catalog for an updated list of courses.

**Science and Mathematics Emphasis (AS) Associate in Science in Science and Mathematics**

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra.

**Learning Outcomes**

Upon completion of this emphasis, students will be able to:
- Demonstrate an understanding of the investigative tools of science.
- Describe the basic definitions and fundamental theories of an introductory natural science.
- Express and manipulate quantitative information in verbal, numeric, graphic, and symbolic form.

Students pursuing this area of emphasis must take at least one course in science and at least one course in mathematics. Students should meet with a counselor to select appropriate courses.

**Science:**
- Anatomy 14, 25;
- Anthropology 1;
- Astronomy 1, 12, 4, 14, 16, 17, 18, 19, 20;
- Biology 9, 11, 15, 30, 31, 32, 33, 32L, 40, 41L, 61, 100A, 100B;
- Biotechnology 115, 120;
- Ecology 10, 20, 26X;
- Energy 3;
- Environmental Horticulture 76, 77;
- Environmental Monitoring & Assessment Program 26X, 28X;
- Genetics 10, 11, 15;
- Geography 1, 11, 31, 49;
- Geology 10, 10L, 11, 18, 20A, 20B, 20C, 25, 30, 30L;
- Interdisciplinary Studies 9;
- Microbiology 10, 12, 28X, 51;
- Nutrition 12, 51, 52;
- Oceanography 1, 11L;
- Paleontology 1;
- Physical Science 11, 11L;
- Physics 2A, 2AL, 2B, 2BL, 4A, 4AL, 4B, 4BL, 4C, 4CL, 4D, 4DL, 10, 10L, 40, 41;
Students should meet with a counselor to select appropriate courses in the social sciences and at least one course in the behavioral sciences. Students pursuing this area of emphasis must take at least one course of study in the Social and Behavioral Sciences.

### Learning Outcomes

Upon completion of this emphasis, students will be able to:

- Think critically about ways people have acted in response to their societies
- Evaluate how individuals, societies, and social subgroups operate
- Apply the principles, methodologies, value systems, ethics, and thought processes employed in human inquiry

Students pursuing this area of emphasis must take at least one course in the social sciences and at least one course in the behavioral sciences. Students should meet with a counselor to select appropriate courses.

### Behavioral Sciences

- Academic Achievement Personal Services 100
- Administration of Justice 59, 67;
- African American Studies 30
- Anthropology 2, 3, 3AC, 4, 8, 11, 12, 15, 20, 25
- Asian American Studies 8, 27, 35, 40, 42, 61, 62, 63
- Asian Studies 20
- Broadcast Electronic Media Arts 101, 103, 105
- Child Development 53, 67, 68, 97;
- Disabled Students Programs and Services 1
- Child 28
- Health Education 6, 10, 30, 54, 97, 221
- Interdisciplinary Studies 10D, 17, 37, 40, 45, 80A-G, 81B
- Labor and Community Studies 91D
- Latin American and Latino/a Studies 10
- Lesbian/Gay/Bisexual/Transgender Studies 5, 9, 50
- Political Science 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 18, 20, 22, 25, 30, 35, 43, 45, 46, 47, 48, 53A
- Sustainability 31
- Women’s Studies 25

Note: See online catalog for an updated list of courses.

### Social Sciences

- Administration of Justice 57, 67;
- African American Studies 40, 42, 55, 60
- American Civilization II-A-B
- American Studies 1
- Asian American Studies 20, 22, 27, 30, 35
- Asian Studies 1, 20
- Zoology 10

### Mathematics

- Economics 5
- Engineering Technology 50
- Latin American and Latino/a Studies 5
- Mathematics 70, 75, 80, 90, 92, 95, 97, 100A, 100B, 110A, 110B, 110C, 115, 120, 125, 130
- Philosophy 12A
- Psychology 5

Note: See online catalog for an updated list of courses.

### Social and Behavioral Sciences Emphasis (AS)

### Associate in Science in Social and Behavioral Sciences

These courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences (see below).

### Learning Outcomes

Students completing the Curriculum are now eligible for the Library Information Technology Certification (LSSC) through the American Library Association – Allied Professional Association, for information see Web Site: www.ccsf.edu/libintec.

### Library Information Technology

**Office:** Rosenberg 517
**Phone Number:** (415) 452-5519
**Web Site:** www.ccsf.edu/libintec

#### Announcement of Curricula

**General Information**

The curricula in Library Information Technology aims to meet the needs of individuals seeking paraprofessional employment or advancement in a library or related information service agency; or those seeking an introduction to libraries and information services in anticipation of further study in library science.

The associate degree major complements requirements for graduation from the college, while the program leading to a certificate is designed for individuals transferring to a senior college or already possessing an academic degree.

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

**Course of Study.** The course of study includes instruction in library organization and services; standard reference materials; supervision; computer applications; the acquisition, processing, and cataloging of print and non-print materials, legal, medical and business resources, and practical experience in a library or resource center. Students are encouraged to augment study with courses from other college departments such as office systems, graphics, or computer networking and communications technologies.

**Employment.** As employment in the field is competitive, students should assume entry level library work early in their studies. Those who complete the curriculum satisfactorily may find advantages when taking civil-service examinations with federal, state, county, and city agencies.

Students completing the Curriculum are now eligible for the Library Support Staff Certification (LSSC) through the American Library Association – Allied Professional Association, for information see www.ALA-APA.org.

#### Degree Curriculum

The associate degree program is designed as an academic major for students satisfying requirements for graduation from City College.
Students completing the major requirements listed below and the
other graduation requirements will receive the Associate in Science
in Library Information Technology. General education, elective and
advised courses will be selected according to the student's educational
and occupational objectives.

Library Information Technology Major (AS)
The curricula in Library Information Technology meets the need of
individuals seeking paraprofessional employment or advancement in
a library or related information service agency; or those seeking an
introduction to libraries and information services in anticipation of
further study in library science.

The course of study includes instruction in library organization
and services; standard reference materials; supervision; computer
applications; the acquisition, processing, and cataloging of print and
non-print materials, legal, medical and business resources, and practi-
cal experience in a library or resource center. Students are encouraged
to augment study with courses from other college departments such as
office systems, graphic communications, or computer networking and
communications technologies.

Because employment in the field is competitive, students should
assume entry level library work early in their studies. Those who com-
plete the curriculum may find advantages in civil-service with federal,
state, county, and city agencies. The department is currently pursu-
ing course coordination for support staff certification through the
ALA-APA

Learning Outcomes
Upon completion of this degree, students will be able to:

- Demonstrate competent understanding of the acquisition,
description, storage, retrieval and use of library information
products and services
- Analyze problems of information access encountered by
minorities, by the information poor, by the under-served and
by special populations within the context of US and state con-
stitutional and statutory law, and the professional ethics of the
American Library Association
- Demonstrate technical and practical skills in the use of library
resources vended or distributed worldwide, in practical applica-
tions and in library employment
- Critique the quality of information products and services, and
to evaluate them both for agency purchase and for practical or
academic use by self and others
- Demonstrate understanding of library administrative orga-
nization, management and supervision; of collegiality,
team-building and communication; of job description, employ-
ment qualification; of hiring practices for special libraries,
non-profits and civil service

Courses Required for the Major in Library Information Technology

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBR 51 Intro to Libraries and Library Resources</td>
<td>3</td>
<td>LIBR 53 Library Public Services</td>
<td>2</td>
</tr>
<tr>
<td>LIBR 55A Cataloging and Classification</td>
<td>3</td>
<td>LIBR 58B Library Technical Services</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 56 Computers in Libraries</td>
<td>3</td>
<td>Electives (4 units minimum)</td>
<td></td>
</tr>
<tr>
<td>LIBR 57 Internet Research Strategies</td>
<td>2</td>
<td>LIBR 58A Legal Resources</td>
<td>1</td>
</tr>
<tr>
<td>LIBR 58B Medical Resources &amp; Libraries</td>
<td>2</td>
<td>Total Units</td>
<td>18</td>
</tr>
</tbody>
</table>

Recommended additional coursework may be taken for skills
development in WDPR, MABS, CNET, VMD, and CSCI; or for sophis-
tication in the arts, social sciences and humanities.

Certificate Curriculum
The certificate program is designed for students transferring to a senior
college, or for those who already hold academic degrees.

A certificate of accomplishment will be awarded for completing
17 units (14 core units and minimum 3 elective units) in Library
Information Technology with a cumulative grade of “C” or higher
(2.00 grade-point average). Elective and/or additional advisory
courses will be selected according to each student's educational and occupa-
tional objectives.

Library Information Technology Certificate
The certificate in Library Information Technology is designed for
those already holding academic degrees (associate of higher) who seek
paraprofessional employment or advancement in a library or related
information service agency; or those seeking an introduction to librari-
ies and information services in anticipation of further study in library
science.

The course of study includes instruction in library organization
and services; standard reference materials; supervision; computer
applications; the acquisition, processing, and cataloging of print and
non-print materials, legal, medical and business resources, and practi-
cal experience in a library or resource center. Students are encouraged
to augment study with courses from other college departments such as
office systems, graphic communications, or computer networking and
communications technologies.

Because employment in the field is competitive, students should
assume entry level library work early in their studies. Those who com-
plete the curriculum may find advantages in civil-service with federal,
state, county, and city agencies. The department is currently pursu-
ing course coordination for support staff certification through the
ALA-APA

Students must achieve a C average in their coursework, pass grades
will be considered where applicable. Courses may transfer, but half
of all work should be completed at City College of San Francisco. All
coursework must be taken within a ten year period.

Learning Outcomes
Upon completion students will be able to:

- Demonstrate competent understanding of the acquisition,
description, storage, retrieval and use of library information
products and services
- Analyze problems of information access encountered by
minorities, by the information poor, by the under-served and
by special populations within the context of US and state con-
stitutional and statutory law, and the professional ethics of the
American Library Association
- Demonstrate technical and practical skills in the use of library
resources vended or distributed worldwide, in practical applica-
tions and in library employment
- Critique the quality of information products and services, and
to evaluate them both for agency purchase and for practical or
academic use by self and others
• Demonstrate understanding of library administrative organization, management and supervision; of collegiality, team-building and communication; of job description, employment qualification; of hiring practices for special libraries, non-profits and civil service.

Courses Required for the Certificate of Accomplishment in Library Information Technology

Courses Units
LIBR 51 Intro to Libraries and Library Resources .............. 3
LIBR 53 Library Public Services .................................. 2
LIBR 55A Cataloging and Classification ............................ 3
LIBR 55B Library Technical Services ............................... 3
LIBR 56 Computers in Libraries .................................... 3

Electives (3 units minimum)
LIBR 57 Internet Research Strategies ............................... 2
LIBR 58A Legal Resources ........................................... 1
LIBR 58B Medical Resources & Libraries ......................... 2
LIBR 58C Business Resources & Libraries ......................... 2
LIBR 59 Library Work Experience ................................... 3

Total Units .......................................................... 17

Recommended additional coursework may be taken for skills development in WDPR, MABS, CNET, VMD, and CSCI; or for sophistication in the arts, social sciences and humanities.

Announcement of Courses

Credit, Degree Applicable Courses:

LIBR 51. Introduction to Libraries and Library Resources (3)
Lec-3, field trips
ADVISE: MABS 60
Addresses major foundations, access, technology and reference competencies for library support staff. Surveys historical and contemporary resources and the functions and organization of libraries. Emphasis on catalogs, databases, and the evaluation and documentation of resources. CSU

LIBR 53. Library Public Services (2)
Lec-2, field trips
ADVISE: LIBR 51 or MABS 60
Addresses major access, communications, teamwork, foundations and reference competencies for library support staff. Focus includes how professional ethics and institutional goals shape policies and practices in library access, instruction, reference, programs and exhibitions, human resource allocation and public safety. CSU

LIBR 55A. Cataloging and Classification (3)
Lec-3, field trips
P/NP available
PREREQ.: LIBR 51.
ADVISE: MABS 38
Addresses major cataloging and technology competencies for library support staff. Employs current tools and techniques for description and classification in a modern library, explores theory evolving from emerging technologies. CSU

LIBR 55B. Library Technical Services (3)
Lec-3, field trips
ADVISE: LIBR 51 or MABS 60
Addresses major communications, teamwork, foundations and technology competencies for library support staff. Surveys the philosophy and practice of library technical service functions and personnel categories employed in cataloging, acquisitions, serials, conservation, disaster response, automation and technical support. CSU

LIBR 56. Computers in Libraries (3)
P/NP available
ADVISE: LIBR 51 or MABS 38
Addresses major communications, teamwork, foundations and technology competencies for library support staff. Surveys digital technologies in a modern library and networked environment; emphasizes technological change in creating, delivering and using information products and services. CSU

LIBR 57. Internet Research Strategies (2)
Lec-2, field trips
P/NP available
Supports reference, communications, teamwork, foundations and technology competencies for library support staff; introduces the general student to effective strategies for search, research and resource evaluation on the web. CSU

LIBR 58A. Legal Resources and Libraries (1)
Lec-1
ADVISE: LIBR 51 and MABS 60
Students in this course study how to use legal research tools, especially printed and online resources. The course will provide an overview of the American legal system, the different areas of law, and the different sources of law. Students will be asked to locate and examine each source of law, verify that the source is current, and report their findings in writing. CSU

LIBR 58B. Medical Resources & Libraries (2)
Lec-2, field trips
P/NP available
ADVISE: LIBR 51 and MABS 60
Supports reference, communications, teamwork, foundations and technology competencies for library support staff. Surveys need and use of medical information for personal, corporate or academic use from print and online resources. CSU

LIBR 58C. Business Resources and Libraries (2)
Lec-2
ADVISE: LIBR 51 and MABS 60
Supports reference, communications, teamwork, foundations and technology competencies for library support staff. Surveys need and use of business information and libraries for personal, corporate or academic use from print and online resource. CSU

LIBR 59. Work Experience in Library Information Technology (3)
Work-15, field trips
PREREQ.: APPROVED OF LIBR WORK EXPERIENCE COORDINATOR
ADVISE: LIBR 51, 53, 55A, 55B, 56, and MABS 60
REPEAT: MAXIMUM CREDIT: 6 UNITS
Supports competencies for library support staff through work experience in all aspects of library services or in related industries. CSU

Library Information Skills
Office: Rosenberg 506
Phone Number: (415) 452-5548

Learning Outcomes
Upon completion of courses in Library Information Skills, students will be able to:

• Demonstrate information competency and critical thinking skills through their ability to effectively acquire, interpret, critically evaluate and use information for oral, written and visual
Upon completion of courses in Mathematics, students will be able to:

- Construct, transform, and interrelate symbolic, graphical, numerical and verbal representations of mathematical structures and patterns.
- Read, interpret, communicate, and critique mathematical explanations.
- Apply appropriate mathematical modeling methods and tools to solve problems in a clear and organized way.
- Use appropriate concepts and techniques from calculus and post-calculus mathematics to solve applied problems.
- Understand and apply rules of formal systems.

Degree Requirements: Students who wish to earn the Associate in Science in Mathematics for Transfer (AS-T) must complete 60 CSU transferable units with at least a 2.0 grade point average. This must include the units required for full completion of the IGETC or CSU GE curriculum and the 18-21 units for the major as specified below. Each course in the major must be completed with a grade of “C” or better. Courses used to meet the major requirement may also be used to meet IGETC or CSU GE requirements.

Courses Required for the Major in Mathematics

Students must complete one of the following two options:

Option 1:
MATH 110A Calculus I ........................................ 4
MATH 110B Calculus II ...................................... 4
MATH 110C Calculus III ..................................... 4
MATH 120 Linear Algebra .................................... 3
MATH 125 Differential Equations ............................ 3

Option 2:
MATH 110A Calculus I ........................................ 4
MATH 110B Calculus II ...................................... 4
MATH 110C Calculus III ..................................... 4
MATH 120 Linear Algebra
OR MATH 125 Differential Equations
OR MATH 130 Linear Algebra and
Differential Equations ...................................... 3-5
One course from the Electives listed below .......... 3-4
Total .......................................................... 18-21

Electives for Option 2:
MATH 80 Probability and Statistics ........................ 4
MATH 115 Discrete Mathematics ............................ 3
CS 110A Intro to Programming: C++ .................. 3
CS 111A Intro to Programming: Java .................. 3
PHYC 4A & 4L Physics for Scientists and Engineers & Lab ................. 4

Announcement of Courses

For “Business Mathematics” see “Business”.

A student new to the City College Mathematics Program should first take the appropriate placement exam(s), then consult with a mathematics advisor or counselor before enrolling in a mathematics course.

To enroll in a particular mathematics course, a student must have satisfied the prerequisites for that course.

Credit, Non-Degree Applicable Courses:
MATH E1. Basic Mathematics (Individualized) (2)
Conf-2 P/NP only
Arithmetic with an emphasis on applications. Includes operations with whole numbers, fractions, and decimals; representation of numbers on the number line; solving simple equations; applications involving geometry (length, area, perimeter), unit analysis, rates, ratios, average, percent, increase and decrease, and fractional parts of quantities.

NOT INTENDED FOR CREDIT FOR STUDENTS WHO HAVE ACHIEVED A SATISFACTORY SCORE ON THE CITY COLLEGE PLACEMENT EXAMINATION IN MATHEMATICS OR WHO HAVE PASSED MATH E3 OR EX.
MATH E3. Basic Mathematics (Lecture/Group) (3)
Lec-3, conf-2   P/NP only
Arithmetic with an emphasis on applications. Includes operations with whole numbers, fractions, and decimals; representation of numbers on the number line; solving simple equations; applications involving geometry (length, area, perimeter), unit analysis, rates, ratios, average, percent, increase and decrease, and fractional parts of quantities. Not intended for credit for students who have achieved a satisfactory score on the City College placement examination in mathematics or who have passed MATH E1 or E.

MATH S. Elementary Algebra Workshop (2)
Conf-3   P/NP only
Coreq: MATH 40 or 840
Support course for students enrolled in MATH 40. Practice math problems, practice tests, practice quizzes for MATH 40. Math study skills. Collaborative learning emphasized.

MATH U. Intermediate Algebra Workshop (2)
Conf-3   P/NP only
Coreq: MATH 60 or 860
Support course for students enrolled in MATH 60. Practice math problems, practice tests, practice quizzes for MATH 60. Math study skills. Collaborative learning emphasized.

MATH 30. Prealgebra with Basic Mathematics (4)
Lec-3, conf-1   P/NP available
Addition, subtraction, multiplication and division of signed numbers. Number fluency with conversions between fractions, decimals and percents. Order of operations, natural number exponents, and square roots. Simplifying and evaluating algebraic expressions and solving single-variable linear equations. Applications involving measurements, rates, ratios, proportions, percents, perimeter, and area.

MATH 35. Prealgebra (3)
Lec-3, conf-2
Prereq.: MATH E1 or E3 or BSMA G; OR placement in MATH 35 or 835 or 40 or 840
Review of basic mathematics; measurement systems, length, area, volume, time, and unit conversions; order of operations, signed numbers, integer exponents, square roots, simple equations and formulas, proportions; calculator use, estimation, and number sense; introduction to statistics and data charts; applications.

Credit, Degree Applicable Courses:
MATH 40. Elementary Algebra (4)
Lec-4, conf-1
Prereq.: MATH E1 or E3 or MATH 35 or 835; OR MATH 30 or placement in MATH 40 or 840
Operations on real numbers; evaluating, combining, and simplifying polynomials, rational expressions, integer-exponent expressions, and square root expressions; solving linear and quadratic equations, linear inequalities, and systems of linear equations; graphing lines, and applications. Attention to developing proficiency in communication of mathematics, problem solving, and effective learning skills.

MATH 45. Preparation for Statistics (5)
Lec-4, conf-2
Prereq.: MATH E1 or MATH E3 or MATH 35 or 835 or MATH 30 or placement in MATH 40
Accelerated preparation for transfer-level statistics. Principles of arithmetic, pre-algebra, elementary and intermediate algebra, descriptive statistics. Rations, rate, and proportional reasoning; fractions, decimals and percents; evaluating expressions; analyzing algebraic forms of statistical measures; modeling bivariate data with linear and exponential functions; graphical and numerical descriptive statistics for quantitative and categorical data.

The Mathematics Department offers two geometry courses: (1) MATH 50 emphasizes problem solving and applications, and (2) MATH 55 emphasizes proofs and the logical structure of geometry but includes problem solving and applications. Students intending to study advanced algebra, trigonometry, or calculus should take MATH 55.

MATH 50. Applied Geometry (3)
Lec-3
Prereq.: MATH 40 or 840; OR placement in MATH 50 or 850
Points, lines, angles, polygons, special triangles and quadrilaterals, circles, and solids; metric and U.S. customary measurement systems; emphasis on calculations and applications of perimeter, area, volume, similar triangles, and the Pythagorean Theorem. Not recommended for credit to students who have passed MATH 55.

MATH 55. Geometry (4)
Lec-4, conf-1
Prereq.: MATH 40 or 840; OR placement in MATH 55 or 855
Lines, triangles, quadrilaterals, polygons, circles; congruent triangle and similar triangle proofs; geometric constructions; right triangle trigonometry; analytic geometry; three-dimensional geometry.

MATH 60. Intermediate Algebra (4)
Lec-4, conf-1
Prereq.: MATH 40 or 840; OR placement into MATH 60 or 860
Advised: MATH 50 or 850 or 55 or 855
Polynomials and rational expressions; radicals and rational exponents; complex numbers; equations and inequalities; systems of linear equations; distance formula, lines, circles, and parabolas; introduction to functions; introduction to exponential functions and logarithms; and applications. Emphasis on strengthening mathematical communication skills, problem solving skills, and use of multiple representations of functions.

MATH 70. Mathematics for Liberal Arts Students (3)
Lec-3
Prereq.: MATH 60 or 860 or placement in MATH 70
Concepts of mathematics for students with nontechnical goals. Topics include problem solving, set theory, logic, number theory, modeling with functions, geometry, finance, combinatorics, probability, and the role of mathematics. UC/CSU

MATH 75. Mathematical Analysis for Business (3)
Lec-3
Prereq.: MATH 92 or 60 or 860
Linear, quadratic, algebraic, exponential, and logarithmic functions with applications to business and economics; interest and ordinary annuity problems; introduction to differential and integral calculus of one variable with applications to business and economics. UC/CSU

MATH 80. Probability and Statistics (4)
Lec-4
Prereq.: MATH 92 or 60 or 860
Descriptive statistics: organization of data, sample surveys, experiments and observational studies; measures of central tendency,
The Mathematics Department offers two calculus sequences: 

1. The sequence MATH 110A-B-C is designed for majors requiring a strong foundation in calculus, for example, mathematics, physical science, computer science, and engineering.

2. The sequence MATH 100A-B is designed for majors requiring exposure to calculus, for example, business, social science, and some life sciences.

NOTE: Calculus requirements vary depending on the transfer institution and the intended major. Students should consult the CCSF Transfer Center or their intended transfer institution to determine which calculus sequence fulfills their needs.

MATH 100A. Short Calculus I (3)  
Lec-3  
Prereq.: MATH 90 or 92 or 97  
Advisement: MATH 95  
Lines, algebraic functions, exponential functions, logarithmic functions, limits, derivatives, and integrals, with applications. UC/CSU  
The calculus sequence of MATH 100A-100B is intended for students majoring in business, technology, social sciences, or life sciences.

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. UC/CSU  
Calculus sequence MATH 100A-100B is intended for or life sciences.

MATH 110A. Calculus I (4)  
Lec-4, conf-1  
Prereq.: MATH 97; or 90 and 95; or 92 and 95 or placement in MATH 100A/110A  
Limits, continuity, differentiation, applications of differentiation, and an introduction to integration. C-ID MATH 210; C-ID MATH 900S (MATH 110A + MATH110B); UC/CSU

MATH 110B. Calculus II (4)  
Lec-4, conf-1  
Prereq.: MATH 110A  
Applications of integration, techniques of integration, numerical integration, indeterminate forms, improper integrals, parametrized curves, polar coordinates, infinite sequences and series, and power series. C-ID MATH 220; C-ID MATH 900S (MATH 110A + MATH110B); UC/CSU

MATH 110C. Calculus III (4)  
Lec-4, conf-1  
Prereq.: MATH 110B  
Vectors, curves and surfaces in 3-dimensional space, differentiation and integration of multivariate functions, line and surface integrals, and, in particular, the theorems of Green, Stokes, and Gauss. C-ID MATH 230; UC/CSU

MATH 115. Discrete Mathematics (3)  
Lec-3  
Prereq.: MATH 100A or II0A; and CS 110B or 111B  
Set theory, logic, mathematical induction, relations and functions, recursion, combinatorics, elementary number theory, trees and graphs, analysis of algorithms, algebraic structures. Emphasis on topics of relevance to mathematics and computer science majors. C-ID COMP 152; UC/CSU

MATH 120. Linear Algebra (3)  
Lec-3  
Prereq.: MATH 110C  
Real vector spaces, subspaces, linear dependence and span, matrix algebra and determinants, basis and dimension, inner product spaces, linear
transformation, eigenvalues and eigenvectors, proofs of basic results.
UC/CSU

MATH 125. Differential Equations (3)
Lec-3
Prereq.: MATH 110C
Ordinary differential equations and first order linear systems of differential equations; methods of explicit solution; qualitative methods for the behavior of solutions; theoretical results for the linear structure, existence, and uniqueness of solutions. C-ID MATH 240; UC/CSU

MATH 130. Linear Algebra and Differential Equations (5)
Lec-5
Prereq.: MATH 110C

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.

Air Force ROTC is offered through the Aerospace Studies department at U.C. Berkeley. Scholarships (including tuition, book allowance, and stipend) are available for qualified students. Students may enroll and attend one course per semester at the U.C. Berkeley campus at no cost. Topics covered in AFROTC courses include Basic Military knowledge (1-credit), Military History (1-credit), Leadership Training (3-credits), and U.S. National Security Affairs and Preparation for Active Duty (3-credits). Additional components of the ROTC program include 3 hours per week of fitness activities, 2 hours per week of Leadership Lab, and a 4-week Summer Field Training. Upon completion of the program and granting of 4-year degree, students will commission as Second Lieutenants in the United States Air Force. To be eligible for AFROTC, applicants should be a full time student and meet additional fitness, GPA, testing, and other requirements. Interested students, please visit the department website: http://airforcerotc.berkeley.edu, call (510) 642-3572, or e-mail airforce@berkeley.edu.

Music
Office: Art 209
Phone Number: (415) 239-3641
Web Site: www.ccsf.edu/music

Learning Outcomes
Upon completion of courses in Music, students will be able to:

- Demonstrate performance skills in instrumental music, voice, piano, and/or guitar.
- Appraise how musical works are composed through the study of foundational elements: melody, harmony, rhythm, form, instrumentation and texture.
- Assess the aesthetic values in music and the roles music plays in the aesthetics of various time periods, styles and world regimes.
- Evaluate how music has evolved throughout history, and in specific styles and world regions.
- Choose and rate the career paths in music and the expectations of each field.

Announcement of Courses
All music students are encouraged to enroll in at least one of the Music Department performing groups each semester. Knowledge of music fundamentals and the ability to read music are recommended for many music theory, instrumental and vocal training, and performance courses. Where a music course has a sequential prerequisite, check with the Department Chair for skill demonstration equal to the prerequisite.

Credit, Degree Applicable Courses:

Music Theory
The MUS 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. Beginning Musicianship (2)
Lec-3, field trips
Prereq.: MUS 4, or demonstration of exit skills
Development of beginning skills in rhythmic and melodic dictation and sight-singing of diatonic music through solfege, scales, intervals, triads, and seventh chords. The course teaches aural and analytical skills necessary for all musicians, and fulfills the first semester Musician requirement for music majors and minors. UC/CSU

MUS 1B. Intermediate Musicianship (2)
Lec-3, field trips
Prereq.: MUS 1A, or demonstration of exit skills
Development of intermediate skills in rhythmic and melodic dictation and sight-singing, through the visual and aural analysis of functional and non-functional chromaticism, including altered chords, modulations, and atonality. It teaches aural and analytical skills necessary for all musicians, and fulfills the second semester Musician requirement for music majors and minors. UC/CSU

MUS 3A. Diatonic Harmony (3)
Lec-3, field trips
Prereq.: MUS 4, or demonstration of exit skills
Intensive study of common-practice diatonic harmony through the writing of four-part chorale harmonizations, figured bass realizations, and linear and vertical analyses of primarily 18th-century music. Fosters a technical understanding of the compositional process, greater facility in learning new music, and a deeper comprehension of music in general. UC/CSU

MUS 3B. Chromatic Harmony (3)
Lec-3, field trips
Prereq.: MUS 3A, or demonstration of exit skills
Intensive study of chromatic harmony, including both functional and non-functional chromaticism and modulations through the writing of chorale harmonizations, figured bass realizations, and linear and vertical analyses of primarily 19th-century music. Fosters a technical understanding of the compositional process and a greater facility in learning new music involving chromaticism. UC/CSU
MUS 4. Music Fundamentals (2)
Lec-3, field trips P/NP available
An introduction to music notation and theory, including staff notation, rhythmic notation, intervals, scales, chord construction, sight reading, and ear training. UC/CSU

MUS 5A. Introduction to Composition (3)
Lec-3, field trips P/NP available
Prereq.: MUS 4, or demonstration of exit skills
Advise: MUS 3A or demonstration of exit skills
Introduction to the principles of musical composition through analysis and creative writing. Pieces may be composed for piano and/or small instrumental and/or vocal ensembles. UC/CSU

MUS 5B. Music Composition (3)
Lec-3, field trips P/NP available
Prereq.: MUS 5A, or demonstration of exit skills
Advise: MUS 3A or demonstration of exit skills
Intermediate 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. UC/CSU

Enrollment Limitations on Physical Education and Visual or Performing Arts Courses
Per title 5 Section 55041, effective Fall 2013, students may not enroll more than four times in “active participatory courses that are related in content” in the areas of physical education or visual and performing arts, which includes art, dance, music, and theatre. This limitation applies even if a student receives a substandard grade or “W” during one or more of the enrollments in such a course or if the students petition for repetition due to extenuating circumstances.

Music courses that are related in content are grouped together in “families” of courses below. The families are indicated by their headings, e.g., Applied Training: Guitar, Ensemble: Chorale, etc. For the most up-to-date listing of courses and families, refer to the online catalog, www.ccsf.edu/catalog.

Instrumental and Vocal Training

Applied Training: Guitar
MUS 6A. Beginning Classical Guitar (1)
Lec-3, field trips P/NP available
Advise: MUS 4 or demonstration of exit skills
This course is an introduction to the guitar, and individualized study of the appropriate techniques and repertoire to master a beginning level of music on the instrument. The emphasis is on the development of beginning skills needed for solo performance. Audition for placement within the class. UC/CSU

No prior experience with the guitar necessary. The student

MUS 6B. Advanced Beginning Classical Guitar (1)
Lec-3, field trips P/NP available
Prereq.: MUS 6A or demonstration of exit skills
Individualized study of classical guitar theory, techniques repertoire at the advanced beginning level. The emphasis is on the advanced beginning skills needed for solo performance. UC/CSU

MUS 6C. Intermediate Classical Guitar (1)
Lec-3, field trips P/NP available
Prereq.: MUS 6B or demonstration of exit skills
Individualized study of classical guitar theory, techniques repertoire at the intermediate level. The emphasis is on the development of intermediate skills needed for solo performance. UC/CSU

MUS 6D. Advanced Intermediate Classical Guitar (1)
Lec-3, field trips P/NP available
Prereq.: MUS 6C or demonstration of exit skills
Individualized study of classical guitar theory, techniques repertoire at the advanced intermediate level. The emphasis is on the development of skills needed for solo performance. UC/CSU

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).

Applied Training: Cello
MUS 7C1. Beginning Cello (1)
Lec-3, field trips P/NP available
This course will introduce the student to the main aspects of vio-loncello-playing: tone production, left hand foundation, reading, bow-control, and expression. This course consists of individualized study of the appropriate techniques and repertoire for the cello. UC/CSU

MUS 7C2. Advanced Beginning Cello (1)
Lec-3, field trips P/NP available
Prereq.: MUS 7C1 or demonstration of MUS 7C1 exit skills
This course is the second in a series, addressing the advanced begin-nign level aspects of cello technique and repertoire. Emphasis is on the advanced beginning skill needed for solo performance. UC/CSU

MUS 7C3. Intermediate Cello (1)
Lec-3, field trips P/NP available
Prereq.: MUS 7C2 or demonstration of MUS 7C2 exit skills
This course is the third in a series, addressing the intermediate level aspects of cello technique and repertoire. Emphasis is on the intermediate skill needed for solo performance. UC/CSU

MUS 7C4. Advanced Intermediate Cello (1)
Lec-3, field trips P/NP available
Prereq.: MUS 7C3 or demonstration of MUS 7C3 exit skills
This course is the fourth in a series, addressing the advanced intermediate level aspects of cello technique and repertoire. Emphasis is on the advanced intermediate skill needed for solo performance. UC/CSU

Applied Training: Percussion
MUS 7P1. Beginning Percussion (1)
Lec-3, field trips P/NP available
A practical introduction to percussion performance, students learn to play the instruments in the four families of percussion: Orchestral, Band, Jazz Band, and Show. UC/CSU
Formerly MUS 7P

MUS 7P2. Advanced Beginning Percussion (1)
Lec-3, field trips P/NP available
This course is a continuation of the study of percussion, and individualized study of the appropriate techniques and repertoire to master an advanced beginning level of music on selected percussion instruments.
The emphasis is on the development of advanced beginning skills needed for solo percussion performance. UC/CSU

MUS 7P3. Intermediate Percussion (1)
Lec-3, field trips P/NP available
This course is a continuation of the study of percussion, and individualized study of the appropriate techniques and repertoire to master an intermediate level of music on selected percussion instruments. The emphasis is on the development of intermediate skills needed for solo percussion performance. UC/CSU

Applied Training: Brass
MUS 7T1. Beginning Brass (1)
Lec-3, field trips P/NP available
This course is an introduction to the study of brass instruments, and individualized study of the appropriate techniques and repertoire to master a beginning level of music on the trumpet, trombone or tuba. The emphasis is on the development of beginning skills needed for solo trumpet, trombone or tuba performance. UC/CSU

MUS 7T2. Advanced Beginning Brass (1)
Lec-3, field trips P/NP available
This course is a continuation of the study of brass instruments, and individualized study of the appropriate techniques and repertoire to master an advanced beginning level of music on the trumpet, trombone or tuba. The emphasis is on the development of advanced beginning skills needed for solo trumpet, trombone or tuba performance. UC/CSU

MUS 7T3. Intermediate Brass (1)
Lec-3, field trips P/NP available
This course is a continuation of the study of brass instruments, and individualized study of the appropriate techniques and repertoire to master an intermediate level of music on the trumpet, trombone or tuba. The emphasis is on the development of intermediate skills needed for solo trumpet, trombone or tuba performance. UC/CSU

MUS 7T4. Advanced Intermediate Brass (1)
Lec-3, field trips P/NP available
This course is a continuation of the study of brass instruments, and individualized study of the appropriate techniques and repertoire to master an advanced intermediate level of music on the trumpet, trombone or tuba. The emphasis is on the development of advanced intermediate skills needed for solo trumpet, trombone or tuba performance. UC/CSU

Applied Training: Violin/Viola
MUS 7V1. Beginning Violin (1)
Lec - 3, field trips P/NP available
This course is an introduction to the violin, and individualized study of the appropriate techniques and repertoire to master a beginning level of music on the instrument. The emphasis on the development of beginning skills needed for solo performance. Audition for placement within the class. UC/CSU

MUS 7V2. Advanced Beginning Violin (1)
Lec - 3, field trips P/NP available
Prereq.: MUS 7V1 or demonstration of MUS 7V1 exit skills
This course is a continuation of the study of violin, and individualized study of the appropriate techniques and repertoire to master an advanced beginning level of music on the instrument. The emphasis is on the development of advanced beginning skills needed for solo violin performance. UC/CSU

MUS 7V3. Intermediate Violin (1)
Lec - 3, field trips P/NP available
Prereq.: MUS 7V2 or demonstration of MUS 7V2 exit skills
This course is a continuation of the study of violin, and individualized study of the appropriate techniques and repertoire to master an intermediate level of music on the instrument. The emphasis is on the development of intermediate skills needed for solo violin performance. UC/CSU

MUS 7V4. Advanced Intermediate Violin (1)
Lec - 3, field trips P/NP available
Prereq.: MUS 7V3 or demonstration of MUS 7V3 exit skills
Individualized study of violin theory, technique and repertoire at the advanced intermediate level. The emphasis is on the development of skills needed for solo performance. UC/CSU

Applied Training: Woodwinds
MUS 7W1. Beginning Woodwind (1)
Lec-3, field trips P/NP available
This course is an introduction a specific woodwind instrument, and individualized study of appropriate techniques and repertoire for that instrument. The emphasis is on the progressive development of skills needed for solo performance. UC/CSU

MUS 7W2. Advanced Beginning Woodwind (1)
Lec-3, field trips P/NP available
Prereq.: MUS 7W1 or demonstration of MUS 7W1 exit skills
Individualized study of woodwind theory, technique and repertoire on the woodwinds: flute, saxophone, clarinet, at the advanced beginning level. The emphasis is on the advanced beginning skills needed for solo performance. UC/CSU

MUS 7W3. Intermediate Woodwind (1)
Lec-3, field trips P/NP available
Prereq.: MUS 7W2 or demonstration of MUS 7W2 exit skills
Individualized study of woodwind theory, technique and repertoire at the intermediate level. The emphasis is on the development of intermediate skills needed for solo performance. UC/CSU

MUS 7W4. Advanced Intermediate Woodwind (1)
Lec-3, field trips P/NP available
Prereq.: MUS 7W3 or demonstration of MUS 7W3 exit skills
Individualized study of woodwind theory, technique and repertoire at the advanced intermediate level. The emphasis is on the progressive development of skills needed for solo performance. UC/CSU

Applied Training: Jazz Piano
MUS 8A. Beginning Jazz & Other Popular Piano (1)
Lec-3, field trips P/NP available
Advise: MUS 9A or demonstration of exit skills
Beginning study and exploration of jazz piano technique in myriad forms through the application of jazz theory, blues, Afro-Cuban, Brazilian and other popular styles. UC/CSU
MUS 8B. Intermediate Jazz & Other Popular Piano (1)
Lec-3, field trips P/NP available
Prereq.: MUS 8A or demonstration of exit skills
Advise: MUS 9A or demonstration of exit skills
An intermediate study of basic jazz, blues, Afro-Cuban, Brazilian and other popular piano techniques. UC/CSU

Applied Training: Piano
MUS 9A. Beginning Piano (2)
Lec-3, field trips P/NP available
Piano studies for beginners, including sight reading, elementary theory, beginning ear training, and a historical view of keyboard instruments and their music. This is an extremely popular course and enables students to begin to express themselves at the keyboard. UC/CSU

MUS 9B. Intermediate Piano (1)
Lec-3, field trips P/NP available
Advise: MUS 9A or demonstration of exit skills
Piano studies for the intermediate pianist including playing through reading, elementary theory, beginning ear training, and a historical view of keyboard instruments and their music. UC/CSU

MUS 9C. Keyboard Harmony (1)
Lec-3, field trips P/NP available
Advise: MUS 9A or demonstration of exit skills
The development of harmonic keyboard skills through the study and practice of chord structures, progressions, and sight reading techniques, enables the student to make different types of accompaniment when just given a melody line. UC/CSU

Applied Training: Voice
Music 10 Series
The Music Department recommends that students enrolling in the MUS 10 series should enroll concurrently in a choral-performing group (MUS 12 or 14) or Music Theatre Workshop (MUS 44).

MUS 10A. Beginning Voice (1)
Lec-3, field trips P/NP available
Introduction to individualized study of the appropriate basic techniques and repertoire for Beginning Voice. Includes alignment, tone production, breathing, and musical skills in interpreting vocal music of various periods and styles. Audition for vocal placement within the class. UC/CSU

MUS 10B. Advanced Beginning Voice (1)
Lec-3, field trips P/NP available
Prereq.: MUS 10A or demonstration of exit skills
An individualized study of the appropriate techniques and repertoire for Advanced Beginning Voice on alignment, tone production, and breathing for singing. Related musical skills used to interpret vocal music of various periods and styles, as well as duet preparation and work with an accompanist. UC/CSU

MUS 10C. Intermediate Voice (1)
Lec-3, field trips P/NP available
Prereq.: MUS 10B or demonstration of exit skills
An individualized study of the appropriate techniques for Intermediate Voice on alignment, tone production, and breathing for singing. Related musical skills used to interpret vocal music of various periods and styles, as well as duet preparation and work with an accompanist or other instrumentalists and singers of the Intermediate Voice level. UC/CSU

MUS 10D. Advanced Intermediate Voice (1)
Lec-3, field trips P/NP available
Prereq.: MUS 10C or demonstration of exit skills
An individualized study of the appropriate techniques and repertoire for Advanced Intermediate Voice on alignment, tone production, and breathing for singing. Related musical skills used to interpret vocal music of various periods and styles, as well as duet preparation and work with an accompanist or other instrumentalists and singers of the Advanced Intermediate Voice level. UC/CSU

Performance Courses
Ensemble: Guitar
MUS 11. Guitar Workshop (1)
Lec-3, field trips P/NP available
Advise: MUS 6A or demonstration of exit skills
Develop the technique, musicality, note reading ability and the theory to perform ensemble music for guitar. Ensembles include duos, trios, quartets, or larger ensembles. UC/CSU

Ensemble: Large Traditional Choirs
MUS 12. Choir (1)
Lec-3, field trips P/NP available
The study, rehearsal and performance of choral literature appropriate for large vocal ensemble, with an emphasis on skills development for performing with an ensemble. Highly recommended for intended music majors, both instrumental and vocal. UC/CSU

MUS 48A. Beginning Labor Heritage Chorus (1)
Lec-3, field trips P/NP available
Prereq.: LBCS 98A/MUS 48A
The beginning study of choral techniques and performances of 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. UC/CSU
MUS 48A = LBCS 98A

MUS 48B. Intermediate Labor Heritage Chorus (1)
Lec-3, field trips P/NP available
Prereq.: LBCS 98A/MUS 48A
Intermediate Labor Chorus is designed to further develop choral music and knowledge of labor songs from various periods in American history, as presented in MUS 48A. Students will develop more complex choral techniques and repertoire. There is an increased focus on individual achievement within the chorus. UC/CSU
MUS 48B = LBCS 98B

MUS 48C. Advanced Labor Heritage Chorus (1)
Lec-3, field trips P/NP available
Prereq.: LBCS 98B/MUS 48B
Advanced Labor Chorus is designed to further develop choral music and knowledge of labor songs from various periods in American history. Students will develop advanced choral techniques and repertoire with an increased focus on the development of a self-directed creative process within the labor song tradition. UC/CSU
MUS 48C = LBCS 98C

Ensemble: Jazz/Rock
MUS 13A. Jazz/Rock Improvisational Workshop (2)
Lec-3, field trips P/NP available
Study of a variety of jazz, rock and blues genres for all instruments. Emphasis on application of basic techniques of improvisation.
Students learn to play lead (melodic improvisation) in an ensemble. Culmination is a concert demonstrating repertoire and techniques learned. UC/CSU

**MUS 13B. Jazz/Rock Arranging and Composition Workshop (2)**

Lec-3, field trips P/NP available

**ADVISE:** MUS 3 or DEMONSTRATION OF EXIT SKILLS

Study of a variety of jazz, rock, and blues styles. Emphasis on learning the techniques of arranging and composing. UC/CSU

**Ensemble: Chorale**

**MUS 14. Chorale (1)**

Lec-3, field trips P/NP available

The study, rehearsal and performance of choral literature appropriate for small ensembles, with an emphasis on skills development for performing with an ensemble. Highly recommended for intended music majors, both instrumental and vocal. UC/CSU

**Ensemble: Large Traditional Instrumental**

**MUS 15. Orchestra (1)**

Lec-3, field trips P/NP available

An opportunity for string, woodwind, brass, and percussion players to rehearse and perform works selected from the standard repertoire from the Baroque era through the present. UC/CSU

**MUS 16. Concert Band (1)**

Lec-3, field trips P/NP available

Performance of classical and marching band music for intermediate to advanced brass and woodwind students. Participants must possess moderate facility with major scales, sight-reading and improvisation. The class will present a live concert at the conclusion of the semester. UC/CSU

**Ensemble: Woodwind**

**MUS 17. Woodwind Ensemble (1)**

Lec-3, field trips P/NP available

Intermediate to advanced woodwind students perform music in the classical and jazz idioms. Entrance requirements: moderate facility with major scales, sight-reading and improvisation. The class will present a live concert at the conclusion of the semester. UC/CSU

**Ensemble: Brass**

**MUS 18. Brass Ensemble (1)**

Lec-3, field trips P/NP available

Preparation and performance of brass ensemble music of selected styles and historical periods from Baroque to the present day. Culmination is a public concert. UC/CSU

**Ensemble: Piano**

**MUS 19. Piano Ensemble and Repertoire (1)**

Lec-3, field trips P/NP available

Performance of four-hand, two-piano, and solo literature from all stylistic periods. Study of accompanying skills and use of these whenever possible in performances. Monthly public recitals. UC/CSU

**Ensemble: Strings**

**MUS 20. String Ensemble (1)**

Lec-3, field trips P/NP available

An exploration of techniques and ensemble literature appropriate for intermediate and advanced violinists, cellists, violists and string bass players. Concerts scheduled during the semester. UC/CSU

**Music Surveys**

**MUS 21. Traditional African Music (3)**

Lec-3, field trips P/NP available

An introduction to the many styles of African music, with emphasis on the function of traditional music and how it is organized as an integral part of everyday activity. UC/CSU

**MUS 22A. History of Music in Western Culture: Medieval and Renaissance music (3)**

Lec-3, field trips P/NP available

A survey of musical styles from the beginnings of musical notation in the 10th century to the early 16th century. The course focuses on evolution of musical styles and the changing social, cultural, economic, and political conditions that gave rise to those styles. UC/CSU

**MAY BE TAKEN IN ANY SEQUENCE.**

**MUS 22B. History of Music in Western Culture: Baroque and Classical Music (3)**

Lec-3, field trips P/NP available

A survey of musical styles and its social context from 17th century to the 18th century. Topics include the decline of church music, the rise of public concerts and opera, the evolution of the orchestra, symphonies, concertos, suites, and the redevelopment of musical instruments. UC/CSU

**MAY BE TAKEN IN ANY SEQUENCE.**

**MUS 22C. History of Music in Western Culture: Romanticism (3)**

Lec-3, field trips P/NP available

This course examines the music literature of the Romantic era (1800 to 1900) and the composers and the cultural and political forces that played a role in the creation of the musical works of that era. Topics include sonatas, chamber music, opera, tone poems, and symphonies. UC/CSU

**MAY BE TAKEN IN ANY SEQUENCE.**

**MUS 23. Jazz History: Musical Traditions of the African American (3)**

Lec-3, field trips P/NP available

A course composed of lectures, discussions, assigned reading and listening designed to explore African-American musical heritage and its relationship to other folk expressions and to Western European Art Music. This heritage includes spirituals, work songs, blues, jazz, gospel and a broad range of popular music. UC/CSU

**MUS 24. Music of East Asia (3)**

Lec-3, field trips P/NP available

A cross-cultural, comparative survey of both historical and recent developments in the music of China, Japan, and Korea, including the relationship of East Asian music to other aspects of East Asian cultures - philosophy, religion, theater, and dance. UC/CSU

**MUS 25. Music of Latin America and the Caribbean (3)**

Lec-3, field trips P/NP available

An introductory survey to the musical traditions of Latin America, the Caribbean and Latin music in the United States. This course will study music as a form of communication, and as a social and cultural force in the Americas. UC/CSU
MUS 26. Music in American Culture (3)
Lec-3, field trips P/NP available
A survey of music generated by America’s diverse populations including Latino, African American, Hawaiian, Asians, Europeans, Native American, Cajun and Puerto Rican. UC/CSU

MUS 27A. Music Appreciation (3)
Lec-3, field trips P/NP available
A survey of Western art music from the Middle Ages to the present, examined within cultural, social, and political contexts. Topics include musical elements, forms, and stylistic features of each historical period, as well as the individual characteristics of its representative composers. UC/CSU

MUS 27B. Musical Awareness (3)
Lec-3, field trips P/NP available
Detailed study of opera, and musical theatre. UC/CSU
*MUS 27A IS NOT PREREQUISITE FOR MUS 27B*

MUS 27C. Music and Queer Identity (3)
Lec-3 P/NP available
An examination of how music encodes “queerness” by focusing on significant musical styles and performers in the LGBTQ community. CSU
*MUS 27C = LGBT 27C*

MUS 27R. The History of Rock and Popular Music (3)
Lec-3, field trips P/NP available
A survey of the origin, trends, styles and genres of rock and popular music from the early 20th century to the present day, focusing on historical and cultural influences and the effects of technology on popular music. UC/CSU

MUS 28. 20th Century Music (3)
Lec-3, field trips P/NP available
The study of the music of the twentieth century through analysis of its composers and styles as well as graphic scores, electronic music recordings and development of new technologies. UC/CSU

MUS 29. Electronic Music (3)
Lec-3, field trips P/NP available
A practical study of the historical and technical aspects of electronic music, including compositional techniques of hard- and software synthesis, sampling, MIDI sequencing, audio processing, and multi-track audio recording. UC/CSU

MUS 30. Electronic Music Laboratory (2)
Lec-3, field trips P/NP available
Prereq.: MUS 29.
Electronic music composition class for students who have completed Music 29. Students explore advanced concepts in electronic music composition, history, and critical evaluation. UC/CSU

**Other Music Performance Courses**

*Ensemble: African Drumming*

MUS 41. African Drumming Ensemble (1)
Lec-3, field trips P/NP available
In African Drumming Ensemble students play traditional African music; the class is an in-depth examination of African drumming and performance of African music integral to everyday festivities and life in African society. UC/CSU

**THE CONTENT OF THIS COURSE VARIES. STUDENTS MAY RE-ENROLL WITHOUT REPEATING SUBJECT MATTER.**

MUS 42. Gospel Choir (1)
Lec-3, field trips P/NP available
The study of the theory, techniques and performance practices of popular, gospel and other African American choir arrangements with piano accompaniment. UC/CSU

MUS 45. Early Music Performance Workshop (2)
Lec-3, field trips P/NP available
A survey of musical performance styles from the late Middle Ages through the Renaissance and Early Baroque. Beyond the general requirements of the course, students may focus on a period and instrument of their choice. UC/CSU

MUS 46. Stage Band (1)
Lec-3, field trips P/NP available
This course is for the study, rehearsal and public performance of music arranged for large ensembles in a variety of jazz and popular styles, with an emphasis on the skills needed to perform within an ensemble. All instruments are welcome. Different literature will be studied each semester. UC/CSU

MUS 47. Pep Band (1)
Lec-3, field trips P/NP available
Rehearsal band for music of historically styles such as marches, polkas and Dixieland as well as current dance music. Learn to play in a large ensemble with rhythm section, brass and winds. Performances at various school sports and other events. UC/CSU

MUS 200. Supporting Role - Musical Theatre Rehearsal and Presentation (1)
Lab-3, 6, 9 P/NP available
Preparation and interpretive training process that goes into rehearsal and performance presentation of a musical theatre work for the stage. Taught with equal emphasis on musical and dramatic elements. Students must audition for, be cast in, rehearse and perform in a Musical Theatre Arts Department production.

MUS 200A. Ensemble - Musical Theatre Rehearsal and Presentation (1)
Lab-3 P/NP available
Ensemble training and role preparation at a basic level as an introduction to musical theatre works for the stage. Taught with equal emphasis on musical and dramatic elements. Students must audition for, be cast in, rehearse and perform in a Musical and Theatre Arts Department production. UC/CSU

MUS 200B. Supporting Role - Musical Theatre Rehearsal & Presentation (2)
Lab-6 P/NP available
Supporting role training and preparation at an intermediate level as continuing study of musical theatre works for the stage. Taught with equal emphasis on musical and dramatic elements. Students must audition for, be cast in, rehearse and perform in a Musical and Theatre Arts Department production. UC/CSU

MUS 200C. Leading Role - Musical Theatre Rehearsal & Presentation (3)
Lab-9 P/NP available
Principal (leading) role training and preparation at an advanced level as continuing study of musical theatre works for the stage. Taught with equal emphasis on musical and dramatic elements. Students must audition for, be cast in, rehearse and perform in a Musical and Theatre Arts Department production. UC/CSU
Nursing, Registered
Office: Cloud 340
Phone Number: (415) 239-3218
Web Site: www.ccsf.edu/rn

Announcement of Curricula

General Information
1. Individual Nursing Courses are not open for individual enrollment.
2. Prerequisites must be completed prior to filing of enrollment application.
3. At present, qualified applicants are admitted per lottery.
4. Students will be conditionally admitted to the R.N. Nursing program. These students will be required to submit to a background screening check, health-immunization report, and current CPR for healthcare providers.
5. Students will be required to take ATI TEAS or submit previous ATI TEAS scores (or equivalent)

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 for Registered Nurses (NCLEX-RN). Those who pass the NCLEX-RN are qualified for entry-level positions of R.N. in health facilities and agencies.

NOTE: The licensing process for becoming a registered nurse in California is under the jurisdiction of the BRN (Board of Registered Nursing). The BRN requires disclosure of all 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 test in Algebra.

Enrollment. Enrollment in the Nursing Program follows the City College policy of equal educational opportunity. Because of facility and staffing limitations, as well as health and safety requirements, not all students who wish to enroll in the Nursing Program can be accommodated. Selection from among students who are eligible to enroll is made once a year for Fall and Spring semester.

Requests for information regarding enrollment:
Can be found online: www.ccsf.edu/rn
OR
Enrollment Committee
Nursing Department, C340
City College of San Francisco
50 Phelan Avenue
San Francisco, CA 94112

Dates for Filing Required Enrollment Forms. See website or contact Nursing Department at C340 for current filing dates.

Expenses. Students should expect to incur expenses of approximately $2500 covering the two years of nursing curriculum. This does not include expenses that may relate to non-nursing classes. The expenses related to nursing classes include the cost of required books, uniforms, and individual equipment.

Enrollment to the Program. Because of facilities and staff limitations, 50 new students may be enrolled in the Nursing Program each semester.

Nursing enrollment form available online. Please check Filing Date. To be considered for enrollment, students must satisfy certain academic prerequisites. The following is a summary of the academic requirements for enrollment in the Nursing Program/courses. Please see website: www.ccsf.edu/rn

1. a. Complete the following prerequisite courses: No in progress courses will be considered
   Anatomy 25
   Physiology 1 or 12
   Microbiology 12
   English 1A
   Math 40 or placed into Math 60
   Science courses must have been completed within the last 7 years at the time of enrollment to the Nursing program.
   b. Must have an overall GPA of 2.5 in science and English 1A.

2. An applicant can repeat only one of the science courses. More than one (1) repetition of any of the science courses will disqualify the applicant. Repetition of a science course is defined as repeating a course due to a previous grade of “D”, “F” or “W”. Students may satisfy the above course prerequisites at other institutions, but the courses and grades must be verified prior to consideration for enrollment.

3. File with the Office of Admissions and Records a completed application for admission to City College. No person may attend nursing classes unless he/she is properly admitted to the College.

4. a. If you have taken English 1A and MATH 840 or 40 or higher at CCSF, you must submit official transcript with your application which includes your final grade in English 1A and MATH 840 or 40 or higher.
   b. If you have never taken any college math at any college, you must take the CCSF Math Placement test and score at Math 860 or higher. Submit test result with nursing application.
   c. Test waivers for English and Algebra are only for nursing applicants who have satisfied CCSF placement test requirements through external sources such as other colleges attended or (SAT, AP) scores. Bring proof (test score or transcripts) to the Matriculation office, Conlan Hall, Rm. 204 to obtain the waiver. This waiver must accompany your Nursing application.

5. File a completed enrollment form for the Nursing Program. Contact Nursing Department for filing dates.

6. Official transcript in a sealed envelope must be submitted with the enrollment form.

7. Previous ATI TEAS (or equivalent). ATI TEAS will also be administered to those by lottery.
Health and safety requirements. Nursing courses require students to practice nursing skills in the classroom and in cooperating clinical settings. For health and safety reasons, those accepted into the program must demonstrate through a recent, complete medical examination that they are able to participate in the program, have been tested for tuberculosis, and that they have received the following: rubella, varicella, mumps, hepatitis B vaccinations and antibody titers which demonstrates immunity to those diseases, current Tetanus/Diphtheriapertussis, Seasonal Influenza vaccine.

Enrollees must also provide verification of cardiopulmonary resuscitation basic life support, Health Care Provider certification. Verification of these requirements must be received by the Nursing Department prior to the first day of class. Some hospitals may require students assigned to their hospital to submit to background check and drug screen.

Admission of LVNs, transfer nursing students and RN requirements for BRN of California:

1. LVNs with current, valid California licenses who have been accepted into the Nursing Program through the usual enrollment process may be given advance placement based on space availability and passing grade of Fundamental Challenge exam or completion of Nursing 50T (LVN to RN Transition course) when available. Please contact the Department Chairperson for further information and counseling.

2. LVN nurses who wish to take the 30-unit option program must have a current, valid California LVN license and must have completed Microbiology 12 and Physiology 1 or 12 with a grade of "C" or higher. Students who qualify for this option should make an appointment with the Nursing Department Chairperson for additional information. 30 unit option placement is on a space available basis.

3. a. Transfer students from other accredited RN nursing programs are considered for enrollment in the Nursing Program. Acceptance is based on equivalent professional nursing education, general education courses and space availability. Transfer students must meet the same enrollment requirements and nursing policies as all students entering the program.
   b. All transfer applicants must have a letter from their previous school of nursing director that states that student was in good standing at the time of withdrawal.

4. RNs who need specific courses required by the BRN for the NCLEX-RN examination should contact the Department Chairperson for additional information. Enrollment is on a space available basis only.

Credit by Examination. All nursing courses are challengeable. Consideration for challenge will be based on previous education and/or experience on an individual basis.

Academic Probation and Dismissal. The failure of a nursing student to satisfactorily demonstrate mastery of required knowledge, skills, or abilities that may jeopardize the safety and welfare of others. Depending on the nature of the performance that demonstrates the lack of necessary knowledge, skills, or abilities, students may be placed on clinical probation or may be subject to academic dismissal prior to the end of the semester.

All City College students, including Nursing students, are subject to the Rules of Student Conduct, and must conform their behavior to appropriate standards, both during theory classes and during clinical experiences at cooperating clinical settings.

### Registered Nursing Major (AS)

#### Learning Outcomes

Upon completion of this degree, students will be able to:

1. Pass the NCLEX-RN exam
2. Qualify for entry level positions of R.N. in health facilities and agencies
   - Identify as a member of the health team in rendering holistic care to patients, and provide support to patients' families;
   - Utilize the Nursing process to formulate a plan of care and provide problem oriented individualized patient care;
   - Demonstrate the ability to prioritize nursing care by application of Maslow's hierarchy of needs theory.
   - Apply the principles of effective communication in the delivery of health care to the patient and with other health care professionals
   - Apply physical or technical skills that promote patients' health or welfare;
   - Provide health education to individual patients, families, and the community at large;
   - Demonstrate competencies in basic health care informatics necessary to deliver safe and effective nursing care.
   - Exercise critical thinking skills when applying the nursing process to patient care.

3. Deliver effective nursing care to the patient by utilizing their acquired skills in problem solving and leadership
   - Apply principles of health care ethics to guide professional conduct in the provision of care to patients, families, and community;
   - Identify the cultural or ethnic influences on patients and formulate nursing care according to the patients' values;
   - Identify as a health advocate and participate in activities to benefit patients, families and the community at large;
   - Demonstrate the ability to supervise and delegate patient care based on the skill level of the care provider;
   - Assume the responsibility and accountability for one's nursing actions, self-evaluation, continuing education, and personal growth;
   - Utilize the principles of leadership in the health care setting, community, professional organizations, and legislative & regulatory areas.

#### Courses Required for the Major in Registered Nursing

**A. Nursing Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>Option 1: Generic Admission:</td>
<td></td>
</tr>
<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>
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<tr>
<td>NURS 50L Nursing Skills Lab</td>
<td>1</td>
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<tr>
<td>Option 2: LVN Transition:</td>
<td></td>
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<tr>
<td>NURS 50T LVN to RN Transition</td>
<td>2</td>
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<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>NURS 50B Pharmacology in Nursing Part II</td>
<td>2</td>
</tr>
<tr>
<td>NURS 51 Basic Medical Surgical Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NURS 51L Intermediate Nursing Skills</td>
<td>1</td>
</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 Medical Surgical Nursing ................. 6
NURS 58 Trends & Issues in Nursing .................. 1

B. Additional Courses Required By The Board Of Registered Nursing (9 Units)
PSYC 1 Gen Psychology ................................. 3
SOC 1 Intro Sociology ................................. 3
SPCH 1A Elements of Public Speaking ......... 3
or SPCH 4 Group Communication .......... 3
or SPCH 11 Basic Public Speaking ......... 3
or SPCH 12 Fundamentals of Oral Communication 3
or SPCH 20 Interpersonal Communication .... 3
or ESL 79 Advanced Speaking & Pronunciation .... 3

Total .............................................. 45-52

These courses meet the California Board of Registered Nursing Requirement for Licensure and must be completed prior to taking the R.N. Licensure Examination (NCLEX).

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
Coreq.: NURS 50A and 50L

NURS 50A. Pharmacology in Nursing Part I (2)
Lec-2
Coreq.: NURS 50 and 50L
This course provides an introduction to pharmacology with emphasis on understanding the effects and interactions of drugs used in nursing. It covers pharmacokinetics, pharmacodynamics, and the basic principles of pharmacology.

NURS 50B. Pharmacology in Nursing Part II (2)
Lec-2
Coreq.: NURS 51 and 51L
This course continues the study of pharmacology with emphasis on understanding the effects and interactions of drugs used in nursing. It covers specific classes of drugs and their effects on various body systems.

NURS 50L. Nursing Skills Laboratory (1)
Lab-3
Coreq.: NURS 50 and 50A
This nursing skills lab is designed to orient, assist, and enhance the development of psychomotor and cognitive skills that are critical in the performance of selected fundamental nursing procedures.

NURS 50T. LVN to RN Transition (2)
Lec-2, lab-1
Prereq.: Current LVN license and completion of RN program prerequisites: ANAT 25, PHYS 1 or 12, MB 12, ENGL 1A, MATH 40
Advisement: LERN 51, PHTC 102A
Focus is on the theory and skills essential for the LVN who is eligible for advanced placement in the RN program. Math and skills competencies included in the LVN scope of practice will be assessed at the beginning of the course.

NURS 51. Basic Medical-Surgical Nursing (6)
Lec-3, lab-18
Coreq.: NURS 50B and 51L Prereq.: NURS 50, 50L and 50A; or Current LVN License and NURS 50T
Acquaints the student with adults/geriatric adults experiencing dysfunction of the cardiovascular, respiratory, gastrointestinal, urinary, and male reproductive systems. Emphasis is placed on nursing process and integrating principles of nutrition, pharmacology, pathophysiology, psychosocial and biological sciences. Students are assigned to care for patients in acute or post-acute care settings.

NURS 51L. Intermediate Nursing Skills (1)
Lab-3
Prereq.: NURS 50, 50L, 50A; or current LVN License and NURS 50T

NURS 53. Maternal and Newborn Care (6)
Lec-6, lab-18 (8/9 wks)
Prereq.: NURS 51 and 55 if taken first in sequence of 3rd semester nursing courses
NURS 53 and 55 are half-semester courses required in the third semester of students enrolled in the curriculum in Nursing. The sequence in which students will take these courses will be determined by the Nursing Department.

NURS 54. Nursing of Children (6)
Lec-6, lab-18 (8/9 wks)
Prereq.: NURS 53, 55 (and 56 if taken first in the sequence of fourth semester nursing courses)
Growth and development of children from birth through adolescence. Nursing education for health maintenance, prevention, medical treatment, and nursing interventions for common disease condition or injuries that affect children. The nursing clinical experience will be at multicultural inpatient hospital units, outpatient areas, and schools in San Francisco.

NURS 55. Psychosocial Nursing (6)
Lec-6, lab-18 (8/9 wks)
Prereq.: NURS 50, 50L, 50A; or current LVN License and NURS 50T

NURS 56. Advance Medical Surgical Nursing (6)
Lec-6, lab-18 (8/9 wks)
Prereq.: NURS 54, 54L

NURS 57. Advanced Nursing Skills (6)
Lec-6, lab-18 (8/9 wks)
Prereq.: NURS 51, 51L

NURS 58. Trends & Issues in Nursing (6)
Lec-6, lab-18 (8/9 wks)
Prereq.: NURS 53, 55 (and 56 if taken first in sequence of 3rd semester nursing courses)

NURS 59. Nursing of Children (6)
Lec-6, lab-18 (8/9 wks)
Prereq.: NURS 53, 55 (and 56 if taken first in sequence of 3rd semester nursing courses)

NURS 50T. LVN to RN Transition (2)
Lec-2, lab-1
Prereq.: Current LVN license and completion of RN program prerequisites: ANAT 25, PHYS 1 or 12, MB 12, ENGL 1A, MATH 40
Advisement: LERN 51, PHTC 102A
Focus is on the theory and skills essential for the LVN who is eligible for advanced placement in the RN program. Math and skills competencies included in the LVN scope of practice will be assessed at the beginning of the course.

NURS 51. Basic Medical-Surgical Nursing (6)
Lec-3, lab-18
Coreq.: NURS 50B and 51L Prereq.: NURS 50, 50L and 50A; or Current LVN License and NURS 50T
Acquaints the student with adults/geriatric adults experiencing dysfunction of the cardiovascular, respiratory, gastrointestinal, urinary, and male reproductive systems. Emphasis is placed on nursing process and integrating principles of nutrition, pharmacology, pathophysiology, psychosocial and biological sciences. Students are assigned to care for patients in acute or post-acute care settings.

NURS 51L. Intermediate Nursing Skills (1)
Lab-3
Prereq.: NURS 50, 50L, 50A; or current LVN License and NURS 50T

NURS 53. Maternal and Newborn Care (6)
Lec-6, lab-18 (8/9 wks)
Prereq.: NURS 51 and 55 if taken first in sequence of 3rd semester nursing courses
NURS 53 and 55 are half-semester courses required in the third semester of students enrolled in the curriculum in Nursing. The sequence in which students will take these courses will be determined by the Nursing Department.

NURS 54. Nursing of Children (6)
Lec-6, lab-18 (8/9 wks)
Prereq.: NURS 53, 55 (and 56 if taken first in the sequence of fourth semester nursing courses)
Growth and development of children from birth through adolescence. Nursing education for health maintenance, prevention, medical treatment, and nursing interventions for common disease condition or injuries that affect children. The nursing clinical experience will be at multicultural inpatient hospital units, outpatient areas, and schools in San Francisco.

NURS 55. Psychosocial Nursing (6)
Lec-6, lab-18 (8/9 wks)
Prereq.: NURS 50, 50L, 50A; or current LVN License and NURS 50T

NURS 56. Advance Medical Surgical Nursing (6)
Lec-6, lab-18 (8/9 wks)
Prereq.: NURS 54, 54L

NURS 57. Advanced Nursing Skills (6)
Lec-6, lab-18 (8/9 wks)
Prereq.: NURS 51, 51L

NURS 58. Trends & Issues in Nursing (6)
Lec-6, lab-18 (8/9 wks)
Prereq.: NURS 53, 55 (and 56 if taken first in sequence of 3rd semester nursing courses)

NURS 50T. LVN to RN Transition (2)
Lec-2, lab-1
Prereq.: Current LVN license and completion of RN program prerequisites: ANAT 25, PHYS 1 or 12, MB 12, ENGL 1A, MATH 40
Advisement: LERN 51, PHTC 102A
Focus is on the theory and skills essential for the LVN who is eligible for advanced placement in the RN program. Math and skills competencies included in the LVN scope of practice will be assessed at the beginning of the course.

NURS 51. Basic Medical-Surgical Nursing (6)
Lec-3, lab-18
Coreq.: NURS 50B and 51L Prereq.: NURS 50, 50L and 50A; or Current LVN License and NURS 50T
Acquaints the student with adults/geriatric adults experiencing dysfunction of the cardiovascular, respiratory, gastrointestinal, urinary, and male reproductive systems. Emphasis is placed on nursing process and integrating principles of nutrition, pharmacology, pathophysiology, psychosocial and biological sciences. Students are assigned to care for patients in acute or post-acute care settings.

NURS 51L. Intermediate Nursing Skills (1)
Lab-3
Prereq.: NURS 50, 50L, 50A; or current LVN License and NURS 50T

NURS 53. Maternal and Newborn Care (6)
Lec-6, lab-18 (8/9 wks)
Prereq.: NURS 51 and 55 if taken first in sequence of 3rd semester nursing courses
NURS 53 and 55 are half-semester courses required in the third semester of students enrolled in the curriculum in Nursing. The sequence in which students will take these courses will be determined by the Nursing Department.

NURS 54. Nursing of Children (6)
Lec-6, lab-18 (8/9 wks)
Prereq.: NURS 53, 55 (and 56 if taken first in the sequence of fourth semester nursing courses)
Growth and development of children from birth through adolescence. Nursing education for health maintenance, prevention, medical treatment, and nursing interventions for common disease condition or injuries that affect children. The nursing clinical experience will be at multicultural inpatient hospital units, outpatient areas, and schools in San Francisco.
Nursing, Licensed Vocational

NURS 55. Psychosocial Nursing (6)
Lec-6, lab-18 (8/9 wks)
Prereq.: NURS 50B and 51 and 51B
This course covers the principles and practices of psychosocial health and nursing care. Emphasis is placed on the development of therapeutic communication skills, fundamental to all nursing care. Prevention and treatment of psychopathology is explored. Clinical nursing experience will be in the acute care inpatient settings and in outpatient settings. CSU

NURS 56. Advanced Medical-Surgical Nursing (6)
Lec-6, lab-18 (8/9 wks)
Prereq.: NURS 53
Advanced medical-surgical nursing of adults, and leadership and management theories. Application of the nursing process in the care of adults with acute and chronic complex health impairment and illness. Clinical experience is planned at acute and non-acute hospitals, facilities, and outpatient sites. CSU

NURS 58. Trends and Issues in Nursing (1)
Lec-1 P/NP only
Coreq.: Enrollment in the RN Program; NURS 54 or 56
Acquaints student with historical and current trends and issues in nursing practice, and the concept of professional development. Emphasis placed on legal and ethical aspects of nursing and the California Board of Registered Nursing Practice Act. Students examine contemporary issues that affect the practice of registered nursing. CSU

Noncredit Courses:

NURS 1000. Registered Nurse Refresher (242 hrs)
Advises:
1. A valid or expired RN nursing license from the United States or abroad. If licensed in the U.S., the candidate must have been out of the field of nursing for at least three years.
2. If a foreign license holder, a valid California LVN license and six months work experience in a health care facility.
3. Approval by the California board of Registered Nursing to take the NCLEX-RN licensure examination.
4. Basic Life Support (BLS) certification valid through the last day of the course.
5. An ESL level of high-advanced (CCSF level of 160)
6. Authorization to work in the U.S. and a valid social security number.

An eleven-week course designed to prepare graduates of the LVN Refresher course, as well as other internationally trained nurses and U.S. trained re-entry nurses, for employment as Registered Nurses. The goal is to facilitate direct employment into RN positions for participants who have more advanced English skills and nursing work experience.

NURS 1001. NCLEX-RN REVIEW-First Time Test Takers (60 hrs)
Advises: Completion of ESL 130 or placement in ESL 140
An NCLEX-RN preparation and review course for first time test takers only. The course will assist the test taker in formulating a review plan, utilizing available resources, reviewing applicable content and answering NCLEX-RN practice questions. Enrollment is limited to 48 students who will be taking the examination for the first time. Enrollees must be eligible to take the registered nurse licensing examination (NCLEX-RN) and must show proof of eligibility. Authorization to work in the U.S. and a valid social security number.

Announcement of Curricula
The programs offered in this department include credit courses with certificates issued in Home Health Aide/Nurse Assistant and 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 health aide continuing education credit.

Home Health Aide/Nurse Assistant Certificate
Graduates of this 18 week full time program will be highly qualified for entry-level positions as health care providers. They are qualified for positions in acute care and convalescent facilities as well as home care agencies and out-patient clinics. Critical thinking concepts and principles will serve as a framework for studying the nursing and behavioral sciences within a health promotion/risk reduction, multicultural based curriculum.

Program Authorization. This program is approved by the California State Department of Health Services. Successful completion qualifies the graduate to: 1) take the Nurse Assistant Competency Examination to obtain State Certification for practice; 2) obtain Home Health Aide Certification without further examination.

NOTE. The Department of Health Services, Nurse Assistant Certification Division requires fingerprinting and disclosure of misdemeanor and felony convictions for all applicants.

Enrollment Procedure. Applicants must take a placement test, attend a program orientation, and meet all program prerequisites. Enrollees must be in good physical and mental health and be over 18 years of age.

Admission Requirements:
1. Completion of ENGL L or ESL 140 or placement in ESL 150.
2. A physical examination
3. Immunizations: Hepatitis B, Rubella, Varicella, Mumps, and T.B., TDAP
4. Current CPR certification
5. Department of Health Services Applications ($15 Fee)
6. DHS Application for Criminal Background Check ($32 Fee)

Successful completion of the following courses require an average final grade of “C” or higher (2.00 grade point average) to qualify for a Certificate of Accomplishment.

Learning Outcomes
Upon completion of the Home Health Aide/Nurse Assistant Certificate, students will be able to:
• Demonstrate the fundamental nursing skills instructed in the State approved nursing assistant/home health aide training program.
• Use effective communication skills as appropriate while delivering care to clients and families in various nursing practice settings, and in collaboration with the health care team.

Courses Required for the Certificate of Accomplishment in Home Health Aide/Nurse Assistant
Course Units
VOCN 23 Nurse Assistant: Convalescent Care ............... 6
VOCN 24 Home Health Aide ............................... 3
VO CN 25 Nurse Assistant/Acute Care .......................... 3
Total Units ......................................................... 12

**Vocational Nursing Certificate**

The program of study for the Certificate of Achievement in Vocational Nursing is designed to prepare students for employment in acute care facilities, clinics, long-term care facilities, physician offices, home care, and health centers.

**Admission.** Enrollment is open to all interested students who are in good physical and mental health, and over 17 years of age.

**To Be Admitted To The Program Applicants Must:**

1. Be a graduate of the 12th grade in high school or its equivalent (i.e., GED, High School Proficiency Examination).
2. Attend mandatory program orientation at John Adams site. Application to the program will be handed out during the orientation. Program orientation is valid for one year.
3. File with the Vocational Nursing Department a completed application for admission to City College (for dates, see "Calendar of Instruction").
4. Apply for admission to the program for the Fall semester between February 15 and May 1, and for the Spring semester, between September 15 to November 1.
5. Take the City College placement tests in English and Mathematics.
6. On the basis of the placement tests and counseling or course work, demonstrate eligibility for ENGL 93 or completion of ESL 160 and MATH 40.
7. Applicants must submit official transcripts.
   a. High school transcripts must show proof of completion of the 12th grade. Transcripts must be submitted in keeping with the application deadline.
   b. Applicants who are accepted in Vocational Nursing and who wish to receive credit for prior nursing education courses completed must submit official transcript within application deadline.
8. Admission of Certified Nurse Assistant, Board Challenge transfer students.
   a. State of California CNA certificate and completion of a CNA program from a credit-granting college within the previous 5 years qualifies a student for at least 4 units.
   b. Transfer students from other accredited L.V.N. or R.N. programs are accepted in the CCSF Vocational Nursing Program. Acceptance is based on equivalent nursing education and availability of space.
   c. Board challenge applicants who need required courses for state boards should contact the vocational nursing office.
   d. Credit may not be given toward satisfying the Vocational Nursing course requirement, for courses completed 5 or more years prior to application for admission.
9. Complete the following prerequisites within 5 years prior to enrollment with a C or higher in each class starting with Fall Semester 2006:
   - Anatomy and Physiology course 3 units (e.g., VO CN 41E or ANAT 14, or ANAT 25, and PHYS 1 or 12)

**Credit by Examination.** Applicants who qualify for admission into the Vocational Program and who have had health training courses in the military, psychiatric technician and certified nurse assistants graduates from noncredit programs who wish to receive credit, or advanced placement should contact the vocational nursing office for additional information. Admission is based on space available only.

Students may obtain the Certificate of Achievement in Vocational Nursing by completing the following courses with a grade of "C" or higher.

**Learning Outcomes**

Upon successful completion of Vocational Nursing Certificate, students will be able to:

- Use effective communication skills as appropriate while delivering care to patients and families in various nursing practice settings, and in collaboration with the health care team.
- Demonstrate safe and competent nursing care based on scientific principles to patients of any age and cultural background in a variety of work settings under the direction of the registered nurse or physician.
- Apply the Nursing Process to individualize patient care in any health care setting.
- Demonstrate professionalism in their practice of Vocational Nursing.

**Courses Required for the Certificate of Achievement in Vocational Nursing**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VO CN 41A Fundamentals of Voc Nursing</td>
<td>4</td>
</tr>
<tr>
<td>VO CN 41B Basic Medical/Surgical Nursing</td>
<td>7</td>
</tr>
<tr>
<td>VO CN 41C Basic Medical/Surgical Skills Lab</td>
<td>0.5</td>
</tr>
<tr>
<td>VO CN 41D Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>VO CN 42A Adult Medical Surgical Nursing I</td>
<td>5</td>
</tr>
<tr>
<td>VO CN 42B Adult Medical/Surgical Nursing II</td>
<td>5</td>
</tr>
<tr>
<td>VO CN 42C Adult Medical/Surgical Skills Lab</td>
<td>0.5</td>
</tr>
<tr>
<td>VO CN 42D Mental Health Nursing</td>
<td>2</td>
</tr>
<tr>
<td>VO CN 42E Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>VO CN 43A Concepts in Comm Health Nursing</td>
<td>2</td>
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<tr>
<td>VO CN 43B Maternity Nursing</td>
<td>4</td>
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<tr>
<td>VO CN 43C Pediatric Nursing</td>
<td>3</td>
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<td>VO CN 43D Adv Medical Surgical Nursing</td>
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<td>VO CN 43E Adv Medical/Surgical Skills Lab</td>
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<td>VO CN 43F Child Growth and Development</td>
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<tr>
<td>Total Units</td>
<td>44.5</td>
</tr>
</tbody>
</table>

**Announcement of Courses**

**Credit, Degree Applicable Courses:**

**VO CN 22EX. CNA-LVN Bridge (3)**

Lec-3, lab-2

Prereq.: Eligibility for Licensed Vocational Nursing Program

The course provides an introduction to information and skills helpful to the pre-nursing student. Course content includes theory and practice in learning and test taking strategies, critical thinking, medical terminology and communication. CSU

**VO CN 23. Nurse Assistant/Convalescent Care (6)**

Lec-84, Lab-126 (total hrs)

This 10 week course presents theory content with concurrent clinical practice that integrates basic nursing concepts and skills in order to provide safe and competent patient care in a long term care setting.
The core components include: 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 and basic restorative services. CSU

VOCN 24. Home Health Aide (3)
Lec-40, lab-24 (total hrs)
Prereq.: VOCN 23 or valid CNA license
A short course that provides as introduction to basic patient care in the home setting with a focus on the following core components: liability, safety, infection control, housekeeping chores, food management, laundry, and record keeping. Successful completion of this course will entitle the student to a State Certification as a Home Health Aide. CSU

VOCN 25. Nurse Assistant/Acute Care (3)
Lec-5, Lab-16 (6 wks)
Prereq.: VOCN 23 or valid CNA license
The course provides students with the knowledge and skills needed to function in the acute care setting. Emphasis is placed on understanding the needs of the acute care patient and the role of the CNA in meeting those needs. Clinical placement in an acute care setting will provide hands on experience caring for acutely ill patients with a variety of diagnoses with emphasis on teamwork, communication and the importance of accurate observation and assessment. CSU

VOCN 26. Restorative Nurse Assistant (1)
Lec-16 (total hrs) P/NP only
Prereq.: Current California CNA Certification
Coreq.: Current Satisfactory Employment as a CNA by a community-based skilled nursing facility
Advise: One year experience as a CNA in long-term care
Physical strength and flexibility sufficient to provide restorative activities for patients. Completion of ENGL 1 or ESL 140; or placement in ENGL 90 or ESL 150
A two-day Restorative Nursing Assistant certification course for Certified Nursing Assistants employed by a community-based Skilled Nursing Facility. The course provides theory and skill practice to improve the knowledge base and clinical competencies of the CNA to effectively assist residents with restorative care nursing needs. CSU

VOCN 41A. Fundamentals of Vocational Nursing (4)
Lec-4, lab-1
Prereq.: VOCN 41E
Coreq.: VOCN 41B, 41C, and 41D
Provides an introduction to basic patient care in the hospital setting with a focus on the following core components of Vocational Nursing: the nursing process, legal aspects of nursing, medical terminology, therapeutic communication, basic bedside nursing care, client teaching, infection control and basic needs assessment. CSU

VOCN 41B. Basic Medical/Surgical Nursing (7)
Lec-4, lab-18
Prereq.: VOCN 41A
Coreq.: VOCN 41C
Presents theory content with concurrent clinical practice. Systems focus includes the musculoskeletal, integumentary, and gastrointestinal systems. Nursing care of the geriatric client is emphasized to promote understanding of the core concepts of basic medical-surgical nursing: health and illness, culturally competent and age-appropriate nursing care. CSU

VOCN 41C. Basic Medical/Surgical Skills Lab (.5)
Lab-2
Introduction to basic medical-surgical assessment skills as well as the nursing skills commonly practiced for clients with integumentary, musculoskeletal and gastrointestinal disorders. CSU

VOCN 41D. Pharmacology (3)
Lec-3
Introduction to the basic concepts of pharmacology for the vocational nursing student. Basic principles of pharmacology, medication calculations, preparation, administration and storage are emphasized. CSU

VOCN 41E. Anatomy and Physiology (3)
Lec-3
Introduction to the basic concepts of anatomy and physiology for the vocational nursing student. Emphasis is placed on the organization of the body, basic structures, physiological processes, and the structure and function of the body systems. CSU

VOCN 42A. Adult Medical Surgical Nursing I (6)
Lec-44, lab-157 (total hrs)
Prereq.: VOCN 41A-41E
Presents theory content with concurrent clinical practice. System focus includes hematologic, immune cardiovascular, and respiratory systems. Core concepts include: care of the surgical patient, pain management, and fluid and electrolyte balance. CSU

VOCN 42B. Adult Medical Surgical Nursing II (6)
Lec-44, lab-157 (total hrs)
Prereq.: VOCN 41A-41E
Presents theory content with concurrent clinical practice. System focus includes neurological, endocrine, genitourinary and reproductive systems. CSU

VOCN 42C. Adult Medical/Surgical Skills Lab (.5)
Lab-2
Prereq.: VOCN 41A-41E
Presents the nursing skills commonly practiced for clients with hematologic lymphatic, cardiovascular, respiratory, neurological, endocrine, genitourinary and reproductive disorders. CSU

VOCN 42D. Mental Health Nursing (2)
Lec-2
Prereq.: VOCN 41A-41E
Introduction of the basic concepts of mental health nursing for the vocational nursing student with a focus on the current therapeutic interpersonal processes and problem solving techniques helpful in identification and treatment of the mental health disorders which may be present in acutely ill medical/surgical patients. CSU

VOCN 42E. Nutrition (3)
Lec-3
Introduction of the basic concepts of nutrition for the vocational nursing student. Provides knowledge of normal and therapeutic nutrition to serve as a basis for decision-making in providing nursing care. Nutrition is integrated into patient care with emphasis on aspects of disease prevention. CSU

VOCN 43A. Concepts in Community Health Nursing (2)
Lec-1, lab-3
Prereq.: VOCN 42A-42E
Introduction to community health nursing: home health care, long-term care, rehabilitative and hospice care, as well as disaster nursing. CSU
VOCN 43A. Maternity Nursing (4)
Lec-5, lab-5
Prereq.: VOCN 42A-42E
Presents principles and practice of obstetrical nursing, with an emphasis on the scope of practice of the Vocational Nurse. Individualized, culturally appropriate nursing care for the new mother and neonate are examined. CSU

VOCN 43B. Maternity Nursing (4)
Lec-3, lab-5
Prereq.: VOCN 42A-42E
Presents the principles and practice of obstetrical nursing, with an emphasis on the scope of practice of the Vocational Nurse. Individualized, culturally appropriate nursing care for the new mother and neonate are examined. CSU

VOCN 43C. Pediatric Nursing (3)
Lec-2, lab-5
Prereq.: VOCN 42A-42E
Presents the principles and practice of nursing care of children from birth to 18 years old. Health maintenance, disease prevention and common childhood abnormalities are emphasized. CSU

VOCN 43D. Advanced Medical Surgical Nursing (4)
Lec-40, lab-72 (total hrs)
Prereq.: VOCN 42A-42E
Presents theory content with concurrent clinical practice with a focus on current therapeutic treatment modalities and nursing management for advanced medical/surgical patients. Core concepts include: care of the oncology patient; leadership and management; and career development. CSU

VOCN 43E. Advanced Medical/Surgical Skills Lab (.5)
Lab-2
Prereq.: VOCN 42A-42E
Presents the nursing skills commonly practiced in maternity and pediatric nursing as well as the client with advanced medical-surgical disorders. CSU

VOCN 43F. Child Growth and Development (1)
Lec-14, lab-14 (total hrs)
Prereq.: VOCN 42A-42E
Presents basic concepts of normal growth and development from birth through adolescence. The growth and developmental theories proffered by Abraham Maslow, Eric Erickson, and Jean Piaget will be examined. The impact of age-appropriate nursing interventions will be discussed. CSU

Noncredit Courses:

VOCN 9194. Home Health Aide--Theory/Special (120 hrs)
Advisor: ESLN 3500
A short term course that provides the basic knowledge on Home Health Care, housekeeping, good nutrition and meal planning procedures to prepare students to provide Home Health Care for frail elderly. Successful completion of this course will entitle the student to State Certification as a Home Health Aide.

VOCN 9195. Home Health Aide--Clinical/Special (45 hrs)
Advisor: ESLN 3800
Clinical application of theory prepares the individual to render home care to the adult and geriatric client. Designed for re-entry students and those with Cantonese/Mandarin bilingual skills. Certification by the State of California upon successful completion of theory and clinical components.

VOCN 9200. Nursing Refresher (455 hrs)
Prereq.: Eligibility for ENGL 93 or 94 or ESL 160; LVN License of RN License from U.S. or abroad
A one-semester course designed for international and U.S. trained re-entry LVNs and RNs. The course provides review and refreshing of knowledge and skills needed for employment in nursing through didactic, skills lab, and clinical experience.

Oceanography
See Earth Sciences listings.

Older Adults
Office: Ocean
Phone Number: (415) 452-5839
Web Site: www.ccsf.edu/olad

General Information
The Older Adults Department offers free classes at thirty sites around San Francisco for anyone over fifty-five years of age. For further information, please call (415) 452-5839.

Learning Outcomes
Upon completion of courses in the Older Adults discipline, students will be able to:

- Exhibit improved written and/or oral expression and critical thinking skills;
- Demonstrate skills that improve mental and/or physical health to maintain or increase quality of life and to stay active;
- Demonstrate skills to become active participants in current computer technology;
- Identify aptitudes in the Arts, understand arts-related concepts, and demonstrate skills that improve technique, mental acuity, and creativity to complete projects.

Announcement of Courses

Noncredit Courses:

General Classes

OLAD 7000. Encore 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 7002. Staying Engaged for a Lifetime (18 hrs)
Through lecture, discussion and subject matter experts students learn about different aspects of social and community engagement that are key to healthy aging. The class also introduces students to the free and low-cost social, intellectual and physical activities in and around San Francisco.

OLAD 7003. Brain Fitness (12 hrs)
Discover and practice memory and mental fitness techniques, learn how memory works and what factors affect how well our brain functions. Students will devise their own strategies to maintain or improve their brain health and their ability to retain and retrieve information.

OLAD 7004. Brain Fitness (18 hrs)
Discover and practice memory and mental fitness techniques, learn how memory works and what factors affect how well our brain functions. Students will devise their own strategies to maintain or improve their brain health and their ability to retain and retrieve information.

OLAD 7005. Body Dynamics and the Aging Process I (18 hrs)
Through lecture, demonstration and practice students learn strategies for implementing a physical activity program, techniques for stress reduction, and key healthy aging concepts such as nutrition and disease.

Formerly OLAD 7205
OLAD 7007. Body Dynamics and the Aging Process II (36 hrs)
Through lecture, demonstration and practice, students learn strategies for implementing a physical activity program, techniques for stress reduction, and key healthy aging concepts such as nutrition and disease prevention to maintain and improve overall health and well being while aging.

FORMERLY OLAD 7200

Health

OLAD 7201. Body Dynamics and the Aging Process II (12 hrs)
Through instruction, demonstration and practice learn techniques that improve overall health with emphasis on strength and flexibility.

OLAD 7202. Principles of Balance (12 hrs)
The risk of injury and death due to falls increases as one ages. In this multilevel class, students will learn ways to improve balance and reduce the risk of falling through lecture, discussion, demonstration, and practice based on Tai Chi Chuan.

OLAD 7203. Principles of Balance-Beginning (18 hrs)
The risk of injury and death due to falls increases as one ages. In this beginning class, students will learn ways to improve balance and reduce the risk of falling through lecture, discussion, demonstration, and practice based on Tai Chi Chuan.

OLAD 7204. Principles of Balance-Intermediate/Advanced (18 hrs)
The risk of injury and death due to falls increases as one ages. In this intermediate/advanced class, students will continue instruction of balanced movement techniques to reduce the risk of falling through lecture, discussion, demonstration, and practice based on Tai Chi Chuan.

OLAD 7205. Tai Chi Chuan (36 hrs)
Through lecture, discussion and practice learn the basic techniques. Advanced students will complete personal or group projects.

OLAD 7206. Body Dynamics and the Aging Process I (6 hrs)
Through instruction, demonstration and practice learn techniques that improve strength and flexibility.

OLAD 7207. Brain Fitness (36 hrs)
Discover and practice memory and mental fairness techniques, learn how memory works and what factors affect how well our brain functions. Students will devise their own strategies to maintain or improve their brain health and their ability to retain and retrieve information.

OLAD 7208. Mind Body Health (12 hrs)
Through lecture, discussion and practice learn about the mind body connection using such techniques as meditation, chair yoga and T’ai chi chih.

OLAD 7209. Mind-Body Health (36 hrs)
Through lecture, discussion and practice learn about the mind body connection.

OLAD 7210. Art, Crafts, and Art History (12 hrs)
Students attend and read plays and develop critical skills in review discussions concerning the elements of dramatic literature and production techniques.

OLAD 7211. Brain Fitness (36 hrs)
Discover and practice memory and mental fairness techniques, learn how memory works and what factors affect how well our brain functions. Students will devise their own strategies to maintain or improve their brain health and their ability to retain and retrieve information.

OLAD 7212. Staying Engaged for a Lifetime (36 hrs)
Through lecture, discussion and subject matter experts students learn about different aspects of social and community engagement that are key to healthy aging. The class also introduces students to the free and low-cost social, intellectual and physical activities in and around San Francisco.

OLAD 7214. Healthier Living (15 hrs)
This course provides older adults with pertinent information, effective strategies, and skills to assist them in managing personal health conditions and to maintain an active and fulfilling life.

The Arts

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)
This course develops formal artistic skills such as color, composition, form, harmony, texture and contrast through physical and tactile skills such as painting, weaving, and sculpture. Completed projects are two or three-dimensional using a variety of materials and mediums.

OLAD 7302. Music Appreciation for Older Adults (12 hrs)
Students are introduced to many genres of Western classical music, including larger genres such as symphonies, concertos, operas, oratorios and ballets, as well as chamber music, piano music, song and choral music.

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 7304. Art-Painting and Drawing (15 hrs)
Using acrylic, oil, watercolor and graphite, beginning and advanced students will study and develop art techniques through drawing and painting exercises. Individual and group instruction includes the basic elements of composition, color values and the proper use of drawing and painting tools.

OLAD 7305. Arts and Crafts (15 hrs)
This course develops formal artistic skills such as color, composition, form, texture and contrast through tactile skills such as painting, weaving and sculpture. Completed projects are two or three-dimensional using a variety of materials and mediums.

OLAD 7306. Art for Older Adults (45 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 7307. Music Appreciation for Older Adults (36 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 7308. The Theatre-Elements and Interpretation (18 hrs)
Students attend and read plays and develop critical skills in review discussions concerning the elements of dramatic literature and production techniques.

OLAD 7309. Theater-Elements and Interpretation (54 hrs)
Students read plays, attend performances, and develop critical skills in review discussions concerning the history of theatre, elements of dramatic literature, and production techniques.

OLAD 7310. Stitchery for Older Adults (45 hrs)
In this hands on course, students will learn skills related to stitchery and textile arts including patchwork, quilting, applique, trapunto, and embroidery stitches. Beginning students will complete several small projects to learn the basic techniques. Advanced students will complete personal or group projects.
OLAD 7316. Life Sculpture--Older Adults (90 hrs)
In a supportive studio atmosphere, students will learn and gain proficiency in constructing clay sculpture working primarily from a live model.

OLAD 7317. Life Sculpture (30 hrs)
In a supportive studio atmosphere, students will learn and gain basic proficiency in constructing a clay sculpture working primarily from a live model.

Writing and Literature

OLAD 7402. English--Women's Literature (54 hrs)
Survey of works by and about women, including novels, short stories, essays, biography, and poetry. Development of reading and critical thinking skills. Each semester focuses on either American or international authors.

OLAD 7410. Telling Your Life Story (45 hrs)
This course uses non-traditional and creative approaches to life review. It gives participants the opportunity to reflect on their life, consider how past occurrences have influenced their present life and how the past and present will impact their future. (Writing skills not required.)

OLAD 7411. Creative Ways of Telling Your Life Story (18 hrs)
This course uses non-traditional and creative approaches to telling your life story. It includes the opportunity to reflect on life, consider how past occurrences have influenced present life and how the past and present will impact the future. (Writing skills not required.)

OLAD 7412. Creative Ways of Telling Your Life Story (27 hrs)
This course uses non-traditional and creative approaches to telling your life story. It includes the opportunity to reflect on life, consider how past occurrences have influenced present life and how the past and present will impact the future.

Computers

OLAD 7501. Introduction to Computers (54 hrs)
An introduction, for older adults, to the basic concepts and techniques of personal computers, presented in an unhurried, non-competitive environment with guided practice and skill building exercises. Topics include computer concepts of basic software and hardware, operating systems, word processing, email and the Internet.

OLAD 7502. Introduction to the Internet (54 hrs)
ADVISE: OLAD 7501
A survey of the concepts and techniques of the Internet, presented in an unhurried, non-competitive environment. Students learn how to: access the web; use e-mail; surf the web using browsers; participate in chat and social media; conduct research using search engines; and create a web page or blog.

OLAD 7503. Art and Photography Using Digital Media (54 hrs)
ADVISE: OLAD 7501 or DEMONSTRATION OF COMPUTER COMPETENCY
Presentations, demonstrations and hands-on projects provide an introduction to the concepts and techniques of using the computer to create digital art and photographs utilizing digital cameras, scanners, and other media. The course provides strategies for enhancing and manipulating images with photo editing programs.

OLAD 7504. Introduction to Computers II (54 hrs)
This course is a continuation of Introduction to Computers and will emphasize working with Microsoft Office programs including Word, Excel and PowerPoint.

OLAD 7505. Introduction to Computers I (18 hrs)
An introduction to the basic concepts and techniques of personal computers presented in an unhurried, non-competitive environment with guided practice and skill building exercises. Topics include the concepts of basic software and hardware, operating systems, word processing, email and the Internet.

OLAD 7506. Introduction to the Internet (18 hrs)
This course is a survey of the concepts and techniques of the Internet. Students learn how to acquire access to and safely navigate the web, use e-mail and other communication tools, manage browser software and use search engines effectively to find information and evaluate web site content.

OLAD 7507. Art and Photography Using Digital Media (18 hrs)
Presentations, demonstrations and hands-on projects provide an introduction to the concepts and techniques of using the computer to create digital art and photographs utilizing digital cameras, scanners and other media. The course provides strategies for enhancing and manipulating images with photo editing programs.

OLAD 7508. PowerPoint (18 hrs)
This course will teach students how to work, in detail, with Microsoft PowerPoint.

Paleontology

See Earth Sciences listings.

Philippine Studies

Office: Batmale 360
Phone Number: (415) 239-3740
Web Site: www.ccsf.edu/philstd

Learning Outcomes
Upon completion of courses in Philippine Studies, students will be able to:

- Identify and apply basic research methods in the study of Philippine society and culture.
- Critically analyze the various historical, social, and cultural factors that have influenced Philippine society and culture.
- Evaluate the impact of historical and contemporary social movements such as colonization and immigration on the situation and conditions of various Philippine regions and groups.
- Apply knowledge and skills towards cross-cultural competence and appreciation of one's and others' cultures.

Announcement of Courses
Credit, Degree Applicable Courses:
PHST 10. Independent Study (3)
Ind st-15 P/NP available
Independent reading and research in Philippine Studies. The student is required to submit an essay or project on a topic that the instructor has approved in advance. This project must have strong relevancy within the area of Philippine Studies and meets the student's own educational resources and needs. CSU (UC UPON REVIEW)
PHST 20. The Filipino Family (3)  
Lec-3  P/NP available  
A survey of internal and external adaptation to 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 society and culture. UC/CSU

PHST 30. Philippine Society and Culture Through Film (3)  
Lec-3  P/NP available  
An examination of Philippine films for expressions of various cultural themes and socio-political influences on the Filipino experience; includes: images of Filipinos, language, interpersonal relations, sex roles, the "Filipino Dream", immigration, and bicultural alienation. UC/CSU

ANTH 15. Philippine Culture and Society (3)  
Lec-3  P/NP available  
The course introduces students to the development of Philippine culture and the impact of Eastern and Western civilizations on the people; emphasis on the ways of life in Philippine rural and urban areas and also the cultures of the various ethnic groups. UC/CSU

ASAM 8. Filipino American Community (3)  
Lec-3  P/NP available  
Examination of the experiences, histories, and contributions of Filipina/o Americans, past and present. Includes study of U.S. history and government through the experience of immigrants from the Philippines. Topics include U.S. colonial and neocolonial history in the Philippines, immigration experiences, economic and educational opportunities, family, community, political and social history. UC/CSU

LGBT 50. Gay/Lesbian/Bisexual/Transgender Communities of Color in the U.S. (3)  
Lec-3  P/NP available  
Examination of the formation of lesbian/gay/bisexual and transgender identities and communities among people of color in the United States. Included are African Americans, Native Americans, Asian Americans, Pacific Islanders, and Chicano/Latinos. UC/CSU

HIST 36. History of Southeast Asia (3)  
Lec-3  P/NP available  
A survey of the history of Southeast Asia, with emphasis on the role of the United States in Southeast Asia. UC/CSU

HIST 37. History of the Philippines (3)  
Lec-3  P/NP available  
The historical and cultural growth of the Philippines, including the development of national culture, political and social institutions, and foreign relations. UC/CSU

HIST 39. The United States Presence in the Western Pacific Rim: An Introduction (3)  
Lec-3  P/NP available  
A survey course on the evolution of US interests, expansion and foreign policies in the Western Pacific Rim area, specifically the countries in East Asia and Southeast Asia. UC/CSU

IDST 36. Poetry for the People (3)  
Lec-3  P/NP available  
An interdisciplinary approach toward development of literacy in multiple popular traditions of poetry, including in social justice movements, by incarcerated people and through alternative media. Includes scrutiny of published poems from multiple cultural traditions, a focus on community, and the cultivation and public presentation of new poems. UC/CSU

IDST 37. Racial and Ethnic Groups in the United States - A Comparative Survey (3)  
Lec-3  P/NP available  
An interdisciplinary survey of the history, culture, concerns, and conditions of American ethnic and racial groups in the United States. Includes multicultural literacies, immigration experiences, economic opportunities, political and social histories, and social justice movements. UC/CSU

IDST 40. Contemporary Issues in the Filipino Community (3)  
Lec-3, field trips  P/NP available  
Students identify and critically analyze contemporary social, political, economic, educational, and cultural issues that are important and significantly affect the life of the Filipino American community. Issues include the following areas: defining Filipino and Filipino American identity, immigration and acculturation, socioeconomic status, employment, racial and ethnic diversity, gender, political empowerment, education, and emerging patterns of the Filipino family. UC/CSU

Pilipino Language Courses: See Pilipino in this section of the catalog.

POLS 47. Government and Politics of Southeast Asia (3)  
Lec-3  P/NP available  
A survey of political developments and changes in Southeast Asian states (the Philippines, Indonesia, Malaysia, Thailand, and Singapore) and such other states as Viet Nam, Laos, Cambodia, and Burma. Internal politics and international relations. UC/CSU

PSYC 23. Psychology of Race and Ethnic Relations (3)  
Lec-3  P/NP available  
Examination of race as a social construction, attitude formation, social psychological principles, forms of racism and discrimination, privilege and social power, psychological response to racism, and racial identity development. Psycho-historical analysis of the experiences and contributions of African Americans, Asian Americans, Latino(a) Americans, and Native Americans. Completion of a research project. UC/CSU

Philosophy
Office: Batmale 656  
Phone Number: (415) 239-3330  
Web Site: www.ccsf.edu/socialsci

Learning Outcomes
Upon completion of courses in Philosophy, students will be able to:

- Demonstrate skills of conceptual analysis and argument comprehension, construction, and evaluation.
- Apply conceptual analysis skills to the fundamental problems involved in building reliable theoretical knowledge or formulating sound ethical judgments.
- Analyze and demonstrate an understanding of the science of logic, with emphasis on the concept of proof and symbolic systems for calculating truth-value relationships.
- Actively examine theories of the philosophical-scientific tradition from its ancient beginnings to its contemporary developments.
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: Morality and Politics (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? UC/CSU

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. C-ID PHIL 100; UC/CSU

PHIL 12A. Symbolic Logic (4)
Lec-5
Prereq.: MATH 60 or placement in MATH 90 or 2 yrs. high school algebra
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. UC/CSU

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. UC/CSU

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. C-ID PHIL 130; UC/CSU

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?" C-ID PHIL 140; UC/CSU

PHIL 40. Logic: An Introduction to Critical Thinking (3)
Lec-3
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. UC/CSU

PHIL 51. Selected Topics in Philosophy (1)
Lec-1
Investigation of a broad range of ideas, issues, figures, and movements. CSU

PHIL 52. Selected Topics in Philosophy (2)
Lec-2
Investigation of a broad range of ideas, issues, figures, and movements. CSU

PHIL 53. Selected Topics in Philosophy (3)
Lec-3
Investigation of a broad range of ideas, issues, figures, and movements. CSU

PHIL 53A. Wilderness, Society and Self (3)
Lec-3
An investigation of the wilderness experience: the concept of wilderness; historical attitudes toward the wilderness; contemporary social wilderness issues. Major American wilderness figures: their lives, thought and impact. The variety of wilderness values, and the role of wilderness in social and personal development. The formation of a wilderness ethic, and a philosophy of wilderness. Planning and preparing for a wilderness trip. CSU

Photography
Office: Visual Arts 160
Phone Number: (415) 239-3422
Web Site: www.ccsf.edu/photo

Announcement of Curricula
General Information
The City College of San Francisco’s Photography Department is one of the oldest and largest programs in the country, with over two dozen courses and thirty-plus instructors. We offer a broad choice of classes from History and Aesthetics of Photography, Advanced B&W Darkroom Techniques, and Advanced Studio Lighting to Photoshop, Mixed Media and Business Practices of Photography.

Our faculty and staff consist of experienced professionals who create an environment that encourages creativity, technical aptitude, and critical thinking. Whether your interest is as a fine artist, commercial photographer, or enthusiast, we will provide the means and guidance that will help you achieve your goals.

Students who plan to continue as photography majors at the university are advised to review major requirements specific to their transfer university on www.assist.org.

Learning Outcomes
Students will be able to:
- Use the traditional tools and techniques of photography
- Develop skills in evolving digital technologies
Courses Required for the Major in Photography

Upon completion of this degree, students will be able to:

- Apply concepts and aesthetics to create and evaluate photographic images.
- Satisfy academic transfer requirements to institutions of higher learning.

Career Opportunities

- Commercial Photography
- Portrait Photography
- Fine Art Photography
- Editorial Photography
- Documentary Photography
- Photographic Retouching
- Photo Assisting
- Digital Imaging

Photography Major (AS)

Associate in Science Degree with Major in Photography. The program is designed so that students may satisfy the requirements for graduation from the College. The program adviser of the Photography Department will help students who desire to plan special programs of study.

Learning Outcomes

Upon completion of this degree, students will be able to:

- Use the traditional tools and techniques of photography, such as but not limited to: measure light, estimate depth of field and motion.
- Demonstrate the use of digital hardware and software technologies, such as but not limited to: scanners, printers, image compression and transfer, Photoshop and Lightroom.
- Apply design concepts, such as but not limited to: aesthetic elements and principles, create and evaluate photographic images, use iterative processes.
- Apply specific photographic business practices, such as but not limited to: compare equipment needs, produce a portfolio, develop client relationships, and determine fees and licensing.
- Satisfy academic transfer requirements to four-year institutions of higher learning.

Courses Required for the Major in Photography

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<td>PHOT 51 Beginning Photography</td>
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<td>PHOT 100 Design Fundamentals</td>
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<td>PHOT 50 A or 50B History and Aesthetics of Photography</td>
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<td>PHOT 81A Intermediate Photo: B&amp;W Film/Darkroom</td>
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<td>or PHOT 81D Intermediate Photo: Digital</td>
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<td>PHOT 83 View Camera Techniques</td>
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<td>PHOT 85A Beginning Lighting Techniques</td>
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<td>PHOT 80 Outdoor &amp; Ambient Light Photography</td>
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<td>PHOT 85B Advanced Studio Lighting Technique</td>
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<td>PHOT 93 Editorial Photography</td>
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<td>or PHOT 102B Documentary/News Photography</td>
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<td>PHOT 81B Advanced B&amp;W Darkroom Techniques</td>
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<td>or PHOT 60B Intermediate Photoshop</td>
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<td>PHOT 90 Portraiture</td>
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<td>PHOT 99 Business Practices of Photography</td>
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<td>PHOT 130 Portfolio Production</td>
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<td>Elective Course: Choose 2 units from the following:</td>
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<td>PHOT 52 Photographers and Their Images</td>
<td>1</td>
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<tr>
<td>PHOT 57 Photography for the Web</td>
<td>3</td>
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<tr>
<td>PHOT 67 Digital Negatives for Darkroom Printing</td>
<td>3</td>
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<td>PHOT 86 Mixed Media and the Photographic Image</td>
<td>3</td>
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<tr>
<td>PHOT 101B Hand Tinting Photographs</td>
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<td>PHOT 101C Self Portraiture</td>
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<td>PHOT 101D Landscape Photography</td>
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<td>PHOT 101E Informal Portraiture</td>
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<td>PHOT 101F Polaroid and Emulsion Transfer</td>
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<td>PHOT 101G Pinhole Photography</td>
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<tr>
<td>PHOT 101H Digital Negatives for Black and White Contact Printing</td>
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<tr>
<td>PHOT 102A Architectural Photography</td>
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<tr>
<td>DSGN 105 Survey of Collaborative Design</td>
<td>3</td>
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<tr>
<td>DSGN 110 Rapid Visualization</td>
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<tr>
<td>DSGN 150 Color in Design</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>43-44</td>
</tr>
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</table>

Alternative Photography Processes Certificate

This certificate program combines traditional, alternative and experimental photographic techniques with emerging digital technologies. Built on the basics of photography and design, it includes hands-on instruction in the black and white darkroom for processing negatives and prints, as well as hands-on instruction for producing and printing negatives with computers. Students are able to take their work back and forth between the two arenas utilizing the unique advantages that each has to offer. Students completing this certificate program will be qualified to work in custom photography labs and for professional fine-artists, in entry-level positions in museums, and the growing industry of image conservation and restoration. Additionally, this certificate prepares students for transfer to 4-year programs of study.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Use the traditional tools and techniques of photography, such as but not limited to: measure light, estimate depth of field and motion.
- Apply design concepts, such as but not limited to: aesthetic elements and principles, create and evaluate photographic images, use iterative processes.
- Create digital negatives, for use with traditional darkroom printing techniques, through various means such as but not limited to: film recorders, image-setters, and inkjet printers.
- Examine the characteristics of various films, papers and chemicals and how they may react to different light and development techniques.
- Apply the ideas and practical uses of mixed media, alternative, experimental, and computer-assisted processes as they apply in contemporary photography.

Students must complete each course with a grade of “C” or higher. Where applicable, grades of Pass may be used. Students must complete 3 of 5 courses at City College of San Francisco. All courses must be taken within a 4-year period.

Courses Required for the Certificate of Accomplishment in Alternative Photography Processes

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>PHOT 51 Beginning Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 100 Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 67 Digital Negatives for Darkroom Printing</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 81A Intermediate Photo: B &amp; W Film/Darkroom</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 86 Mixed Media and Photographic Image</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>15</td>
</tr>
</tbody>
</table>

Recommended Additional Coursework: PHOT 52, 99, 130.
Architectural Photography Certificate

This certificate provides instruction in architectural photography and the use of large format cameras. Additionally, hands-on experience is gained in the manipulation of ambient and artificial light sources and the application of professional lighting techniques. Students completing this certificate program will be qualified for employment in the fields of architectural photography, real estate photography, commercial photography, editorial photography, and to work as a photographer’s assistant.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Use the traditional tools and techniques of photography, such as but not limited to: measure light, estimate depth of field and motion.
- Apply design concepts, such as but not limited to: aesthetic elements and principles, create and evaluate photographic images, use iterative processes.
- Apply the proper use of the techniques and aesthetics of light to the requirements of photography, such as but not limited to: studio equipment and accessories, natural and auxiliary light sources, exposure value and contrast control.
- Apply corrective camera movements to achieve control over perspective, plane of sharpness, point of view and framing.
- Demonstrate the techniques and concepts of architectural photography, such as but not limited to: photographing interior and exterior architectural environments, and explain elementary visual history and aesthetics of architecture.

Students must complete each course with a grade of “C” or higher.

Recommended Additional Coursework: PHOT 67, 82, 86.

B&W Photography: The Print Certificate

This certificate program, built on the basics of photography and design, includes in-depth and hands-on instruction in traditional black and white darkroom techniques with an emphasis on the proper exposure and development of negative films. Specifically, the “Zone System,” created by Ansel Adams, is explored. Students completing this certificate program will be qualified to work in custom photography labs, to operate a darkroom facility, and to work for professional fine-artists. Additionally, this certificate prepares students for transfer to 4-year programs of study.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Use the traditional tools and techniques of photography, such as but not limited to: measure light, estimate depth of field and motion.
- Apply design concepts, such as but not limited to: aesthetic elements and principles, create and evaluate photographic images, use iterative processes.
- Analyze the characteristics of various films, papers and chemicals and how they may react to different light and development techniques.
- Process prints and negatives according to existing archival standards, such as but not limited to: exposure and contrast control, specific film and paper developer selection, standardized chemical testing.
- Produce a portfolio of high quality Black and White prints.

Students must complete each course with a grade of “C” or higher.

Recommended Additional Coursework: PHOT 52, 99, 130.
Students must complete 3 of 5 courses at City College of San Francisco. All courses must be taken within a 4-year period.

Courses Required for the Certificate of Accomplishment in B&W Photography: The Zone System

Course | Units
--- | ---
PHOT 51 Beginning Photography | 3
PHOT 100 Design Fundamentals | 3
PHOT 81A Intermediate Photo; B & W Film/Darkroom | 3
PHOT 99 Business Practices of Photography | 3
Total Units | 12

Recommended Additional Coursework: PHOT 67, PHOT 81B, PHOT 86.

Digital Photography Certificate

This certificate provides a foundation in photography and design, and includes in-depth instruction in image manipulation technologies (i.e. Adobe Lightroom and Photoshop). Students completing this certificate program will be qualified for employment in fields that heavily rely on post-production and retouching such as wedding photography, product photography, fashion photography, graduation photography, and portrait photography. Additionally, students will be prepared for entry-level positions in image conservation and restoration, digiscoping, emerging media and start-up companies. This certificate is also recommended for students seeking to upgrade skills for career advancement or transition.

Learning Outcomes

Upon completion of this certificate, students will be able to:
- Use the traditional tools and techniques of photography, such as but not limited to: measure light, estimate depth of field and motion.
- Apply design concepts, such as but not limited to: aesthetic elements and principles, create and evaluate photographic images, use iterative processes.
- Demonstrate the use of digital hardware and software technologies, such as but not limited to: scanners, printers, image compression and transfer, Photoshop and Lightroom.
- Apply specific photographic business practices, such as but not limited to: compare equipment needs, produce a portfolio, develop client relationships, and determine fees and licensing.

All courses must be taken within a 4-year period.

Courses Required for the Certificate of Accomplishment in Digital Photography

Course | Units
--- | ---
PHOT 51 Beginning Photography | 3
PHOT 100 Design Fundamentals | 3
PHOT 57 Photography for the Web | 3
PHOT 60A Beginning Photoshop | 2
PHOT 60B Intermediate | 3
PHOT 99 Business Practices of Photography | 3
Total Units | 17

Recommended Additional Coursework: PHOT 52, 67, 80, 85A, 130.

Photography Studio Practice Certificate

This certificate provides hands-on instruction in large format cameras, electronic strobe equipment and lighting techniques as applied to professional studio and/or portrait photography. Includes a foundation in design. Students completing this certificate program are prepared for an entry-level position as a photographer's assistant in the fields of commercial photography, product photography, portrait photography, fashion photography, food photography, graduation photography and public relations.

Learning Outcomes

Upon completion of this certificate, students will be able to:
- Use the traditional tools and techniques of photography.
- Apply design concepts to the requirements of photography.
- Apply the proper use of the techniques and aesthetics of light to the requirements of photography.
- Apply the techniques of portraiture photography.
- Apply corrective camera movements to achieve control over the photographic process.

All courses must be taken within a 4-year period.

Courses Required for the Certificate of Accomplishment in Photography Studio Practice

Course | Units
--- | ---
PHOT 51 Beginning Photography | 3
PHOT 100 Design Fundamentals | 3
PHOT 83 View Camera Techniques | 2
PHOT 85A Beginning Lighting Techniques | 4
PHOT 85B Advanced Studio Lighting Techniques | 4
PHOT 90 Portraiture | 4
Total Units | 16

Recommended Additional Coursework: PHOT 52, 99, 130.

Portrait Lighting Certificate

This certificate provides hands-on instruction in both ambient and electronic strobe equipment and lighting techniques as applied to professional portrait photography. Includes a foundation in design. Students completing this certificate program will be qualified for employment in the fields of portrait photography, wedding photography, public relations, event and fashion photography, documentary photography, photojournalism, sports photography, travel photography, and to work as a photographer's assistant.

Learning Outcomes

Upon completion of this certificate, students will be able to:
- Use the traditional tools and techniques of photography, such as but not limited to: measure light, estimate depth of field and motion.
- Apply design concepts, such as but not limited to: aesthetic elements and principles, create and evaluate photographic images, use iterative processes.
- Apply the proper use of the techniques and aesthetics of light to the requirements of photography, such as but not limited to: studio equipment and accessories, natural and auxiliary light sources, exposure value and contrast control.
- Apply techniques for portraiture, such as but not limited to: posing and subject control, 3-light settings, and intensity balance.

Students must complete each course with a grade of "C" or higher. Where applicable, grades of Pass may be used.

Students must complete 3 of 5 courses at City College of San Francisco. All courses must be taken within a 4-year period.

Courses Required for the Certificate of Accomplishment in Portrait Lighting

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>PHOT 51 Beginning Photography</td>
<td>3</td>
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<tr>
<td>PHOT 100 Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 80 Outdoor and Ambient Light Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 85A Beginning Lighting Techniques</td>
<td>4</td>
</tr>
<tr>
<td>PHOT 90 Portraiture</td>
<td>4</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
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</tbody>
</table>


Reportage Photography Certificate

This certificate provides a foundation in reportage photography and includes instruction in ambient and electronic strobe equipment, and lighting techniques. Students completing this certificate program will be qualified for employment in the fields of editorial photography, photojournalism, documentary and social documentary photography, combat photography, public relations, and travel photography.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Use the traditional tools and techniques of photography, such as but not limited to: measure light, estimate depth of field and motion.
- Apply design concepts, such as but not limited to: aesthetic elements and principles, create and evaluate photographic images, use iterative processes.
- Apply the proper use of the techniques and aesthetics of light to the requirements of photography, such as but not limited to: studio equipment and accessories, natural and auxiliary light sources, exposure value and contrast control.
- Demonstrate the ability to create successful illustrative images and solve problems in visual story telling, from research and directing subjects to presentation, sequencing and captioning.
- Apply specific photographic business practices, such as but not limited to: compare equipment needs, produce a portfolio, develop client relationships, and determine fees and licensing.

Students must complete each course with a grade of "C" or higher. Where applicable, grades of Pass may be used.

Students must complete 3 of 5 courses at City College of San Francisco. All courses must be taken within a 4-year period.

Courses Required for the Certificate of Accomplishment in Reportage Photography

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PHOT 51 Beginning Photography</td>
<td>3</td>
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<tr>
<td>PHOT 100 Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 80 Outdoor and Ambient Light Photography</td>
<td>3</td>
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<tr>
<td>PHOT 85A Beginning Lighting Techniques</td>
<td>4</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
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</table>


Studio Lighting Certificate

This certificate provides hands-on instruction in electronic strobe equipment and lighting techniques as applied to professional studio photography. Includes a foundation in design. Students completing this certificate program will be qualified for employment in the fields of commercial photography, product photography, portrait photography, event and fashion photography, food photography, and entry-level positions in medical and forensic photography.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Use the traditional tools and techniques of photography, such as but not limited to: measure light, estimate depth of field and motion.
- Apply design concepts, such as but not limited to: aesthetic elements and principles, create and evaluate photographic images, use iterative processes.
- Apply the proper use of the techniques and aesthetics of light to the requirements of photography, such as but not limited to: studio equipment and accessories, natural and auxiliary light sources, exposure value and contrast control.
- Apply specific photographic business practices, such as but not limited to: compare equipment needs, produce a portfolio, develop client relationships, and determine fees and licensing.

Students must complete each course with a grade of "C" or higher. Where applicable, grades of Pass may be used.

Students must complete 3 of 5 courses at City College of San Francisco. All courses must be taken within a 4-year period.

Courses Required for the Certificate of Accomplishment in Studio Lighting

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PHOT 51 Beginning Photography</td>
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<tr>
<td>PHOT 100 Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 85A Beginning Lighting Techniques</td>
<td>4</td>
</tr>
<tr>
<td>PHOT 85B Adv. Studio Lighting Techniques</td>
<td>4</td>
</tr>
<tr>
<td>PHOT 99 Business Practices of Photography</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

Recommended Additional Coursework: PHOT 52, 80, 90.

Collaborative Design Certificate*

The 17-unit certificate program in Collaborative Design provides students with a strong foundation in multidisciplinary approaches to design and collaboration.

* See Interdisciplinary Studies section of the Catalog.

Announcement of Courses

Photography

Credit, Degree Applicable Courses:

PHOT 50A. History and Aesthetics of Photography (4)
Lec-4, field trips  P/NP available
ADVISE ESL 160 or ENGL 92 or PLACEMENT in ENGL 93

This course will address the history of photography from its invention.
until 1945. Included are discussions and illustrated lectures of the lives and achievements of important photographers and processes of that time. Students visit museums to view photographs and participate in class discussions. UC/CSU

PHOT 50B. History and Aesthetics of Photography Since 1945 (4)
Lec-4, lab-3, field trips  P/NP available
Advis: ESL 160 or ENGL 92 or Placement in ENGL 93
This course examines various aspects of photography, including photographers, photographs and technical innovations, within their historical, social and cultural contexts. Although students will study photography as it has been applied to journalism, science, fashion, advertising, etc., emphasis will be on photography as art. UC/CSU

PHOT 51. Beginning Photography (3)
Lec-3, lab-3, field trips  P/NP available
Advis: ESL 160 or ENGL 92 or Placement in ENGL 93
A basic course introducing photographic capture, processing and output practices. Introduction to small format cameras and use; exposure calculations, film and digital capture, scanning, digital printing, and presentation techniques. This course explores both the technical and aesthetic aspects of photography. UC/CSU

PHOT 52. Photographers and Their Images (1)
Lec-1, field trips  P/NP available
Professional photographers present and discuss their work in technical and aesthetic terms, a unique opportunity for photography students to meet renowned photographers and discuss topics in question and answer format. CSU

PHOT 55. Color Theory of Photography (3)
Lec-3  P/NP available
Prereq.: PHOT 51 or demonstration of exit skills.
Advis: Completion/concurrent enrollment in PHOT 53
Basic principles of photographing with slide film; special demands of color technique; color relationships; light qualities; kinds of films; class demonstrations; critiques of color transparencies. CSU

PHOT 57. Photography for the Web (3)
Lec-3, lab-1  P/NP available
Prereq.: PHOT 51 or demo of exit skills.
Advis.: VMD 105 and 140, and PHOT 100/VMD 101/DSGN 101
An exploration of techniques used to acquire, prepare, and process photographs for online use. Emphasis on image sizing, optimization and compression, and basic webpage construction leading to the production of an online portfolio from a simple gallery to a customized website. CSU

PHOT 60A. Beginning Photoshop (2)
Lec-2, lab-1, field trips  P/NP available
Prereq.: VMD 105 or CS 100M or demonstration of exit skills.
Advis: PHOT 51
An introductory Photoshop course that emphasizes the technical aspects of post-production workflow in digital photography. The course includes hands-on experience with software and hardware that is necessary to succeed in the contemporary photographic marketplace. UC/CSU

PHOT 60B. Intermediate Photoshop (3)
Lec-2, lab-3, field trips  P/NP available
Prereq.: PHOT 60A or PHOT 81D or VMD 154
Advis: PHOT 51 and PHOT 100/VMD 101/DSGN 101
An in-depth exploration of digital tools that will provide students skills to create expressive images and explore various electronic methods of output. Students will integrate available technical resources in preparation for a rapidly changing field. The course includes lectures, demonstrations, creative assignments, lab exercises and class critiques. UC/CSU

PHOT 67. Digital Negatives for Darkroom Printing (3)
Lec.-3, lab-1  P/NP available
Prereq.: PHOT 51; and PHOT 60A or PHOT 81D or demo of exit skills.
Advis: PHOT 81A and PHOT 60B
Creation of film negatives from digital files for use in a traditional darkroom. Students will perfect their negatives in the digital realm, output them using digital techniques and then print them using traditional, historical and alternative printing methods in the darkroom. CSU

PHOT 80. Outdoor & Ambient Lighting (3)
Lec-3, lab-1, field trips  P/NP available
Prereq.: PHOT 51
Advis: PHOT 100/VMD 101/DSGN 101
A hands-on, how-to course in managing natural light. Emphasis is on outdoor and ambient light; designed to relate lighting to photography, aesthetics and visual communication. CSU

PHOT 81A. Intermediate Photo: B & W Film/Darkroom (3)
Lec-3, lab-3  P/NP available
Prereq.: PHOT 51 and PHOT 100/VMD 101/DSGN 101 or demonstration of exit skills.
An intermediate black & white film photography course with emphasis on film processing and darkroom printing. Topics include camera exposure, black & white films and enlarging papers, contrast control, camera filters, elementary lighting, electronic flash, medium format cameras, finishing techniques and aesthetics of photography. UC/CSU

PHOT 81B. Advanced Black and White Darkroom Techniques (4)
Lec-3, lab-3  P/NP available
Prereq.: PHOT 51 and PHOT 100/VMD 101/DSGN 101 or demonstration of exit skills.
An intensive exploration of the controls and materials of the black and white photographic process. The course emphasizes fine printing, optimization of the negative, archival processing procedures and an exploration into various films, papers and developing chemistry. CSU

PHOT 81D. Intermediate Photo: Digital (3)
Lec-3, lab-3, field trips  P/NP available
Prereq.: PHOT 51
Advis: PHOT 100/VMD 101/DSGN 101; and ENGL 93 or ESL 160
A digital photography course advancing the technical and creative concepts introduced in Beginning Photography. Topics include: Digital camera configurations, exposure control, workflow management, non-destructive editing, image manipulation and enhancement, archiving, printing options, and presentation. Discussions on visual literacy and contemporary photography as well as review of student work are integral. CSU

PHOT 83. View Camera Techniques (2)
Lec-2, lab-1, field trips  P/NP available
Prereq.: PHOT 51 or demonstration of exit skills.
Advis: PHOT 53, 55, and 85A (concur.)
An exploration of the 4 x 5 view camera through hands-on experience. Investigation of exposure, perspective control, and camera movements, as applied to studio, architectural and fine art photography. Cameras and accessories are available to students. CSU
PHOT 85A. Beginning Lighting Techniques (4)
Lec-3, lab-3, field trips P/NP available
Prereq.: PHOT 51 or demonstration of exit skills.
Advise: PHOT 53, 55, 83, and PHOT 100/VMD 101/DSGN 101 (Concur.)
Through demonstration and hands-on experience students explore the basic and technical use of ambient, tungsten and electronic flash illumination as it is used in photography. Students will work with a variety of lighting equipment and accessories. CSU

PHOT 85B. Advanced Studio Lighting Techniques (4)
Lec-3, lab-3
Prereq.: PHOT 55; 85A and PHOT 100/VMD 101/DSGN 101 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 P/NP available
Prereq.: PHOT 81A and PHOT 100/VMD 101/DSGN 101
Advise: PHOT 67.
This is a beginning, intermediate, and advanced exploration of the photographic image through various alternative and non-silver processes. Students will learn a variety of traditional non-silver printing methods which can also be combined with more contemporary mediums. CSU

PHOT 90. Portraiture (4)
Lec-3, lab-3
Prereq.: PHOT 85A and PHOT 100/VMD 101/DSGN 101 or demonstration of exit skills
Advise: PHOT 83.
This advanced studio lighting course introduces students to the technical, aesthetic and historical aspects of photographic portraiture. Students have hands on experience with classic and contemporary lighting techniques using tungsten lights and studio strobes. Students work individually and in teams. CSU

PHOT 93. Editorial Photography (2)
Lec-2, lab-1, field trips P/NP available
Prereq.: PHOT 81A and PHOT 100/VMD 101/DSGN 101 or demonstration of exit skills
This course includes indoor and outdoor lighting, flash, small and medium format cameras, and lenses. Editorial photography covers a variety of subjects including nature, people, architecture, fashion, food, etc. Students will produce photographs in series and/or single images with the goal of creating narratives that have a point of view. CSU

PHOT 99. Business Practices of Photography (3)
Lec-3 P/NP available
A business course for photographers. Students will learn practical and essential business skills such as marketing, self-promotion strategies, networking, pricing, and estimating taxes. CSU

PHOT 100. Design Fundamentals (3)
Lec-2, lab-4, field trips P/NP available
Advise: ESL 150 or ENGL 92
Fundamental design course, covering the theories, processes, vocabulary, and techniques common to visual design disciplines. Students will develop and apply their knowledge through analysis, critique and individual and collaborative exercises and projects. UC/CSU

PHOT 101B. Hand Tinting Photographs (1)
Lec-1, field trips P/NP available
An exploration of the art and technique of the hand tinted black and white print. A history of the process from the early years of creating a look of realism to the creative use of the medium today as tool to create an alternate reality. Hands-on instruction in Coloring methods such as chemical toning and masking, translucoelent paints, water-based dyes, oil pastels, opaque or textured materials. A study of the use of hand colored images in a variety of styles and applications including exhibition prints, picture postcards, studio portraits, advertising and editorial work. CSU

PHOT 101C. Self Portraiture (1)
Lec-1, field trips P/NP available
This course explores the challenges and benefits associated with photographing oneself. Public versus private portraiture is thoroughly examined. Emphasis is placed on the study and application of North Light specifically as it applies to dimensional devices. CSU

PHOT 101D. Landscape Photography (1)
Lec-1, field trips P/NP available
Techniques leading to a creative treatment of landscape photography using B&W negative and color slide films. Illustrated lectures of important historical and contemporary image-makers. Emphasis on photographic fieldwork, interpretive lighting, design, camera technique and filtration to support personal vision and conceptual ideas. CSU

PHOT 101E. Informal Portraiture (1)
Lec-1, field trips P/NP available
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 101F. Polaroid and Emulsion Transfer (1)
Lec-1, field trips P/NP available
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 101G. Pinhole Photography (1)
Lec-1, field trips P/NP available
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 101H. Digital Negatives for Black and White Contact Printing (1)
Lec-1, field trips P/NP available
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 102A. Architectural Photography (2)
Lec-2, lab-1  P/NP available
Prereq.: PHOT 85A or Demonstration of Exit Skills.
Advise: PHOT 55, 83.
Commercial and fine art applications specifically related to issues of architectural perspective control, lighting, various camera formats, and camera accessories. CSU

PHOT 102B. Documentary/News Photography (2)
Lec-2, lab-1  P/NP available
Prereq.: PHOT 80 or PHOT 85A
Advise: PHOT 100/VMD 101/DSGN 101
This course explores photojournalism and documentary photography while addressing business and legal issues. Students will be introduced to a variety of camera and lighting equipment. CSU

PHOT 130. Portfolio Production (3)
Lec-3, lab-3, field trips  P/NP available
Prereq.: PHOT 100/VMD 101/DSGN 101 and PHOT 81B or 85B or 90 or 93 or 95A
Students will produce a portfolio that prepares them for a career in commercial photography, fine arts or transfer to a four-year institution. The course addresses technical and aesthetic issues as well as portfolio presentation and marketing strategies. CSU

PHOT 501A. Photography for the Enthusiast (2)
Lec-2  P/NP available
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

Physical Education and Dance
Office: Wellness113
Phone Number: (415) 239-3411
Web Site: www.ccsf.edu/pe

Learning Outcomes

Overall

Students participating in Dance, Activity, Kinesiology/theory and/or Intercolllegiate Courses will be able to:

- Apply knowledge from a Physical Education/Dance class towards achieving academic endeavors such as an Associate's Degree or transfer to baccalaureate institution, enhance career opportunities, and become further engaged in the college and community's social fabric through lifelong learning and cultural enrichment.

Intercolllegiate Athletics

- Identify and demonstrate good sportsmanship, communicative and social interaction skills including the understanding of leadership and contributing roles while participating and/or competing on an intercollegiate team.

Activity

- Identify and analyze the importance of health concerns, safety and proper use of equipment while performing activity based movements.
- Identify and demonstrate the appropriate sequence of physical movements to successfully perform an activity/sport.

Theory/Kinesiology

- Integrate the knowledge/content in consideration of an Associate's Degree in Kinesiology. Certificates in Physical Education, Coaching, Yoga or Strength and Conditioning, strengthen career opportunities in the health, fitness, and wellness fields, and synthesize community and global awareness through life long learning.

Announcement of Curricula

Degree Curricula

Dance-Performance Art Major (AA)

The Dance Program has been an integral part of City College of San Francisco’s Physical Education Department since its inception, over 70 years ago. Due to the integrity, diversity and excellence in teaching this program has steadily grown, evidenced by student enrollment in dance that exceeds 3,000 per semester. Owing to the longevity of high standards and quality of instruction the prestigious Izzy Award for Sustained Achievement was awarded to the CCSF Dance Department in 2007.

The curriculum for the Associate Degree in Dance allows students to develop skills to pursue careers in choreography, dance performance, dance anthropology, dance education, and performance studies as well as fulfills most of the lower division requirements for many four-year institutions. We are dedicated to creating the “whole” dancer: nurturing mind, body, and spirit. The Dance Program provides comprehensive studies including history, theory, choreography, technique, and performance. Additional classes such as: Anatomy, Nutrition, Music, and Theater Arts are included to support the student's development.

The program highlights dance technique (ballet, modern, and African Haitian) and performance, while providing the student with all of the tools necessary to become a healthy and well-rounded dancer. The student will also have the opportunity to explore the sciences, history, and the Theater Arts as part of our diverse program. Good nutrition and proper alignment are emphasized and ample performance, choreography, and production opportunities are available. Special focus is given to prepare the dancer for transfer to upper division courses at a four year college or university.

Learning Outcomes

Upon completion of the Associate of Art Degree in Dance, the student will be able to:

- Demonstrate skills in critical thinking, creative and innovative thinking, adaptive competence, problem solving, observation, evaluation, and be able to apply these skills to other aspects of life.
- Synthesize the knowledge taught in the major in order to meet academic and industry standards in the following areas: dance areas: dance technique, aesthetic sensibility, performance technique, and dance composition.
- Synthesize theoretical and aesthetic components of the dance degree program and integrate them to meet both practical and philosophical applications to dance as a performing art: dance history, the cultural context of dance, anatomy and physiology, nutrition, and the role of dance as a community asset.
- Demonstrate a professional attitude and ethics and may elect to use units earned in this course of study to meet requirements for transfer to a 4-year educational institution.
Prerequisites: DANC 119A, 124A
A placement audition will be required prior to enrollment in the major program. Students not placed into Intermediate or Advanced level Ballet or Modern classes will be required to take beginning level classes as prerequisites.

Courses Required for the Major in Dance - Performance Art

Courses Units

First Semester
DANC 100A Dance Composition .......................... 3
DANC 124C Intermediate Modern Dance
or DANC 124D Advanced Modern Dance 1-2
DANC 134A Beginning Tap Dance ......................... 1
DANC 132A Beginning African-Haitian Dance ...........
DANC 34A Dance Conditioning ............................ 1

Second Semester
DANC 30 Dance History – Dance in Cultural Context . . . 3
NUTR 12 Introduction to Nutrition
or NUTR 52 Elementary Nutrition ...................... 3
DANC 120B Intermediate Ballet
or DANC 120C Advanced Ballet ............................ 1-2
DANC 135B Intermediate Tap Dance .......................
DANC 132B Intermediate African-Haitian Dance ........

Third Semester
DANC 32 Black Traditions in American Dance .......... 3
DANC 126B Intensive Modern Dance .................... 2
DANC 130A Beginning Jazz Dance
or DANC 130B Intermediate Jazz Dance ................
DANC 138A Beginning Hip-Hop Dance
or DANC 138C Intermediate Hip-Hop Dance ...........
DANC 140A Beginning European Folk Dance
or DANC 145A Beginning Ballroom Dance
or DANC 150A Beginning Swing Dance
or DANC 160A Beginning Argentine Tango ............

Fourth Semester
ANAT 14 Intro to Human Anatomy & Physiology .......... 4
DANC 130B Intermediate Jazz Dance
or DANC 130C Advanced Jazz Dance ....................
DANC 121B Intensive Ballet ............................... 1
DANC 101B Dance Performance Production
or DANC 102B Repertory Dance Company ............... 2

Total Units .................................................. 33-35

Certificate Curricula

Dance

The curriculum for the Certificate of Accomplishment in Dance will allow students to develop the skills required to pursue careers in dance performance and dance education. The Dance Program provides comprehensive studies including history and theory, choreography, and technique and performance. To meet diverse students' needs various options are available. All students need to meet with a faculty member or file a dance program application and select a program of course totaling 17 units. Each course needs to be completed with a C or higher grade. At least 12 units need to be completed at CCSF. Students wishing to use equivalent courses from other colleges are responsible for providing supporting documentation in a timely manner. For further information call 452-5697, or visit the website at www.ccsf.edu (Search: Dance Certificates)

Learning Outcomes

Upon completion of the Classical Dance Performance Certificate, students will be able to:

• Demonstrate a foundation in technical dance and movement skills.
• Develop skills in critical and creative thinking, problem solving, focus, observation, and evaluation through a course of study including dance technique, choreography, performance technique, body alignment, dance history, and nutrition.
• Demonstrate knowledge of correct body mechanics.
• Compose short dance studies.
• Apply knowledge of cultural backgrounds and their influence on different style of dance.

Courses Required for the Certificate of Accomplishment in Classical Dance Performance

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses in Workshop and Theory (8 units required)</td>
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</tr>
<tr>
<td>DANC 100A Dance Composition</td>
<td>3</td>
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<tr>
<td>DANC 30 Dance History – Dance in Cultural Context</td>
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<tr>
<td>Required 2 units selected from:</td>
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</tr>
<tr>
<td>DANC 34A Dance Conditioning</td>
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</tr>
<tr>
<td>DANC 101A Dance Performance Production</td>
<td>1</td>
</tr>
<tr>
<td>DANC 101B Dance Performance Production</td>
<td>2</td>
</tr>
<tr>
<td>DANC 102A Dance Repertory</td>
<td>1</td>
</tr>
<tr>
<td>DANC 102B Dance Repertory</td>
<td>2</td>
</tr>
<tr>
<td>Courses in Technique Electives (6 units–4 at Intermediate/Advanced level)</td>
<td></td>
</tr>
<tr>
<td>DANC 119A Ballet</td>
<td>1</td>
</tr>
<tr>
<td>DANC 120B Intermediate Ballet</td>
<td>1</td>
</tr>
<tr>
<td>DANC 120C Advanced Ballet</td>
<td>2</td>
</tr>
<tr>
<td>DANC 121B Intensive Ballet</td>
<td>2</td>
</tr>
<tr>
<td>DANC 124A Beginning Modern Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 124C Intermediate Modern Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 124D Advanced Modern Dance</td>
<td>2</td>
</tr>
<tr>
<td>DANC 126B Intensive Modern Dance</td>
<td>2</td>
</tr>
<tr>
<td>Electives (3 units)</td>
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<tr>
<td>DANC 37 Feldenkrais for Dance</td>
<td>1</td>
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<tr>
<td>DANC 122 Beginning Pointe Technique</td>
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<td>DANC 127A Dance Improvisation</td>
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<tr>
<td>MUS 4 Music Fundamentals</td>
<td>2</td>
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<tr>
<td>NUTR 52 Elementary Nutrition</td>
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Option 1 - Classical Dance Performance Certificate

The curriculum for the Certificate of Accomplishment in Dance will allow students to develop the skills required to pursue careers in dance performance and dance education. The Dance Program provides comprehensive studies including history and theory, choreography, and technique and performance. To meet diverse students' needs various options are available. All students need to meet with a faculty member or file a dance program application and select a program of course totaling 17 units. Each course needs to be completed with a C or higher grade. At least 12 units need to be completed at CCSF. Students wishing to use equivalent courses from other colleges are responsible for providing supporting documentation in a timely manner. For further information call 452-5697, or visit the website at www.ccsf.edu (Search: Dance Certificates)

Learning Outcomes

Upon completion of the Classical Dance Performance Certificate, students will be able to:

• Demonstrate a foundation in technical dance and movement skills.
• Develop skills in critical and creative thinking, problem solving, focus, observation, and evaluation through a course of study including dance technique, choreography, performance technique, body alignment, dance history, and nutrition.
• Demonstrate knowledge of correct body mechanics.
• Compose short dance studies.
• Apply knowledge of cultural backgrounds and their influence on different style of dance.
Heritage Performance Certificate

The curriculum for the Certificate of Accomplishment in Dance will allow students to develop the skills required to pursue careers in dance performance and dance education. The Dance Program provides comprehensive studies including history and theory, choreography, and technique and performance. To meet diverse students' needs various options are available. All students need to meet with a faculty member or file a dance program application and select a program of course totaling 17 units. Each course needs to be completed with a C or higher grade. At least 12 units need to be completed at CCSF. Students wishing to use equivalent courses from other colleges are responsible for providing supporting documentation in a timely manner. For further information call 452-5697, or visit the website at www.ccsf.edu (Search: Dance Certificates)

Learning Outcomes

Upon completion of the African Heritage Performance Certificate, students will be able to:

- Demonstrate a foundation in technical dance and movement skills.
- Demonstrate skills in critical and creative thinking, problem solving, focus, observation, and evaluation through a course of study including dance technique, choreography, performance technique, body alignment, dance history, and nutrition.
- Demonstrate knowledge of correct body mechanics.
- Compose short dance studies.
- Apply knowledge of cultural backgrounds and their influence on different style of dance.

Courses Required for the Certificate of Accomplishment in African Heritage Performance

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses in Workshop and Theory (8 units)</td>
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</tr>
<tr>
<td>DANC 100A Dance Composition</td>
<td>3</td>
</tr>
<tr>
<td>DANC 33 Black Traditions in American Dance</td>
<td>3</td>
</tr>
<tr>
<td>Required 2 units selected from:</td>
<td></td>
</tr>
<tr>
<td>DANC 34A Dance Conditioning</td>
<td>1</td>
</tr>
<tr>
<td>DANC 101A Dance Performance Production</td>
<td>1</td>
</tr>
<tr>
<td>DANC 101B Dance Performance Production</td>
<td>2</td>
</tr>
<tr>
<td>DANC 102A Dance Repertory</td>
<td>1</td>
</tr>
<tr>
<td>DANC 102B Dance Repertory</td>
<td>2</td>
</tr>
<tr>
<td>Courses in Technique Electives (6 units-4 at Intermediate/Advanced level)</td>
<td></td>
</tr>
<tr>
<td>DANC 130A Beginning Jazz Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 130B Intermediate Jazz Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 130C Advanced Jazz Dance</td>
<td>2</td>
</tr>
<tr>
<td>DANC 132A Beginning African Haitian Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 132B Intermediate African Haitian Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 134A Beginning Tap Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 135B Intermediate Tap Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 136B Intensive Tap Dance</td>
<td>2</td>
</tr>
<tr>
<td>DANC 138A Beginning Hip Hop Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 138C Intermediate Hip Hop Dance</td>
<td>1</td>
</tr>
<tr>
<td>Electives (3 units)</td>
<td></td>
</tr>
<tr>
<td>AFAM 55 From Funk to Hip Hop</td>
<td>3</td>
</tr>
<tr>
<td>DANC 37 Feldenkrais for Dance</td>
<td>1</td>
</tr>
<tr>
<td>HUM 48 African American Music, Art, Lit</td>
<td>3</td>
</tr>
<tr>
<td>MUS 23 Jazz Hist, Musical Trad of the Afr Am</td>
<td>3</td>
</tr>
<tr>
<td>MUS 21 Traditional African Music</td>
<td>3</td>
</tr>
<tr>
<td>Technique electives from Options 1, 2, 3, or 4</td>
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</tr>
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Option 2 - African Heritage Performance Certificate

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<thead>
<tr>
<th>Courses</th>
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<tbody>
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<td>Courses in Workshop and Theory (8 units)</td>
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<tr>
<td>DANC 100A Dance Composition</td>
<td>3</td>
</tr>
<tr>
<td>DANC 33 Black Traditions in American Dance</td>
<td>3</td>
</tr>
<tr>
<td>Required 2 units selected from:</td>
<td></td>
</tr>
<tr>
<td>DANC 34A Dance Conditioning</td>
<td>1</td>
</tr>
<tr>
<td>DANC 101A Dance Performance Production</td>
<td>1</td>
</tr>
<tr>
<td>DANC 101B Dance Performance Production</td>
<td>2</td>
</tr>
<tr>
<td>DANC 102A Dance Repertory</td>
<td>1</td>
</tr>
<tr>
<td>DANC 102B Dance Repertory</td>
<td>2</td>
</tr>
<tr>
<td>Courses in Technique Electives (6 units-4 at Intermediate/Advanced level)</td>
<td></td>
</tr>
<tr>
<td>DANC 130A Beginning Jazz Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 130B Intermediate Jazz Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 130C Advanced Jazz Dance</td>
<td>2</td>
</tr>
<tr>
<td>DANC 132A Beginning African Haitian Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 132B Intermediate African Haitian Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 134A Beginning Tap Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 135B Intermediate Tap Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 136B Intensive Tap Dance</td>
<td>2</td>
</tr>
<tr>
<td>DANC 138A Beginning Hip Hop Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 138C Intermediate Hip Hop Dance</td>
<td>1</td>
</tr>
<tr>
<td>Electives (3 units)</td>
<td></td>
</tr>
<tr>
<td>AFAM 55 From Funk to Hip Hop</td>
<td>3</td>
</tr>
<tr>
<td>DANC 37 Feldenkrais for Dance</td>
<td>1</td>
</tr>
<tr>
<td>HUM 48 African American Music, Art, Lit</td>
<td>3</td>
</tr>
<tr>
<td>MUS 23 Jazz Hist, Musical Trad of the Afr Am</td>
<td>3</td>
</tr>
<tr>
<td>MUS 21 Traditional African Music</td>
<td>3</td>
</tr>
<tr>
<td>Technique electives from Options 1, 2, 3, or 4</td>
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<td>Total Units</td>
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Option 3 - Social and Folk Dance Performance Certificate

The curriculum for the Certificate of Accomplishment in Dance will allow students to develop the skills required to pursue careers in dance performance and dance education. The Dance Program provides comprehensive studies including history and theory, choreography, and technique and performance. To meet diverse students' needs various options are available. All students need to meet with a faculty member or file a dance program application and select a program of course totaling 17 units. Each course needs to be completed with a C or higher grade. At least 12 units need to be completed at CCSF. Students wishing to use equivalent courses from other colleges are responsible for providing supporting documentation in a timely manner. For further information call 452-5697, or visit the website at www.ccsf.edu (Search: Dance Certificates)

Learning Outcomes

Upon completion of the Social and Folk Dance Performance Certificate, students will be able to:

- Demonstrate a foundation in technical dance and movement skills.
- Develop skills in critical and creative thinking, problem solving, focus, observation, and evaluation through a course of study including dance technique, choreography, performance technique, body alignment, dance history, and nutrition.
- Demonstrate knowledge of correct body mechanics.
- Create short dance studies.
- Apply knowledge of cultural backgrounds and their influence on different style of dance.

Courses Required for the Certificate of Accomplishment in Social and Folk Dance Performance

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
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<tbody>
<tr>
<td>Courses in Workshop and Theory (9 units required)</td>
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</tr>
<tr>
<td>DANC 33 Analysis of Folk and Social Dance</td>
<td>2</td>
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<td>Additional 3-5 units selected from:</td>
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<tr>
<td>DANC 107A Folk Dance Production</td>
<td>1</td>
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<tr>
<td>DANC 107B Folk Dance Production</td>
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<tr>
<td>Additional 2-4 units selected from:</td>
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<tr>
<td>DANC 109A Swing Production</td>
<td>1</td>
</tr>
<tr>
<td>DANC 109B Swing Production</td>
<td>2</td>
</tr>
<tr>
<td>DANC 110A Salsa Production</td>
<td>1</td>
</tr>
<tr>
<td>DANC 110B Salsa Production</td>
<td>2</td>
</tr>
<tr>
<td>DANC 111A Argentine Tango Production</td>
<td>1</td>
</tr>
<tr>
<td>Courses in Technique Electives (8 units-4 at Int/Adv level)</td>
<td></td>
</tr>
<tr>
<td>DANC 140A Beg. European Folk Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 140B Int. European Folk Dance</td>
<td>1</td>
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</tbody>
</table>
Aerobics and Fitness Courses Required for the Certificate of Accomplishment in Dance

Students will be able to:

- Apply knowledge of cultural backgrounds and their influence on performance and dance education.
- Compose short dance studies.
- Demonstrate knowledge of correct body mechanics.
- Compose short dance studies.
- Apply knowledge of cultural backgrounds and their influence on different style of dance

Courses Required for the Certificate of Accomplishment in Dance Aerobics and Fitness

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
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<tbody>
<tr>
<td>DANC 141A Beg. International Folk Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 141B Int. International Folk Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 142A Beg. Contra Square &amp; Sequence</td>
<td>1</td>
</tr>
<tr>
<td>DANC 142B Int. Contra Square &amp; Sequence</td>
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<td>One unit from Option 1, 2, or 4</td>
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<tr>
<td>Select 3-6 units from the following:</td>
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<tr>
<td>DANC 145B Ballroom Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 146A Beg. Waltz Styles &amp; Techniques</td>
<td>1</td>
</tr>
<tr>
<td>DANC 146B Int. Waltz Styles &amp; Techniques</td>
<td>1</td>
</tr>
<tr>
<td>DANC 150B Int. Swing Dance Forms</td>
<td>1</td>
</tr>
<tr>
<td>DANC 150C Adv. Swing Dance Forms</td>
<td>1</td>
</tr>
<tr>
<td>DANC 151 Lindy Hop</td>
<td>1</td>
</tr>
<tr>
<td>DANC 155B Int. Latin Amer Social Folk Dance</td>
<td>1</td>
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<tr>
<td>DANC 155C Adv. Latin Amer Social Folk Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 160B Int. Argentine Tango</td>
<td>1</td>
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<tr>
<td>DANC 160C Adv. Argentine Tango</td>
<td>1</td>
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<tr>
<td>DANC 161 Argentine Tango Follower’s Tech</td>
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<td>Total Units</td>
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</table>

Option 4 - Dance Aerobics and Fitness Certificate

The curriculum for the Certificate of Accomplishment in Dance will allow students to develop the skills required to pursue careers in dance performance and dance education. The Dance Program provides comprehensive studies including history and theory, choreography, and technique and performance. To meet diverse students' needs various options are available. All students need to meet with a faculty member or file a dance program application and select a program of course totaling 17 units. Each course needs to be completed with a C or higher. At least 12 units need to be completed at CCSF. Students wishing to use equivalent courses from other colleges are responsible for providing supporting documentation in a timely manner. For further information call 452-5697, or visit the website at www.ccsf.edu (Search: Dance Certificates)

Learning Outcomes

Upon completion of the Dance Aerobics and Fitness Certificate, students will be able to:

- Demonstrate a foundation in technical dance and movement skills.
- Demonstrate skills in critical and creative thinking, problem solving, focus, observation, and evaluation through a course of study including dance technique, choreography, performance technique, body alignment, dance history, and nutrition.
- Demonstrate knowledge of correct body mechanics.
- Compose short dance studies.
- Apply knowledge of cultural backgrounds and their influence on different style of dance

Courses Required for the Certificate of Accomplishment in Dance Aerobics and Fitness

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANC 100A Dance Composition</td>
<td>3</td>
</tr>
<tr>
<td>DANC 34 Dance Conditioning</td>
<td>1</td>
</tr>
<tr>
<td>P E 8 Intro to Fitness &amp; Training</td>
<td>3</td>
</tr>
<tr>
<td>P E 20 Sports Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>Courses in Technique Electives (7 units)</td>
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</tr>
<tr>
<td>DANC 138A Beginning Hip Hop Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 138C Intermediate Hip Hop Dance</td>
<td>1</td>
</tr>
<tr>
<td>DANC 170 Dance Aerobics</td>
<td>1</td>
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<tr>
<td>P E 200A-B-C Fitness Center Super Circuit</td>
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<tr>
<td>P E 208 Aerobic Fitness</td>
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<tr>
<td>P E 209 Step Aerobics</td>
<td>1</td>
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<tr>
<td>P E 210 Boxercise</td>
<td>1</td>
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<tr>
<td>P E 216 Body Sculpting</td>
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<tr>
<td>P E 217 Stretching and Flexibility Devel.</td>
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<tr>
<td>P E 219A Beginning Yoga</td>
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<tr>
<td>P E 221 Yoga Movement</td>
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<tr>
<td>One unit technique from Option 1, 2, or 3</td>
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<td>Electives (3 units)</td>
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<tr>
<td>HLTH 35 Holistic Health Practices</td>
<td>3</td>
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<tr>
<td>HLTH 41 Survey and Management of Stress</td>
<td>3</td>
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<tr>
<td>P E 9 Fit or Fat</td>
<td>2</td>
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<tr>
<td>P E 14 Women’s Fitness and Aging</td>
<td>3</td>
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<tr>
<td>P E 222 Introduction to Feldenkrais</td>
<td>1</td>
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<tr>
<td>Technique electives from Options 1, 2, or 3</td>
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<tr>
<td>Total Units</td>
<td>17</td>
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</tbody>
</table>

Yoga Instruction Certificate

The Certificate of Accomplishment in Yoga Instruction (CAYI) is comprehensive in nature, reflecting a commitment to benefit local populations by offering lifelong learning opportunities which can be summarized as: (a) general and liberal education, (b) career and vocational education, and (c) adult and continuing education. The Yoga Instructor Certificate offers pathways for students to meet any and/or all of these three goals.

Learning Outcomes

Upon completion of the Certificate of Accomplishment in Yoga Instruction, students will be able to:

- Integrate the knowledge/content of the course of study to meet international industry-standard requirements to teach beginning level yoga in a variety of settings, thereby strengthening career opportunities in the health, fitness, and wellness fields.
- Identify and demonstrate the appropriate sequence of physical movements to successfully perform yoga poses.
- Identify and analyze the importance of health concerns, safety, and proper use of equipment while performing and teaching yoga based movements.
- Synthesize knowledge in order to work independently in creating, and teaching, safe and efficient yoga lesson plans to a variety of students.
- Value diversity and a professional commitment to ethical practice as a yoga teacher.

This 2-year college level program exceeds the requirements of the nationally recognized Yoga Alliance, a non-profit organization that has established national industry standards for yoga teacher training. Potential employment opportunities for Yoga teachers include teaching in a variety of settings from private practice to health clubs, spas, yoga studios, hospitals, and private schools, as well as in after school and preschool settings. Most yoga teachers find it necessary to supplement their teaching income with additional income.

Program prerequisites: Completion of PE 219A or demonstration of PE 219A exit skills.

Students will need to meet with a yoga faculty member for a program orientation and to select a program of courses totaling 17 units that can be completed in 2 years. Each course needs to be completed with
a “C” or higher grade. At least 12 units must be completed at CCSF. Students wishing to use equivalent courses from other colleges are responsible for providing all supporting documentation in a timely manner. In addition to the required coursework, students will be informed of a range of recommended courses that are not required for the certificate, but may assist with transfer to a 4-year college, personal growth, and student expertise. Students will work closely with a yoga mentor and are encouraged to consult with a CCSF academic counselor to ensure they are moving towards fulfillment of their goals.

Program Prerequisites: PE 219A Beginning Yoga or demonstration of PE 219A exit skills.

Courses Required for the Certification of Accomplishment in Yoga Instructor
Courses Units
First Semester
PE 219B Intermediate Yoga 1
ONE course from the following:
ANAT 14 Introduction to Human Anatomy and Physiology
or ANAT 25 General Human Anatomy
or PHYS 12 Introductions to Human Physiology 4
Second Semester
PE 220 Intensive Yoga 2
PE 218 Restorative Yoga 1
TWO courses from the following:
DANC 34A Dance Conditioning
or DANC 37 Feldenkrais for Dance
or PE 222 Introduction to Feldenkrais
or PE 217A, B Stretch and Flexibility
or PE 216A, B Body Sculpting
or PE 214A, B Weight Training
or PE 221 Yoga Movements 2
Third Semester
PE 21 Teaching Movement 3
PE 219C Advanced Yoga 1
*ONE of the following:
WKEX 777 On-Campus Work Experience
Or WKEX 333 General Work Experience 1
Fourth Semester
*ONE of the following:
WKEX 777 On-Campus Work Experience
Or WKEX 333 General Work Experience 2
Total Units 17
*A total of 3 units of WKEX is required, any combination of WKEX 777 & WKEX 333.

Announcement of Courses

Dance

Credit, Degree Applicable Courses:
DANC 30. Dance History-Dance in Cultural Context (3)
Lec-3 P/NP available
Lectures, readings, films and discussions on theory and development of dance from its evolution in anthropological sources to 20th century contemporary dance. This survey history course will touch on the historical basis of dance and will emphasize the history of classical ballet, American/European modern dance, African-Haitian dance and the American idioms of tap and jazz. UC/CSU
FORMERLY PE 30

DANC 32. Black Tradition in American Dance (3)
Lec-3, field trips P/NP available
ADVISE: ENGL 94
This course examines the use of the African American dance aesthetic by performers, dancers, choreographers, historians, and dance theorists, from the 19th century through 21st century, as they created and contributed to the idioms of modern, jazz, ballet, street vernacular and traditional African based dance forms in the United States. UC/CSU
FORMERLY PE 33

DANC 33. Folk, Ballroom, & Square Dancing Activities Analysis (2)
Lec-2 P/NP available
ADVISE: DANC 141A AND/OR DANC 145A
In depth analysis of past and present ballroom, folk, and square dances learned to strengthen career opportunities. Dance notations and directions will be compiled of dances learned, with sequencing analyzed for teaching or performing purposes, as well as event preparation. UC/CSU
FORMERLY PE 12

DANC 171. Cheer/Dance Squad (2)
Lec-1, lab-4, field trips
Designed to provide the student with information and training in order to create, execute, and perform dance/cheer moves in a competitive/performance setting. UC/CSU
FORMERLY PE 537

Enrollment Limitations on Physical Education and Visual or Performing Arts Courses

Per title 5 Section 55041, effective Fall 2013, students may not enroll more than four times in “active participatory courses that are related in content” in the areas of physical education or visual and performing arts, which includes art, dance, music, and theatre. This limitation applies even if a student receives a substandard grade or “W” during one or more of the enrollments in such a course or if the students petition for repetition due to extenuating circumstances.

Dance courses that are related in content are grouped together in “families” of courses below. The families are indicated by their headings, e.g., Integrative Movement, Dance Composition, etc. For the most up-to-date listing of courses and families, refer to the online catalog, www.ccsf.edu/catalog.

Integrative Movement: Mind/Body Approach to Improving Quality of Movement and Conditioning for Dance
DANC 34A. Dance Conditioning (1)
Lab-2 P/NP available
An introduction to conditioning techniques which promote body awareness, improve body alignment, enhance and expedite dance skills and prevent injury. UC/CSU
FORMERLY PE 564

DANC 37. Feldenkrais for Dance (1)
Lab-2 P/NP available
ADVISE: DANC 120A OR 125A OR 130A OR 132A OR 137A
Instruction and practice in applying the Feldenkrais Method to address specific issues of dance technique and performance. Processes which enhance refinement of motor learning as related to human expression will
be explored. Participants improve muscular habits and kinesthetic awareness, refine coordination, relieve tension, and prevent injury. UC/CSU

PE 223A. Feldenkrais, Level 1 (1)
Lab-2  P/NP available

Advis: PE 222; and ESL 130 or ENGL 91 or placement in ESL 140 or ENGL 92

Refine coordination and performance using The Feldenkrais Method’s unique learning process. Emphasis is on using coordinated actions of the whole body, making distinctions between movement variations, adapting personal strategies, and recognizing changes in tension, ease, balance, and freedom of motion. UC/CSU

PE 223B. Feldenkrais, Level 2 (1)
Lab-2  P/NP available

Advis: PE 223A or demo of exit skills; ESL 130 or ENGL 91 or placement in ESL 140 or ENGL 92

Exploration of novel movement material with refinement of underlying patterns and skill. Emphasis is on transitions in level and orientation, developmental movements, balance, stability, rhythm, and new learning. Historical context included. UC/CSU

PE 223C. Feldenkrais, Level 3 (1)
Lab-2  P/NP available

Advis: PE 223B or demo of exit skills; ESL 130 or ENGL 91 or placement in ESL 140 or ENGL 92

Improve action, perception, and aesthetics of movement with sophisticated repertoire from the Feldenkrais Method. Emphasis is on the use of imagery, diagonals, walking, developing confidence for complex lessons, and working through physical challenges. UC/CSU

Dance Composition: Choreographic Tools to Create Dance
DANC 100A. Dance Composition (3)
Lab-10  P/NP available

A course in dance techniques and choreography, culminating each semester in a studio demonstration or concert program. UC/CSU

Formerly PE 3

DANC 100B. Intermediate Dance Composition (4)
Lec-2, lab-6

Advis: DANC 100A or 120B or 125B or 126B or 130A 132A or 137A

This is a Self-directed, cumulative capstone course for the Dance Major-Performance Art. The student will choreograph and produce an original dance piece for public performance. This interdisciplinary, integrated project may enhance employability and augment artistic entrepreneurship. UC/CSU

DANC 127A. Dance Improvisation: Group (1)
Lab-2  P/NP available

Dance Improvisation: Group is a non-traditional approach to dance. Emphasis will be placed on improvisational movement techniques that stimulate ideas for moving spontaneously. The students will collaborate on group projects for performance at some unconventional sites on campus. UC/CSU

Formerly DANC 127

DANC 127B. Dance Improvisation: Solo and Duet (1)
Lab-2  P/NP available

Dance Improvisation: Solo and Duet course emphasis will be on improvisational movement techniques that integrate drama, comedy, music, vocal art forms and various choreographic techniques. Students will practice their performance of improvisation through individual projects and duet collaborations. UC/CSU

DANC 128. Contact Improvisation (1)
Lab-2  P/NP available

Contact Improvisation is a non-traditional approach to dance. Emphasis will be placed on improvisational movement techniques that integrate weight release, weight sharing, partnering and various choreographic techniques. Students will work independently, in duets, and in larger group configurations. UC/CSU

PE 221. Yoga Movement (1)
Lab-2  P/NP available

Advis: PE 219A

Yoga movement is a dynamic form of yoga that integrates elements of dance while increasing strength and flexibility. Fundamental yoga postures will be sequenced into combinations that include music, spatial design and awareness, energy qualities, and allow for individual creativity and expression. UC/CSU

Formerly PE 553

Performance: Training and Rehearsing to Perform in Public
DANC 101A. Dance Performance Production (1)
Lab-2  P/NP only

Dance choreography will be learned and performed in a theatrical or classroom environment. Participation in the theatrical disciplines of lighting, costumes and makeup as it relates to performance will also be learned. UC/CSU

Formerly PE 17A

DANC 101B. Dance Performance Production (2)
Lab-6  P/NP only

Dance choreography will be learned and performed in a theatrical or classroom environment. Participation in the theatrical disciplines of lighting, costumes and makeup as it relates to performance will also be learned. UC/CSU

Formerly PE 17B

DANC 101C. Dance Performance Production (3)
Lab-7  P/NP only

Dance choreography will be learned and performed in a theatrical or classroom environment. Participation in the theatrical disciplines of lighting, costumes and makeup as it relates to performance will also be learned. UC/CSU

Formerly PE 17C

DANC 102A. CCSF Repertory Dance Company (1)
Lab-3  P/NP available

This course is designed as a touring dance company. Students will learn dance works from faculty and guest choreographers. Touring venues include CCSF, San Francisco high schools, San Francisco Bay Area colleges, local theatres, and public events. Includes workshops on performance techniques and lectures on choreographic theory. UC/CSU

Formerly PE 18A

DANC 102B. CCSF Repertory Dance Company (2)
Lab-6  P/NP available

This course is designed as a touring dance company. Students will learn dance works from faculty and guest choreographers. Touring venues include CCSF, San Francisco high schools, San Francisco Bay Area colleges, local theatres, and public events. Includes workshops on performance techniques and lectures on choreographic theory. UC/CSU

Formerly PE 18B
DANC 102C. CCSF Repertory Dance Company (3)
Lab-9, field trips P/NP available
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 col-
leges, local theatres, public events. This course includes workshops on
performance techniques and lectures on choreographic theory. UC/CSU
Formerly PE 1BC

Ballet: Classical Dance Form That Defies Gravity
DANC 120B. Intermediate Ballet (1)
Lab-2 P/NP available
Advise: DANC 119A or demonstration of DANC 119A exit skills
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. UC/CSU
Formerly PE 504B

DANC 120C. Advanced Ballet (2)
Lab-4 P/NP available
Advise: DANC 120B or demonstration of DANC 120B exit skills
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. UC/CSU
Formerly PE 504C

DANC 121B. Intensive Ballet (2)
Lab-4 P/NP available
Advise: DANC 119A or demonstration of DANC 119A exit skills
A continuation of the theory and practice of classical ballet with an
emphasis on advanced ballet technique and vocabulary. Application
of intermediate ballet vocabulary at the barre and in center practice
will be explored. UC/CSU
Formerly PE 604B

DANC 122. Beginning Pointe Technique (1)
Lab-2 P/NP available
Advise: DANC 120B or 120C or demo of exit skills
Theory and practice of basic pointe technique which includes a histori-
cal review, relevant foot anatomy, selection, preparation, and care of
pointe shoes, pre-pointe exercises, elementary pointe vocabulary, and
safety guidelines to prevent injury. UC/CSU
Formerly PE 569

Modern: Contemporary American Dance Form Utilizing Gravity
DANC 124A. Beginning Modern Dance (1)
Lab-2 P/NP available
Beginning modern dance with emphasis on basic terminology, correct
dance alignment, dance routines and basic concepts of modernism.
Examples of the techniques explored: Graham, Cunningham, Limon,
Horton, and Dunham. UC/CSU
Formerly DANC 125A

DANC 124B. Advanced Beginning Modern Dance (1)
Lab-2 P/NP available
Advise: DANC 124A or demonstration of exit skills
Advanced beginning modern dance builds upon skills learned in begin-
ning modern dance technique with emphasis on refining technique,
African-Haitian Dance: Haitian Traditional Ritual Dances
DANC 132A. Beginning African-Haitian Dance (1)
Lab-2 P/NP available
Beginning African Haitian dance will be examined through technical demonstration, practice, and review. Emphasis will be placed on traditional movements, Dunham technique, isolations, movement progressions, dance patterns, and musicality. Contributors to the dance, as well as, African Haitian history will be investigated and discussed to increase cultural understanding. UC/CSU

Formerly PE 500A

DANC 132B. Intermediate African-Haitian Dance (1)
Lab-2 P/NP available
Advise: DANC 132A or demonstration of exit skills
Intermediate African Haitian dance builds on beginning level skills. Through demonstration, practice, correction, and review emphasis is placed on expansion into more intricate traditional movements, Dunham technique, dance patterns, styles, and musicality. Historical and cultural elements will be explored through lectures, films, research, and discussions. Creative expression will be encouraged through group choreographic activities and individual projects. UC/CSU

Formerly PE 500B

DANC 132C. Advanced African-Haitian Dance (1)
Lab-2 P/NP available
Advise: DANC 132A or demonstration of exit skills
Intermediate/Advanced African Haitian dance builds on beginning level skills. Through demonstration, practice, correction, and review emphasis is placed on expansion into more intricate traditional movements, Dunham technique, dance patterns, styles, and musicality. Historical and cultural elements will be explored through lectures, films, research, and discussions. Creative expression will be encouraged through group choreographic activities and individual projects. UC/CSU

Formerly PE 500C

Tap Dance: Musical Theater Dance Form Originating in Vaudeville
DANC 135B. Intermediate Tap Dance (1)
Lab-2 P/NP available
Advise: DANC 135A or demonstration of exit skills
Intermediate Tap Dance reviews the history of tap and examines intermediate level tap dance skills through demonstration and practice. Emphasis is on performance of more complex rhythms and the acquisition of intermediate level tap vocabulary and technique. UC/CSU

Formerly PE 541B

DANC 136. Tap Dance Intensive (2)
Lab-4 P/NP available
Advise: DANC 135B or demo of DANC 135B exit skills
Tap Dance Intensive refines intermediate tap dance skills and explores improvisation and choreography through demonstration and practice. Focus is on tap history and its relationship to jazz music which provide guidelines for tap improvisation and choreography. UC/CSU

Formerly PE 641B

Hip-Hop Dance: Modern Vernacular Street Dance
DANC 138A. Beginning Hip Hop Dance (1)
Lab-2 P/NP available
Beginning Hip Hop dance with emphasis on technique, vocabulary, dance combinations and basic rhythms of hip hop dance. UC/CSU

Formerly DANC 137A

DANC 138B. Advanced Beginning Hip Hop Dance (1)
Lab-2 P/NP available
Advise: DANC 138A or demo of exit skills
Advanced Beginning Hip Hop dance builds upon skills learned in Beginning Hip Hop with emphasis on increasing vocabulary, styles, and length of dance combinations with more complex rhythms. UC/CSU

Formerly DANC 137B

DANC 138C. Intermediate Hip Hop Dance (1)
Lab-2 P/NP available
Advise: DANC 138B or demo of exit skills
Intermediate Hip Hop dance builds upon skills learned in advance Beginning Hip Hop with emphasis on increasing vocabulary, styles, and length of dance combinations with more complex rhythms. Using hip hop dance as a vehicle, students will be able to explore their own movement expression and choreography. UC/CSU

Formerly DANC 137B

DANC 138D. Advanced Hip Hop Dance (1)
Lab-2 P/NP available
Advise: DANC 138C or demo of exit skills
Advanced Hip Hop dance builds upon skills learned in Intermediate Hip Hop with emphasis on increasing vocabulary, styles, and length of dance combinations with more complex rhythms. Using hip hop dance as a vehicle, students will be able to explore their own movement expression and choreography in both group and solo settings. UC/CSU

Folk Dance: Traditional Country Dances From Different Cultures
DANC 107A. Folk Dance Production (1)
Lab-2, field trips P/NP only
Students will have the opportunity to learn and perform intermediate-advanced level folk dance choreographies in 3-5 on and off campus venues each semester in traditional style costumes. UC/CSU

Formerly PE 5A

DANC 107B. Folk Dance Production (2)
Lab-4 P/NP only
Students will have the opportunity to learn and perform intermediate-advanced level folk dance choreographies in 3-5 on and off campus venues each semester in traditional style costumes. UC/CSU

Formerly PE 5B

DANC 107C. Folk Dance Production (3)
Lab-6 P/NP only
Students will have the opportunity to learn and perform intermediate-advanced level folk dance choreographies in 3-5 on and off campus venues each semester in traditional style costumes. UC/CSU

Formerly PE 5C

DANC 140A. Beginning European Folk Dance (1)
Lab-2 P/NP available
Introduction to various European Folk dances. Styles and forms will be examined through demonstration and practice. Emphasis will be on step patterns and dance positions appropriate within and between the nations that comprise the European Union. UC/CSU

Formerly PE 581A

DANC 140B. Intermediate European Folk Dance (1)
Lab-2 P/NP available
Advise: DANC 140A, 141A, or demonstration of beginning exit skills
Intermediate level of various European Fold dances. Styles and forms
will be examined through demonstration and practice. Emphasis will be on expanding the dance repertoire to include more complex step patterns, rhythms, and structures appropriate within and between the nations that comprise the European Union. UC/CSU
Formerly PE 581B

DANC 141A. Beginning International Folk Dance (1)
Lab-2 P/NP available
International Folk Dance provides a foundation for the study of dance. Folk dance offers experience in varied rhythms, formations, dance structures and movement vocabularies. Partner and non-partner dances from various countries and cultures are included. UC/CSU
Formerly PE 581A

DANC 141B. Intermediate International Folk Dance (1)
Lab-2 P/NP available
Intermediate International Folk Dance emphasizes partner and non-partner dances from various countries, selected to offer experience in more challenging rhythms, formations, dance structures and movement vocabularies. Beginning level repertoire is practiced and maintained. Students learn to demonstrate, lead and teach International Folk dances. UC/CSU
Formerly PE 581B

DANC 142A. Beginning Contra, Square & Sequence (1)
Lab-2 P/NP available
Introduction to various contra, square a7 sequence dances. Styles and forms will be examined through demonstration and practice. Emphasis will be on patterns and dance positions appropriate within and between the selected forms. UC/CSU
Formerly PE 591A

DANC 142B. Intermediate Contra, Square & Sequence Dance (1)
Lab-2 P/NP available
Advise: DANC 142A or demonstration of DANC 142A exit skills
Intermediate figures to various contra, square & sequence dances. Styles and forms will be examined through demonstration and practice. Emphasis will be on patterns and dance positions appropriate within and between the selected forms. UC/CSU
Formerly PE 591B

Ballroom Dance: A Survey of Dances Done in Informal Social Settings

DANC 145A. Beginning Ballroom Dance (1)
Lab-2 P/NP available
Beginning and intermediate ballroom dance; emphasis on step patterns and dance positions for a complete range of dances. UC/CSU
Formerly PE 535A

DANC 145B. Intermediate Ballroom Dance (1)
Lab-2 P/NP available
Advise: DANC 145A or demo of exit skills
Intermediate level ballroom dance with emphasis on step patterns and dance positions for a complete range of dances: Waltz, Foxtrot, American Smooth, Swing, Quickstep, Viennese Waltz, and Nightclub Two Step. UC/CSU
Formerly PE 535B

DANC 145A. Beginning Waltz Styles and Techniques (1)
Lab-2 P/NP available
Introduction to beginning waltz steps. Students will learn both beginning slow waltz and Viennese Waltz. UC/CSU
Formerly PE 538A

DANC 146B. Intermediate Waltz Styles and Techniques (1)
Lab-2 P/NP available
Advise: DANC 146A or demo of exit skills
Continuation of various waltz styles and techniques, including American Bronze, Silver, Cross step, and Viennese, will be examined through lecture and practice. Emphasis will be on intermediate step patterns and combinations appropriate to each genre, as well as improved musicality, leading and following techniques, and styling expression. UC/CSU
Formerly PE 538B

DANC 146C. Advanced Intermediate Waltz Styles (1)
Lab-2 P/NP available
Advise: DANC 146B or demonstration of exit skills
Continuation of various waltz styles and techniques, including American Bronze, Silver, Cross step, and Viennese, will be examined through lecture and practice. Emphasis will be on advanced intermediate step patterns and combinations appropriate to each genre, as well as improved musicality, leading and following techniques, and styling expression. UC/CSU

DANC 146D. Advanced Waltz Styles (1)
Lab-2 P/NP available
Advise: DANC 146C or demonstration of exit skills
Continuation of various waltz styles and techniques, including American Bronze, Silver, Cross step, and Viennese, will be examined through lecture and practice. Emphasis will be on advanced step patterns and combinations appropriate to each genre, as well as improved musicality, leading and following techniques, creativity and styling expression. UC/CSU

Dance Sport: Competitive Dance Forms Emphasizing Specific Techniques of International and American Styles

DANC 147A. Beginning International Ballroom Dance (1)
Lab-2 P/NP available
International ballroom dance with emphasis on step patterns from both the Standard and Latin Styles. Standard dances included are Waltz, Foxtrot, American Tango, Viennese Waltz and Quickstep. Latin dances are Samba, Cha-Cha-Cha, Paso Doble, Jive and Rumba. A selection of dances to be learned will be from both styles. UC/CSU

DANC 147B. Intermediate International Ballroom Dance (1)
Lab-2 P/NP available
Advise: DANC 147A or demo of exit skills
Intermediate level ballroom dance with emphasis on step patterns from the bronze and silver level International Standard and Latin syllabus. Standard dances included are Waltz, Foxtrot, American Tango, Viennese Waltz and Quickstep. Latin dances are Samba, Cha-Cha, Paso Doble, Jive and Rumba. UC/CSU

DANC 148A. Beginning Smooth Ballroom Dance (1)
Lab-2 P/NP available
Beginning ballroom dance with emphasis on step patterns from the bronze level American Smooth syllabus. The class will include a selection from Waltz, Foxtrot, American Tango and Viennese Waltz. UC/CSU

DANC 148B. Intermediate Smooth Ballroom Dance (1)
Lab-2 P/NP available
Advise: DANC 148A or demo of exit skills
Intermediate ballroom dance with emphasis on step patterns from the bronze and silver level American Smooth syllabus. The class will include a
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Units</th>
<th>Approx. Hours per week</th>
<th>Notes</th>
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<td>DANC 109A</td>
<td>Swing Dance Production (1)</td>
<td>1</td>
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<td>DANC 150C</td>
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<tr>
<td>DANC 151A</td>
<td>Beginning Lindy Hop (1)</td>
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<tr>
<td>DANC 156A</td>
<td>Argentine Tango Productions (1)</td>
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</table>

**Swing: Early American Dance Form Associated with Swing Music of the 1930’s, 40’s and 50’s**

An introduction to the popular American swing dance forms known as Swing. The main emphasis will be on step patterns and dance positions for East Coast Swing, West Coast Swing and Lindy Hop. Other swing related dances may be learned. UC/CSU

**Latin American Dance: Survey of Informal Social Dances From the Caribbean, Central and South America**

Explorations of various Latin-American dance forms with emphasis on Salsa. Students will learn to execute intermediate dance steps in Salsa and other Latin dance forms. Emphasis will be on social dances. UC/CSU

**Argentine Tango: An Improvisational Social Dance Form from Argentina with a specialized vocabulary and musicality**

Explorations of various Latin-American dance forms with emphasis on Salsa. Students will learn to execute advanced dance steps in Salsa and other Latin dance forms. Emphasis will be on social dances. UC/CSU
about sports as a part of society. The history of sport, competition, child
An introduction to the sociology of sport, to discuss and analyze issues
Lec-3
PE 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, chil
dren’s programs, deviance, aggression, coaches in the sport experience,
gender, ethnicity, social mobility, the economy, the media, and politics
in sports. UC/CSU

PE 14. Women’s Fitness and Aging - A New Paradigm (3)
Lec-3, field trips
P/NP available
Investigation of a new paradigm for women’s fitness and active aging
which recognizes the revolutionary impact fitness has on women’s
longevity. Additional topics include body image and fitness, physical
activity’s contribution to brain health, and the development of fitness
action plans to enhance women’s lives before, during, and after midlife.
UC/CSU

PE 20. Sports Nutrition (3)
Lec-3
Overview of the science of sports nutrition, with emphasis on nutrition
as it applies to fitness, sport-specific training, and athletic
performance. Topics include nutrient requirements and dietary recom-
endations, energy metabolism, weight management, special nutrient
needs during training and competition, nutritional ergogenics. CSU
PE 20=HLTH 176

Physical Education

Credit, Degree Applicable Courses:
PE 7. Coaching and Officiating (3)
Lec-3
This course will develop and augment the student’s knowledge of
coaching and officiating skill in sports. UC/CSU
PE 8. Introduction to Fitness, Training and Human Performance (3)
Lec-3
Provide the student sound information for developing a systematic
program of exercise and physical activity that best fits the individuals
needs. Emphasis is on personal fitness assessments, physical training
and preparation for personal training certification. CSU
PE 9. Fit or Fat: Exercise and Diet (2)
Lec-2
P/NP available
Comparison of obesity theories, current weight loss methods and asso-
ciated technology. Determine and track change in fitness levels, plan
a fitness program, and participate in a variety of exercises to promote
and active, healthy lifestyle. CSU
PE 10. Sports Nutrition (3)

Enrollment Limitations on Physical Education and Visual or
Performing Arts Courses

Per title 5 Section 55041, effective Fall 2013, students may not enroll
more than four times in “active participatory courses that are related
in content” in the areas of physical education or visual and perform-
ing arts, which includes art, dance, music, and theatre. This limitation
applies even if a student receives a substandard grade or “W” during one
or more of the enrollments in such a course or if the students petition for
repetition due to extenuating circumstances.
Physical Education courses that are related in content are grouped
together in “families” of courses below. The families are indicated by their
Physical Education and Dance

headings, e.g., Public Safety, Fitness Center, etc. For the most up-to-date listing of courses and families, refer to the online catalog, www.csu.edu/catalog.

**Physical Education for Special Needs**

PE 15. Workplace Ergonomics (2)

Lec-2, field trips P/NP available

Overview of anatomy and body mechanics and how design and placement of commonly used objects influences productivity and safety. Students will learn to assess and develop a workspace based on sound ergonomic principles, working within individual budgetary constraints, to help prevent some common workplace injuries. CSU

PE 218. Senior and Restorative Yoga (1)

Lab-2 P/NP available

A gentle approach to Hatha Yoga that includes a representative sample of beginning and restorative yoga postures, breathing exercises, and relaxation techniques. Adaptation of the poses to improve alignment, increase blood circulation, flexibility, muscular strength, and to alleviate stress is emphasized. UC/CSU

*Formerly PE 554C*

PE 222. Introduction to Feldenkrais (1)

Lab-2 P/NP available

*Advis: ESL 130 or ENGL 91 or Placement in ESL 140 or ENGL 92*

The Feldenkrais Method is a body-mind approach to improving movement comfort, function, and physical skill. Emphasis is on applying the unique learning process of the Feldenkrais Method to improve habits, relieve tension, refine coordination and performance. Appropriate for all fitness levels, including restorative needs. UC/CSU

*Formerly PE 582*

DANC 175. Basic Movement (2)

Lec-1, lab-3 P/NP available

Basic locomotor and ball handling skills, rhythms, and body mechanisms. Flexibility, strength, coordination, and general conditioning. UC/CSU

*Formerly PE 4*

**Public Safety**

PE 29. Firefighting and Public Safety Conditioning (2)

Lec-1, lab-2 P/NP available

A specifically scaled class to develop functional physical performance capacity required for firefighters and law enforcement personnel through a series of traditional strength and conditioning protocols as well as individual and group related task based activities. CSU

PE 29B. Intermediate Firefighting and Public Safety (2)

Lec-1, lab-2 P/NP available

*Prereq: PE 29 or Demonstration of Exit Skills*

Firefighting and Public Safety personnel are faced with many physical challenges. Among these is the ability to endure long periods of time while exerting energy in sustaining operational duties. This class addresses development of strength, endurance, and biodynamic attributes required in those professions. CSU

PE 250A. Lifeguard Training I (1)

Lab-2 P/NP available

*Prereq: PE 255D or Demonstration of American Red Cross Pre-requisite Swimming Skills*

Designed to provide students with the knowledge and skills to prevent, recognize and respond to aquatic emergencies to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until more advanced medical help arrives. This course adheres to American Red Cross standards for certification in Lifeguarding/First Aid/CPR for Professional Rescuer. UC/CSU

*Formerly PE 250*

**Fitness Center**

PE 200A. Fitness Center Super Circuit (.5)

Lab-1 P/NP only

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 strength equipment, cardiovascular equipment, and individualized fitness programs to promote general strength, muscle toning and cardiovascular fitness. UC/CSU

*Formerly PE 50A*

PE 200B. Fitness Center Super Circuit (1)

Lab-2 P/NP only

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 strength equipment, cardiovascular equipment, and individualized fitness programs to promote general strength, muscle toning and cardiovascular fitness. UC/CSU

*Formerly PE 50B*

PE 200C. Fitness Center Super Circuit (2)

Lab-4 P/NP only

The super circuit located in the Fitness/Wellness Center utilizes an interactive fitness network system providing feedback to the user with an emphasis on aerobic and anaerobic cardiovascular fitness programs to promote advanced cardiovascular fitness. UC/CSU

PE 200D. Super Cardio Circuit (2)

Lec-1, lab-3 P/NP only

*Prereq: PE 200A, 200B, or 200C*

The super cardio circuit located in the Fitness/Wellness Center utilizes an interactive fitness network system providing feedback to the user with an emphasis on aerobic and anaerobic cardiovascular fitness programs to promote advanced cardiovascular fitness. UC/CSU

PE 200E. Super Strength Circuit (2)

Lec-1, lab-3 P/NP only

*Prereq: PE 200A, 200B, or 200C*

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 strength equipment and the development of an advanced individualized strength training program. UC/CSU

PE 202. Interactive Fitness (2)

Lab-4

Interactive Fitness will allow students to improve fitness levels utilizing pulse/heart rate monitoring, strength training, flexibility exercises and dietary information. Students will learn to create a balanced lifelong exercise program using the outlined training techniques to develop cardiovascular fitness, muscular strength and endurance, flexibility and improvement of dietary knowledge. UC/CSU

*Formerly PE 52*

**Physical Fitness**

PE 204A. Physical Fitness (1)

Lab-2 P/NP available

Beginning Physical Fitness is an introductory course that introduces inclusive fitness techniques with an emphasis on agility, flexibility,
strength, and endurance. UC/CSU
Formerly PE 527A

PE 204B. Physical Fitness (1)
Lab-2 P/NP available
Advise: PE 204A or demo of exit skills
Intermediate Physical Fitness is a level two course that builds upon level one inclusive fitness techniques with an emphasis on agility, flexibility, strength, and endurance. UC/CSU
Formerly PE 527B

PE 204C. Advanced Physical Fitness (1)
P/NP available
Advise: PE 204B or demo of exit skills
Advanced Physical Fitness is a level three course that builds upon levels one and two’s inclusive fitness techniques with an emphasis on agility, flexibility, strength, and endurance. UC/CSU
Formerly PE 527C

PE 205A. Beginning Running and Conditioning (1)
Lab-2 P/NP available
An introduction to running and cardiovascular conditioning basics alternating running and fitness walking, flexibility work, strength exercises, and body alignment as vehicles for increased physical activity, cardiovascular conditioning, and range of motion. This course will serve the needs of many students who have not recently been physically active. UC/CSU

PE 205B. Intermediate Running and Conditioning (1)
Lab-2 P/NP available
Advise: PE 205A or demo of exit skills
A review of running form and cardiovascular basics as well as an introduction to the next level of running ability using heart rate measurement to determine high and low aerobic zones. It will also emphasize range of motion, body alignment, and intermediate strength building. The course will expand cardiovascular health parameters, running endurance, flexibility, and core strength for students. UC/CSU

PE 205C. Advanced Running and Conditioning (1)
Lab-2 P/NP available
Advise: PE 205B or demo of exit skills
Advanced endurance and speed techniques will be introduced to enable running greater distances training toward a 5K event. Additional flexibility work and core strengthening will be covered, as well as ways to avoid common distance injuries. UC/CSU

Walking for Wellness

PE 206A. Beginning Walking for Wellness (1)
Lab-2 P/NP available
An introduction to exercise walking and cardiovascular conditioning basics. Emphasis is placed on techniques to improve physical endurance, body alignment, flexibility, and overall wellness. This course will serve the needs of many students who do not have extensive movement experience. UC/CSU
Formerly PE 206

PE 206B. Intermediate Walking for Wellness (1)
Lab-2 P/NP available
Advise: PE 206A or demo of exit skills
An introduction to power walking and the next level of strength building, flexibility, and endurance to expand cardiovascular health, walking speed, and distances. It is designed to be the next wellness step for students already familiar with introductory exercise walking form and conditioning benefits. UC/CSU

PE 206C. Advanced Walking for Wellness (1)
Lab-2 P/NP available
Advise: PE 206B or demo of exit skills
Intermediate Physical Fitness is a level two course that builds upon level one inclusive fitness techniques with an emphasis on agility, flexibility, strength, and endurance. UC/CSU
Formerly PE 527B

PE 208A. Beginning Aerobic Fitness (1)
Lab-2 P/NP available
A guided instruction into aerobic activity through high and low-impact routines with music accompaniment. UC/CSU
Formerly PE 558A

PE 208B. Intermediate Aerobic Fitness (1)
Lab-2 P/NP available
Advise: PE 208A or demo of exit skills
A guided instruction into aerobic activity through high and low-impact increased intensity routines with music accompaniment. UC/CSU
Formerly PE 558B

PE 208C. Advanced Aerobic Fitness (1)
Lab-2 P/NP available
Advise: PE 208B or demo of exit skills
A guided instruction into aerobic activity through high and low-impact vigorous routines with music accompaniment. UC/CSU
Formerly PE 558C

Walking for Wellness

PE 209A. Beginning Step Aerobics (1)
Lab-2 P/NP available
An introduction to aerobic step workout. Learning the skill of stepping up and down on an adjustable platform, with balance and coordination to create an intense, low-impact workout at 120-130 beats per minute. Build on beginning level routines for increased coordination and balance. UC/CSU

PE 209B. Intermediate Step Aerobics (1)
Lab-2 P/NP available
Advise: PE 209A or demo of exit skills
A guided instruction into aerobic activity through high and low-impact vigorous routines with music accompaniment and advanced movements. UC/CSU
Formerly PE 558C

Walking for Wellness

PE 210A. Beginning Rhythmic Aerobics (1)
Lab-2 P/NP available
An introduction to rhythmic aerobic activity. Learning the skill of stepping up and down on an adjustable platform, with balance and coordination to create an intense, low-impact workout at 120-130 beats per minute. Build on beginning level routines for increased coordination and balance. UC/CSU

PE 210B. Intermediate Rhythmic Aerobics (1)
Lab-2 P/NP available
Advise: PE 210A or demo of exit skills
A guided instruction into rhythmic aerobic activity through high and low-impact vigorous routines with music accompaniment and advanced movements. UC/CSU
Formerly PE 558C

Walking for Wellness

PE 211A. Beginning Dance Aerobics (1)
Lab-2 P/NP available
A guided instruction into aerobic activity through high and low-impact increased intensity routines with music accompaniment. UC/CSU
Formerly PE 558A

PE 211B. Intermediate Dance Aerobics (1)
Lab-2 P/NP available
Advise: PE 211A or demo of exit skills
A guided instruction into aerobic activity through high and low-impact vigorous routines with music accompaniment. UC/CSU
Formerly PE 558B

PE 211C. Advanced Dance Aerobics (1)
Lab-2 P/NP available
Advise: PE 211B or demo of exit skills
A guided instruction into aerobic activity through high and low-impact vigorous routines with music accompaniment and advanced movements. UC/CSU
Formerly PE 558C
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**PE 210A. Beginning Boxercise (1)**
Lab-2  P/NP available
Introduction to Boxercise as a conditioning fitness class utilizing aerobic/boxing techniques with an emphasis on cardiovascular and muscular endurance. UC/CSU  
*Formerly PE 210*

**PE 210B. Intermediate Boxercise (1)**
Lab-2  P/NP available  
*Advise: PE 210A or demo of exit skills*
Intermediate boxercise builds upon the skills and technique learned in beginning level boxercise class with emphasis on intermediate level terminology and combinations that includes partner and group work and increased aerobic fitness intensity. UC/CSU

**Competitive Lifting**

**PE 212. Olympic Weightlifting (1)**
Lab-2  P/NP available
Students will be instructed in the proper protocols to successfully execute the Clean and Jerk and the Snatch. Principles of Olympic Weightlifting, training techniques and safety guidelines will be presented. UC/CSU  
*Formerly PE 585*

**PE 212B. Beginning - Intermediate Olympic Weightlifting (1)**
Lab-2  P/NP available
Instruction in gross motor skills required to enhance the Olympic Weightlifting experience. Analysis and correction of technical errors, official judging and application of the rules of Olympic Weightlifting are also covered. UC/CSU

**PE 212C. Advanced Olympic Weightlifting (1)**
Lab-2  P/NP available
Instruction in advanced Cubanito and Hungarian technical protocols leading to the refinement of fine motor skills required of Olympic Weightlifting. Mechanics and infrastructure of an Olympic Weightlifting competition and the role of the athlete is presented. UC/CSU

**PE 212D. Competitive Olympic Weightlifting (1)**
Lab-2  P/NP available
Instruction in synchronizing gross motor and fine motor skills to achieve successful Olympic Weightlifting attempts. Methodology from Eastern Bloc, Soviets, and China will be used. In addition, students will organize and manage an un-sanctioned Olympic Weightlifting Meet. UC/CSU

**Strength Training**

**PE 213. Competitive Powerlifting (1)**
Lab-2  P/NP available
Students will be instructed in the proper protocols to successfully execute the Dead Lift, Bench Press, and Squat for maximal strength gains. Principles of Competitive Powerlifting, training techniques and safety guidelines will be presented. UC/CSU  
*Formerly PE 586*

**PE 214A. Beginning Weight Training (1)**
Lab-2  P/NP available
Beginning Weight Training emphasizes instruction and implementation of machine weight and free weight training programs. UC/CSU  
*Formerly PE 214*

**PE 214B. Intermediate Weight Training (1)**
Lab-2  P/NP available  
*Advise: PE 214A or demo of exit skills*
Intermediate Weight Training emphasizes instruction and implementation of intermediate level machine weight and free weight training programs. UC/CSU

**PE 215A. Beginning Strength and Interval Training (1)**
Lab-2  P/NP available
Beginning Strength and Circuit Training emphasizes free weight and machine weight training via a set number of exercises completed with in a timed circuit. UC/CSU  
*Formerly PE 555A*

**PE 215B. Intermediate Strength and Interval Training (1)**
Lab-2  P/NP available  
*Advise: PE 215A or demonstration of exit skills*
Intermediate Strength and Circuit Training emphasizes free weight and machine weight training via an intermediate set number of exercises completed with in a timed circuit. UC/CSU  
*Formerly PE 555B*

**PE 215C. Advanced Strength and Interval Training (1)**
Lab-2  P/NP available
Instruction in an intermediate set number of exercises completed in a timed circuit. UC/CSU  
*Formerly PE 555C*

**PE 216A. Beginning Body Sculpting (1)**
Lab-2  P/NP available
An introduction to the principles and practices of body sculpting through weight training and the use of various exercise modalities; as well as cardiovascular fitness through circuits and interval training. UC/CSU

**PE 216B. Intermediate Body Sculpting (1)**
Lab-2  P/NP available  
*Advise: PE 216A or demonstration of PE 216A exit skills*
Intermediate Body Sculpting course builds strength in the major muscles of the body with a special emphasis on the upper body, core, and back through weight training with the use of a wide variety of modalities; as well as refining body alignment while performing the body sculpting skills. UC/CSU

**Stretching and Flexibility**

**PE 217A. Beginning Stretching and Flexibility Development (1)**
Lab-2  P/NP available
Stretching is a fundamental component of fitness. Emphasis is on techniques to improve flexibility safely and effectively, while enhancing overall fitness and fluidity of movement. Basic muscle groups and types of stretches will be included. UC/CSU  
*Formerly PE 217*

**PE 217B. Intermediate Stretching & Flexibility Development (1)**
Lab-2  P/NP available  
*Advise: PE 217A or demo of exit skills*
Builds on knowledge and skills from PE 217A Beginning Stretching and Flexibility. Includes isometric and combination stretches, identification of muscle group pairs, basic anatomical terminology, stretching sequences for specific activities or sports. UC/CSU

**Yoga**

**PE 219A. Beginning Yoga (1)**
Lab-2  P/NP available
An introduction to the principles and practice of yoga as a physical discipline. Basic yoga postures, breathing exercises, alignment princi
plies, combination of poses, and relaxation techniques will be included. An overview of yoga history and philosophy will be presented. UC/CSU
Formerly PE 554B

PE 219B. Intermediate Yoga (1)
Lab-2 P/NP available
Advice: PE 219A or demonstration of exit skills
Intermediate yoga will build upon skills learned in beginning yoga. Emphasis will be placed on a representative sample of intermediate level postures and yoga combinations, breathing exercises, and relaxation techniques. A continuation of yoga history, philosophy, and current trends will be presented. UC/CSU
Formerly PE 554B

PE 220. Intensive Yoga (2)
Lec-1, lab-3 P/NP available
Advice: PE 219B or demonstration of exit skills
Intensive yoga offers further practice and refinement of intermediate level yoga postures, breathing and meditation techniques. A continuation of yoga history, philosophy, and current trends will be presented. There is an emphasis on alignment techniques and practical application of yoga principles in daily life. UC/CSU
Formerly PE 654B

Archery

PE 230A. Beginning Archery (1)
Lab-2 P/NP available
Beginning archery includes archery skills, rules, etiquette, safety, methods of shooting and scoring. Students will be instructed to analyze their form and techniques to perform and enjoy the basic sport of archery. Archery falls within the Archery Family. UC/CSU
Formerly PE 505A

PE 230B. Intermediate Archery (1)
Lab-2 P/NP available
Advice: PE 230A or demo of exit skills
Intermediate archery will review basic skills, rules, safety, and scoring. Additional skills and techniques will include improved consistency, an increase in shooting distances, shooting endurance, and mental concentration. Archery is within the Archery family. UC/CSU
Formerly PE 505B

PE 230C. Advanced Archery (1)
Lab-2 P/NP available
Advice: PE 230B or demo of exit skills
Advanced archery skills to develop improved accuracy and an understanding of archery training for competition. UC/CSU

Badminton

PE 231A. Beginning Badminton (1)
Lab-2 P/NP available
An introduction to badminton basic skills and game play. Emphasis is placed on learning the ready position, grips, overhead and underhand clear, overhead drop, doubles forehand serve, and forehead and backhand drive. Basic rules and strategy for doubles game play will also be covered. UC/CSU
Formerly PE 503A

PE 231B. Intermediate Badminton (1)
Lab-2 P/NP available
Advice: PE 231A or demonstration of exit skills
A review of basic badminton strokes such as the clear, forehand doubles serve, overhead drop, and drive. Additional skills will be introduced such as the net drop, smash, block, offensive drive, singles serve, backhand clear, deep forehand clear, and backhand doubles serve. Intermediate singles and doubles footwork, court coverage, and strategies will also be covered. It is the next step for students already familiar with the introductory skills of badminton. UC/CSU
Formerly PE 503B

PE 231C. Advanced Badminton (1)
Lab-2 P/NP available
Advice: PE 231B or demonstration of exit skills
A review of intermediate badminton techniques and an introduction to advanced badminton court skills and strokes. Rotation systems for doubles, mental and physical preparation for games, and increasingly complex game strategies will also be covered. The course is designed for students who want to continue developing into highly skilled players. UC/CSU

Baseball/Softball

PE 232A. Beginning Baseball (1)
Lab-2, field trips P/NP available
Analysis and practice of the basic skills, techniques, and theories of baseball through active participation. Students will participate in basic lessons and fundamental drills designed to improve and increase their awareness of the skills involved in learning the fundamental skills of baseball. UC/CSU
Formerly PE 505A

PE 232B. Intermediate Baseball (1)
Lab-2, field trips P/NP available
Advice: PE 232A or demonstration of exit skills
Analysis and practice of the basic skills, techniques, and theories of baseball through active participation. Students will participate in intermediate lessons and fundamental drills designed to improve and increase their awareness of the skills involved in learning an intermediate level of fundamental skills in baseball. UC/CSU
Formerly PE 505B

PE 232C. Advanced Baseball (1)
Lab-2, field trips P/NP available
Advice: PE 232B or demonstration of exit skills
Analysis and practice of skills, techniques, theories and advanced training of baseball through active participation. Students will participate in advanced lessons and fundamental drills designed to improve and increase their awareness of the skills and training involved for baseball. UC/CSU
Formerly PE 505C

PE 239A. Beginning Softball (1)
Lab-2, field trips P/NP available
Analysis and practice of the basic skills, techniques, and theories of softball through active participation. Students will participate in basic
lessons and fundamental drills designed to improve and increase their awareness of the skills involved in beginning level softball. UC/CSU
Formerly PE 239

PE 239B. Intermediate Softball (1)
Lab-2, field trips P/NP available
Analysis and practice of the intermediate skills, techniques, and theories of softball through active participation. Students will participate in intermediate lessons and drills designed to improve and increase their awareness of the skills involved in intermediate level softball. UC/CSU

Basketball
PE 233A. Beginning Basketball (1)
Lab-2 P/NP available
This course will emphasize skill development such as dribbling, shooting, passing, rebounding and defensive techniques necessary to play a beginning level game of basketball. UC/CSU
Formerly PE 506A

PE 233B. Intermediate Basketball (1)
Lab-2 P/NP available
Advise: PE 233A or demo of exit skills
This course will emphasize intermediate levels of skill, agility, body conditioning and endurance as required playing basketball at an intermediate level. UC/CSU
Formerly PE 506B

PE 233C. Advanced Basketball (1)
Lab-2 P/NP available
Advise: PE 233B or demo of exit skills
This course will emphasize skill, agility, body conditioning and endurance. It will also assess and evaluate advanced theories and systems of play. UC/CSU
Formerly PE 506C

Football
PE 235A. Beginning Football (1)
Lab-2 P/NP available
Introduction to the basic fundamentals of touch football that includes basic skills, schematics, rules and play. UC/CSU
Formerly PE 519A

PE 235B. Intermediate Football (1)
Lab-2 P/NP available
Advise: PE 235A or demo of exit skills
Review of basic football skills such as running, throwing, and catching. Additional skills will be introduced such as intermediate skills and offensive and defensive formations and strategies, as well as the kicking game. UC/CSU
Formerly PE 519B

PE 235C. Advanced Football (1)
Lab-2 P/NP available
Advise: PE 235B or demo of exit skills
Review of beginning and intermediate football skills and offensive and defensive strategies with an emphasis on game situations. Advanced skills and strategies will be introduced and teaching will be supplemented through video analysis. UC/CSU
Formerly PE 519C

Golf
PE 236A. Beginning Golf (1)
Lab-2 P/NP available
This course demonstrates the basic skills needed to be able to play a round of golf. The structure of the course emphasizes the principles of the full swing, chip shot, putting, basic rules of play, golf etiquette, and terminology. UC/CSU
Formerly PE 520A

PE 236B. Intermediate Golf (1)
Lab-2 P/NP available
Advise: PE 236A or demo of exit skills
This course demonstrates more advanced skills needed to be able to play a round of golf. The structure of the course emphasizes the principles of the full swing, chip shot, putting, advanced knowledge of the rules of golf, demonstration of golf etiquette, and capability to play nine holes of golf. UC/CSU
Formerly PE 520B

Soccer
PE 238A. Beginning Soccer (1)
Lab-2 P/NP available
Emphasis on rules and laws of the game, systems of play, technical skills, and soccer specific conditioning. UC/CSU
Formerly PE 534A

PE 238B. Intermediate Soccer (1)
Lab-2 P/NP available
Advise: PE 238A or demo of exit skills
Emphasis on intermediate systems of play, strategy, rules and training program. UC/CSU
Formerly PE 534B

PE 238C. Advanced Soccer (1)
Lab-2 P/NP available
Advise: PE 238B or demo of exit skills
Review the basics; rules, etiquette, basic skills, strokes and footwork,
scoring and strategy. Emphasis on spins and placement and advanced strategies. UC/CSU

Formerly PE 542C

PE 244A. Competitive Tennis Doubles (1)
Lab-2 P/NP available
Emphasis of this class will be on doubles strategies and tactics during competition. Ball drills will be used to enhance competitive play. Movement specific to doubles and conditioning will also be emphasized. UC/CSU

Volleyball

PE 242A. Beginning Volleyball (1)
Lab-2 P/NP available
This is an introduction to the sport of volleyball with an emphasis on performing and examining the skills needed to interpret individual skills needed for game play. Analysis and correction of basic team strategies and application of volleyball rules are also covered. Volleyball falls within the volleyball family. UC/CSU

Formerly PE 545A

PE 242B. Intermediate Volleyball (1)
Lab-2 P/NP available

Advis E: PE 242A or demo of exit skills
The purpose of this course is to learn the intermediate skills and techniques of the sport of volleyball. The student will review basic volleyball skills such as pass, set, serve and spike. In addition, the student will be introduced to additional intermediate skills such as 2-person block, jump serve, multiple offenses and center back defense. Volleyball falls within the Volleyball family. UC/CSU

Formerly PE 545B

PE 242C. Advanced Volleyball (1)
Lab-2 P/NP available

Advis E: PE 242B or demo of exit skills
Advanced volleyball skills, strategies, officiating and coaching information. UC/CSU

Formerly PE 545C

Aquatics Exercise

PE 252A. Beginning Water Aerobics (1)
Lab-2 P/NP available
A non-swimming and low impact water exercise course designed to improve muscular strength, flexibility, balance and cardiovascular fitness. Exercises will involve variations in movement and tempo to achieve these fitness improvements. UC/CSU

PE 252B. Intermediate Water Aerobics (1)
Lab-2 P/NP available

Advis E: PE 252A or demo of exit skills
A review of water aerobics form and cardiovascular basics as well as an introduction to moderate intensity water exercises, using heart rate measurement to determine aerobics zones. Increased range of motion, muscular strength, flexibility, agility, balance, core strength and cardiovascular fitness will be emphasized, while reducing stress on the body. UC/CSU

PE 252C. Advanced Water Aerobics (1)
Lab-2 P/NP available

Advis E: PE 252B or demonstration of exit skills
Advanced Water Aerobics build upon skills learned in intermedi
Physical Education and Dance

PE 256A. Beginning Fitness Swimming (1)
Lab-4 P/NP only
Advice: PE 254C or demo of exit skills
An introduction to fitness swimming and cardiovascular conditioning basics. Emphasis is placed on techniques to improve physical endurance, body alignment, flexibility, and overall wellness. UC/CSU

PE 256B. Advanced Beginning Fitness Swimming (1)
Lab-4 P/NP only
Advice: PE 256A or demo of exit skills
A review of swimming form and cardiovascular basics as well as an introduction to the next level of fitness swimming ability using heart rate measurement to determine high and low aerobic zones. It will also emphasize range of motion, body alignment, and strength building. UC/CSU

PE 256C. Intermediate Fitness Swimming (1)
Lab-4 P/NP only
Advice: PE 256B or demo of exit skills
An introduction to more advanced endurance and speed techniques to enable swimming greater distance leading up to a 1K event. Additional flexibility work and core strengthening will be introduced, as well as ways to avoid common swimming injuries. UC/CSU

PE 256D. Advanced Fitness Swimming (1)
Lab-4 P/NP only
Advice: PE 256C or demo of exit skills
Advanced fitness swimming builds upon skills and training learned previously, with emphasis on continued improvement of fitness swimmer's cardiovascular endurance. Students will learn how to administer swimming fitness assessments and build skills to train and participate in distance swimming events. CSU

Judo

PE 271A. Beginning Judo (1)
Lab-2 P/NP available
An introduction to Kodokan judo, an Olympic sport, focusing on fundamental judo techniques, skills and physical fitness. An examination of judo's development, philosophy, etiquette and principles. UC/CSU
Formerly PE 524A

PE 271B. Intermediate Judo (1)
Lab-2 P/NP available
Advice: PE 271A or demonstration of exit skills
In addition to new skills and techniques, students will be required to demonstrate greater proficiency in basic skills and techniques covered in the introductory course. Students will be eligible to test for the next judo belt rank during the semester. UC/CSU
Formerly PE 524B

PE 271C. Advanced Judo (1)
Lab-2 P/NP available
Advice: PE 271B or demonstration of exit skills
Advanced skill instruction and application of Nage-waza (Throwing), Osae-waza (Grappling/Submission), with Randori (Free Exercise). Principles of Sei-ryo-ku Zenyou and Jita-Kyoei, the training of mind and body of a person that contributes to society will be examined. Tournament supervision of the judo tournament will be covered. UC/CSU
Formerly PE 524C

PE 271D. Competition Judo (1)
Lab-2 P/NP available
Advice: PE 271C or demonstration of exit skills
Instruction and participation in judo competition. Student will develop basic, intermediate and advanced skills and knowledge necessary to participate in judo safely. Competition strategy and tactics will be covered in detail. Students will have the opportunity to test for their next rank during the semester. UC/CSU

Ju-jitsu

PE 274A. Beginning Ju-jitsu (1)
Lab-2 P/NP available
Instruction in submission techniques of Brazilian Ju-jitsu. Students will learn specific offensive/defensive techniques to be used against an attacker along with escapes and submissions from a variety of different attacks. Participation in beginning level sparring will be learned with particular attention to safety. UC/CSU
Formerly PE 274

PE 274B. Intermediate Ju-jitsu (1)
Lab-2 P/NP available
Advice: PE 274A or demonstration of exit skills
Intermediate ju-jitsu provides the student the opportunity to continue their study of Brazilian ju-jitsu, to develop greater self confidence with social and leadership skills. In addition to new skills and techniques, students will be required to demonstrate greater proficiency in basic skills and techniques covered in the introductory course. UC/CSU

PE 274C. Advanced Ju-jitsu (1)
Lab-2 P/NP available
Advice: PE 274B or demonstration of exit skills
Advance ju-jitsu emphasis will be on a solid defense with the ability to escape from all the major positions with relative ease. The use of combinations and the momentum of one's own weight as well as that of your opponent to achieve movement objectives will be highlighted. The administration of the ju-jitsu tournament will be covered. UC/CSU

PE 274D. Competition Ju-jitsu (1)
Lab-2 P/NP available
Advice: PE 274C or demonstration of exit skills
Competition ju-jitsu will familiarize the student with the different combinations and transitions along with the review of basic, intermediate and advance skill sets. The student will be encouraged to develop their own competitive style. Teaching as a means to consolidate the knowledge one has acquired will be established. UC/CSU

Taekwondo

PE 276A. Beginning Taekwondo (1)
Lab-2 P/NP available
Instruction and practice in the beginning skill of Taekwondo, the competitive sport skills and rules. Course will include basic kicks, blocks, and punches with an emphasis on self-defense, as well as a presentation in the history, philosophy, vocabulary, and etiquette. UC/CSU
Formerly PE 580A

PE 276B. Intermediate Taekwondo (1)
Lab-2 P/NP available
Advice: PE 276A or demonstration of exit skills
Instruction and practice in the rules and intermediate competitive sport skills of Taekwondo. Course will include intermediate level kicks,
blocks, and punches with an emphasis on self-defense, as well as coverage in the history, philosophy, vocabulary, and etiquette. UC/CSU
Formerly PE 580B

Self Defense
PE 277. Self Defense for Women (1)
Lec-2 P/NP available
Students will be instructed in the physical and psychological aspects of self-defense, while learning how to reduce their risk to their personal safety, at home or on the streets. Emphasis is on avoidance of physical confrontation and discouragement of an attack. UC/CSU
Formerly PE 550

Physical Education Athletics

Learning Outcomes
Overall
Students participating in Dance, Activity, Kinesiology/theory and/or Intercollegiate Courses will be able to:

- Apply knowledge from a Physical Educaton/Dance class towards achieving academic endeavors such as an Associate’s Degree or transfer to baccalaureate institution, enhance career opportunities, and become further engaged in the college and community’s social fabric through lifelong learning and cultural enrichment.

Intercollegiate Athletics

- Identify and demonstrate good sportsmanship, communicative and social interaction skills including the understanding of leadership and contributing roles while participating and/or competing on an intercollegiate team.

Activity

- Identify and analyze the importance of health concerns, safety and proper use of equipment while performing activity based movements.

- Identify and demonstrate the appropriate sequence of physical movements to successfully perform an activity/sport.

Theory/Kinesiology

- Integrate the knowledge/content in consideration of an Associate’s Degree in Kinesiology, Certificates in Physical Education, Coaching, Yoga or Strength and Conditioning, strengthen career opportunities in the health, fitness, and wellness fields, and synthesize community and global awareness through life long learning.

Credit, Degree Applicable Courses:

PE A 50. Intercollegiate Athletics Orientation (2)
Lec-2 P/NP available
Prereq: Athletic and medical clearance per CCCAA eligibility rules
An introduction to CCSF intercollegiate athletics. Topics discussed will be eligibility, team, college, CCCAA and NCAA rules and regulations, medical information, insurance, sports health and wellness, teamwork, leadership, time management, organization and study skills. Academic and athletic success will be emphasized. CSU

PE A 99. Intercollegiate Sport Development (3)
Lab-10 P/NP available
Repeat: max. 9 units
Students will be instructed in sport specific strength and conditioning protocols related to improving muscular strength, power, agility, and speed. Principles of sport specific technical and tactical methodology will be presented. Injury prevention, restoration and recovery will also be addressed. CSU/UC
Formerly PE 584

Intercollegiate Athletics for Women

PE A 60. Women’s Intercollegiate Soccer (3)
Lab-10, field trips
Prereq: Athletic clearance (eligible by rules governed by the CCCAA and medical clearance verified by a physician)
Repeat: max. 12 units
Instruction for competition and participation in Women’s Intercollegiate Soccer in the Coast Conference of the California Association of Community Colleges. UC/CSU
Formerly PE 450

PE A 61. Intercollegiate Badminton for Women (3)
Lab-3 P/NP available
Prereq: Athletic clearance (eligible by rules governed by the CCCAA and medical clearance verified by a physician)
Repeat: max. 12 units
Instruction for competition in the Coast Conference of the California Association of Community Colleges (CACC). UC/CSU
Formerly PE 461

PE A 62. Women’s Intercollegiate Swim (3)
Lab-10, field trips P/NP available
Prereq: Athletic clearance (eligible by rules of the CCCAA and medical clearance verified by a physician)
Repeat: max. 12 units
Instruction for competition and participation in Women’s Intercollegiate Swimming representing City College of San Francisco. Student-athletes must meet eligibility requirements as designated by the California Community College Athletic Association (CCCAA). UC/CSU
Formerly PE 451

PE A 63. Intercollegiate Tennis for Women (3)
Lab-10 P/NP available
Prereq: Athletic clearance (eligible by rules of the CCCAA and medical clearance verified by a physician)
Repeat: max. 12 units
Advanced instruction, practice and team preparation for the women’s intercollegiate tennis team in order to compete and participate in the Coast Athletic Conference. UC/CSU
Formerly PE 453

PE A 65. Intercollegiate Women’s Basketball (3)
Lab-10 P/NP available
Prereq: Athletic clearance and medical clearance verified by a physician
Repeat: max. 12 units
Instruction for competition and participation in Women’s Intercollegiate Basketball in the Coast Conference-North Division of the California Association of Community Colleges. UC/CSU
Formerly PE 455

PE A 66. Intercollegiate Track & Field for Women (3)
Lab-10 P/NP available
Prereq: Athletic clearance (eligible by rules governed by the CCCAA and medical clearance verified by a physician)
Instruction for competition and participation in track and field in the

Formerly PE 584
Coast Conference and the California Community Colleges Athletic Association (CCCAA). UC/CSU
Formerly PE 456

PE A 67. Intercollegiate Softball for Women (3)
Lab-10
P/NP available
Prereq.: Athletic clearance (eligible by rules governed by the CCCAA and medical clearance by a physician)
Instruction for competition and participation in Intercollegiate Softball in the Coast Conference of the California Association of Community Colleges. UC/CSU
Formerly PE 457

PE A 68. Intercollegiate Women's Volleyball (3)
Lab-10, field trips
P/NP available
Prereq.: Athletic clearance (eligible by rules of the CACC and medical clearance verified by a physician)
Repeat: max. 12 units
Instruction and scheduled competitions for participation in Intercollegiate Volleyball representing City College of San Francisco. Student-athletes must meet eligibility requirements as designed by the State Athletic Code. UC/CSU
Formerly PE 458

PE A 69. Intercollegiate Cross-country for Women (3)
Lab-10
Prereq.: Athletic clearance and medical clearance verified by a physician
Repeat: max. 12 units
Instruction for intercollegiate Cross Country competition and participation in the Coast Conference of the California Community Colleges Athletic Association (CCCAA). UC/CSU
Formerly PE 459

PE A 89. Women's Intercollegiate Water Polo (3)
Lab-10
P/NP available
Prereq.: Athletic clearance (eligible by rules of CCCAC and medical clearance verified by a physician)
Repeat: max. 12 units
Instruction for competition and participation in Women's Intercollegiate Water Polo representing City College of San Francisco. Student-athletes must meet eligibility requirements as designated by the California Colleges Athletic Association (CCCAA). CSU

Intercollegiate Athletics for Men

PE A 80. Intercollegiate Baseball for Men (3)
Lab-10
P/NP available
Prereq.: Athletic clearance (eligible by rules of CCCAA and medical clearance verified by a physician)
Repeat: max. 12 units
Instruction for competition and participation in Intercollegiate Baseball in the Coast Conference of the California Association of Community Colleges. UC/CSU
Formerly PE 400

PE A 81. Intercollegiate Men's Basketball (3)
Lab-10, field trips
P/NP available
Prereq.: Athletic clearance (eligible by rules of CCCAC and medical clearance verified by a physician)
Repeat: max. 12 units
Instruction for competition and participation in Men's Intercollegiate Basketball in the Coast Conference of the California Association of Community Colleges. UC/CSU
Formerly PE 401

PE A 82. Intercollegiate Men's Cross-Country (3)
Lab-10, field trips
P/NP available
Prereq.: Athletic clearance and medical clearance verified by a physician
Repeat: max. 12 units
Instruction for Intercollegiate Men's Cross-Country competition and participation the Coast Conference- of the California Community Colleges Athletic Association (CCCAA). UC/CSU
Formerly PE 402

PE A 83. Intercollegiate Football for Men (3)
Lab-10
P/NP available
Prereq.: Athletic clearance and medical clearance verified by a physician
Repeat: max. 12 units
Instruction in intercollegiate football for the participation and competition in the Northern California Conference of the California Association of Community Colleges. UC/CSU
Formerly PE 403

PE A 85. Intercollegiate Soccer for Men (3)
Lab-10
P/NP available
Prereq.: Athletic clearance and medical clearance verified by a physician
Instruction for competition and participation in Men's Intercollegiate Soccer in the Coast Conference of the California Association of Community Colleges. UC/CSU
Formerly PE 405

PE A 88. Intercollegiate Track and Field for Men (3)
Lab-10
P/NP available
Prereq.: Athletic clearance (eligible by rules of CCCAC and medical clearance verified by a physician)
Repeat: max. 12 units
Instruction for competition and participation in track and field in the Coast Conference and the California Community Colleges Athletic Association (CCCAA). UC/CSU
Formerly PE 408

Physics
Office: Science 185
Phone Number: (415) 239-3467
Web Site: www.ccsf.edu/physics

Announcement of Curricula

Physics Major (AS-T)

The Associate in Science in Physics for Transfer. The Associate of Science in Physics for Transfer provides a broad background in fundamental physics through introductory course work with a full complement of laboratory courses. Physics graduates are prepared to transfer to California State University, University of California, and other universities for career paths in high tech industries, education, management consulting, medicine, and law. Physics majors develop strong mathematical, analytical, and laboratory skills, and a solid understanding of the fundamental physical laws that govern the universe.
Learning Outcomes

Upon completion of this program, students will be able to:

- Apply the principles of mechanics, electromagnetism, thermodynamics, waves, optics, and modern physics to theoretical problems as well as to experimental applications.
- Demonstrate laboratory skills including how to take and analyze data, keep an organized lab book, and write a lab report.
- Apply mathematics through multivariable calculus to solve physics problems.
- Transfer to a 4-year degree in physics.

Degree Requirements: Students who wish to earn the Associate in Science in Physics for Transfer (AS-T) must complete 60 CSU transferable units with at least a 2.0 grade point average. This must include the units required for full completion of the IGETC or CSU GE curriculum and the 28 units for the major as specified below. Each course in the major must be completed with a grade of “C” or better. Courses used to meet the major requirement may also be used to meet IGETC or CSU GE requirements.

Courses Required for the Major in Physics

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYC 4A Physics for Scientists and Engineers</td>
<td>3</td>
</tr>
<tr>
<td>PHYC 4AL Physics Laboratory for</td>
<td></td>
</tr>
<tr>
<td>Scientists and Engineers</td>
<td>1</td>
</tr>
<tr>
<td>PHYC 4B Physics for Scientists and Engineers</td>
<td>3</td>
</tr>
<tr>
<td>PHYC 4BL Physics Laboratory for</td>
<td></td>
</tr>
<tr>
<td>Scientists and Engineers</td>
<td>1</td>
</tr>
<tr>
<td>PHYC 4C Physics for Scientists and Engineers</td>
<td>3</td>
</tr>
<tr>
<td>PHYC 4CL Physics Laboratory for</td>
<td></td>
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<tr>
<td>Scientists and Engineers</td>
<td>1</td>
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<tr>
<td>PHYC 4D Physics for Scientists and Engineers</td>
<td>3</td>
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<tr>
<td>PHYC 4DL Physics Laboratory for</td>
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<tr>
<td>Scientists and Engineers</td>
<td></td>
</tr>
<tr>
<td>MATH 110A Calculus I</td>
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</tr>
<tr>
<td>MATH 110B Calculus II</td>
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</tr>
<tr>
<td>MATH 110C Calculus III</td>
<td>4</td>
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<tr>
<td>Total</td>
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</table>

Physics Major (AS)

The Associate in Science in Physics provides a broad background in fundamental physics through introductory course work with a full complement of laboratory courses. Physics graduates are prepared to transfer to California State University, University of California, and other universities for career paths in high tech research, engineering, and education. A physics degree is also a respected preparation for postgraduate studies in medical, business, and law school due to the prevalence of technology in our society. Physics majors develop strong mathematical, analytical, and laboratory skills, and a solid understanding of the fundamental physical laws that govern the universe.

Learning Outcomes

Upon completion of this program, students will be able to:

- Apply the principles of mechanics, electromagnetism, thermodynamics, waves, optics, and modern physics to theoretical problems as well as to experimental applications.
- Demonstrate laboratory skills including how to take and analyze data, keep an organized lab book, and write a lab report.
- Apply mathematics through multivariable calculus to solve physics problems.
- Transfer to a 4-year degree in physics.

Courses Required for the Major in Physics

<table>
<thead>
<tr>
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<td>Scientists and Engineers</td>
<td>1</td>
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<tr>
<td>PHYC 4C Physics for Scientists and Engineers</td>
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<td>PHYC 4CL Physics Laboratory for</td>
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<td>1</td>
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<td>PHYC 4D Physics for Scientists and Engineers</td>
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<td>MATH 110C Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>28</td>
</tr>
</tbody>
</table>

Announcement of Courses

Credit, Degree Applicable Courses:

PHYC 2A. Introductory Physics (3)
Lec-3, conf-1
Prereq: MATH 95
Coreq: PHYC 2AL
Advise: PHYC 40
First course in a two semester sequence required of most premedical, biology, veterinary, physical therapy, and architecture degrees. Core topics include kinematics, dynamics, work and energy, momentum, rotations, simple harmonic motion, fluids, heat and thermodynamics.
C-ID PHYS 105 (PHYC 2A+PHYC 2AL); C-ID PHYS 100S (PHYC 2A+PHYC 2AL+PHYC 2B+PHYC 2BL); UC/CSU
Required of premedical, biology, and some architecture students.

PHYC 2B. Introductory Physics (3)
Lec-3, conf-1
Prereq: PHYC 2A.
Coreq: PHYC 2BL.
Second course in an algebra/trigonometry-based two semester sequence. Core topics include electricity and magnetism, light, and selected topics in modern physics. C-ID PHYS 110 (PHYC 2B+PHYC 2BL); C-ID PHYS 100S (PHYC 2A+PHYC 2AL+PHYC 2B+PHYC 2BL); UC/CSU
Required of premedical, biology, and some architecture students.

PHYC 2AC. Introductory Physics—Calculus Supplement (.5)
Lec-1, conf-0.5 (9 wks.)
Prereq: MATH 110A or 100A; Completion/concurrent enrollment in PHYC 2A.
The application of calculus to topics in mechanics, fluids, heat and sound. UC/CSU
Required of some premedical, biology, and architecture students.
PHYC 2BC. Introductory Physics--Calculus Supplement (.5)
Lec-1, conf-0.5 (9 wks.)
Prereq.: PHYC 2A AND PHYC 2AC; AND MATH 110A OR MATH 100A
PHYC 2BC expands on topics covered in PHYC 2B with applications of calculus to problems in physics. PHYC 2BC satisfies the requirement of some professional and graduate schools for calculus in Physics 2B. UC/CSU
Required of some premedical, biology, and architecture students

PHYC 2AL. Introductory Physics Laboratory (1)
Lab-3
Prereq.: MATH 95
Coreq.: PHYC 2A
Advise: PHYC 40
First laboratory course in an algebra-based two semester sequence. Core topics include experiments in kinematics, dynamics, energy, momentum, rotation, oscillations, fluids, and thermodynamics. C-ID PHYS 105 (PHYC 2A+PHYC 2AL); C-ID PHYS 100S (PHYC 2A+PHYC 2AL+PHYC2B+PHYC 2BL); UC/CSU
Required of premedical, biology, and some architecture students

PHYC 2BL. Introductory Physics Laboratory (1)
Lab-3
Prereq.: Completion/concurrent enrollment in PHYC 2B
Laboratory experiments that accompany PHYC 2B. Experiments include electricity and magnetism, electric circuits, light, and radioactivity. C-ID PHYS 110 (PHYC 2B+PHYC 2BL); C-ID PHYS 100S (PHYC 2A+PHYC 2AL+PHYC2B+PHYC 2BL); UC/CSU
Required of premedical, biology, and architecture students

PHYC 2A. Physics for Scientists and Engineers (3)
Lec-3, conf-1
Prereq.: MATH 110A
Coreq: PHYC 4AL
Advise: PHYC 41 and concurrent enrollment in MATH 110B.
First course in a calculus-based four semester sequence. Core topics include kinematics, dynamics, energy, momentum, rotation, oscillations, and fluids. C-ID PHYS 205 (PHYC 4A +4AL); C-ID PHYS 200S (PHYC 4A + 4AL+ 4B + 4BL + 4C + 4CL + 4D + 4DL); UC/CSU
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.

PHYC 2B. Physics for Scientists and Engineers (3)
Lec-3, conf-1
Prereq.: PHYC 4A, PHYC 4AL, and MATH 110B
Coreq: PHYC 4BL
Advise: Concurrent enrollment in MATH 110C.
Second course in a calculus-based four semester sequence. Core topics include electric and magnetic fields, electric potential, capacitance, resistance, inductance, DC and AC circuits and Maxwell's Equations. C-ID PHYS 210 (PHYC4B + 4BL); C-ID PHYS 200S (PHYC 4A + 4AL+ 4B + 4BL + 4C + 4CL + 4D + 4DL); UC/CSU
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.

PHYC 4A. Physics for Scientists and Engineers (3)
Lec-3, conf-1
Prereq.: PHYC 4B, PHYC 4BL
Coreq: PHYC 4CL
Advise: MATH 110C
This third course in a calculus-based four semester sequence. Core topics include mechanical, sound and light waves; geometrical and physical optics; and thermodynamics. C-ID PHYS 200S (PHYC 4A + 4AL+ 4B + 4BL + 4C + 4CL + 4D + 4DL); UC/CSU
Required of physics, chemistry, and engineering majors planning to transfer to University of California, Berkeley or into other engineering or physical science transfer programs.

PHYC 4B. Physics for Scientists and Engineers (3)
Lec-3, conf-1
Prereq.: PHYC 4A and PHYC 4BL.
Advise: MATH 110C AND PHYC 4C and PHYC 4CL and PHYC 4DL
This is the fourth course in a calculus-based four semester sequence. Core topics include special relativity, quantum mechanics, and atomic physics. C-ID PHYS 200S (PHYC 4A + 4AL+ 4B + 4BL + 4C + 4CL + 4D + 4DL); UC/CSU
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.

PHYC 4AL. Physics Laboratory for Scientists and Engineers (1)
Lab-3
Prereq.: Completion/concurrent enrollment in PHYC 4A
First laboratory course in a calculus-based four semester sequence. Core topics include experiments in kinematics, dynamics, energy, momentum, rotation, and oscillations. C-ID PHYS 205 (PHYC4A + 4AL); C-ID PHYS 200S (PHYC 4A + 4AL+ 4B + 4BL + 4C + 4CL + 4D + 4DL); UC/CSU
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.

PHYC 4BL. Physics Laboratory for Scientists and Engineers (1)
Lab-3
Prereq.: PHYC 4B
Second laboratory course in a calculus-based four semester sequence covering the topics of electricity and magnetism. C-ID PHYS 210 (PHYC4B + 4BL); C-ID PHYS 200S (PHYC 4A + 4AL+ 4B + 4BL +4C + 4CL + 4D + 4DL); UC/CSU
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.

PHYC 4CL. Physics Laboratory for Scientists and Engineers (1)
Lab-3
Prereq.: PHYC 4C
Third laboratory course in a calculus-based four semester sequence. Core topics include experiments in sound, waves, electrical oscillations, thermodynamics, geometrical optics, and physical optics. C-ID PHYS 200S (PHYC 4A + 4AL+ 4B + 4BL + 4C + 4CL + 4D + 4DL); UC/CSU
Required of physics, chemistry, and engineering majors planning to transfer to the University of California, or into other engineering/physical science transfer programs.
PHYC 4DL. Physics Laboratory for Scientists and Engineers (1)
Lab-3
PreReq.: PHYC 4B and PHYC 4BL
Coreq.: PHYC 4D
Last laboratory course in a calculus-based four semester sequence. Core topics include experiments in modern physics, including the Michelson interferometer, photoelectric effect, longitudinal laser modes, Zeeman effect, and atomic spectra. C-ID PHYS 200S (PHYC 4A + 4AL + 4B + 4BL + 4C + 4CL + 4D + 4DL); UC/CSU Required of physics, chemistry, and engineering majors planning to transfer to the University of California, or into other engineering or physical science transfer programs.

PHYC 10. Conceptual Physics (3)
Lec-3
Advise: MATH 40
An overview of physics. Content is taught at a conceptual level using basic math such as ratios, square roots, scientific notation, graph interpretation, slope and simple algebra. Topics include mechanics, properties of matter, heat, sound, electricity, magnetism, light, and nuclear physics. UC/CSU

PHYC 40. Elementary Physics (3)
Lec-3
PreReq.: completion/concurrent enrollment in MATH 95
A single semester course introducing concepts and algebra based analysis of such topics as kinematics, dynamics, energy, and momentum. This course prepares students to take a trigonometry-based physics course and may also serve as preparation for a calculus based physics course. UC/CSU

PHYC 41. Preparatory Physics (3)
Lec-3
PreReq.: MATH 90 or 92; and MATH 95; or placement in MATH 110A
Advise: Concurrent enrollment in MATH 110A
A single semester course emphasizing concepts and problem solving in kinematics, dynamics, energy, momentum, rotational motion and electricity. This course is intended to prepare students to take a college level, problem solving based, physics course using calculus. UC/CSU

Physical Science

Announcement of Courses
Credit, Degree Applicable Course:
P SC 11. Physical Science (3)
Lec-3, conf-1
Advise: MATH 40 or 840 or placement in MATH 60 or 860
An overview of the physical sciences: physics, chemistry, Earth science and astronomy. Content is taught at a conceptual level using basic math such as ratios, square roots, scientific notation, graph interpretation, slope and simple algebra. Intended for non science majors looking for a broad understanding of the physical universe. UC/CSU Not recommended for students who have completed a college-level course in physics, physical science, chemistry, geology, or astronomy with a final grade of C or higher.
P SC 11L. Physical Science Laboratory (1)
Lab-3
Coreq.: P SC 11
Physical Science laboratory integrates concepts from physics, chemistry, earth science and astronomy. Data handling, critical thinking, and laboratory skills are emphasized. UC/CSU

Pilipino
Office: Art 202
Phone Number: (415) 239-3223
Web Site: www.ccsf.edu/forlang

Announcement of Curricula
Pilipino Certificate

The Certificate of Accomplishment in Pilipino provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 16 units in Pilipino. Each course must be completed with a final grade of “C” or higher or Pass.

Learning Outcomes
- Understand the main points of standard speech on familiar matters encountered in work, school, leisure, etc.
- Understand texts which consist mainly of high-frequency everyday or job-related language.
- Understand and respond to most situations likely to arise while traveling in an area where the language is spoken.
- Write simple connected text on topics which are familiar or of personal interest or personal letters describing experiences and impressions.

Courses Required for the Certificate of Accomplishment in Pilipino

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIL 1 Elementary Pilipino</td>
<td>5</td>
</tr>
<tr>
<td>PIL 2 Continuation of Elementary Pilipino</td>
<td>5</td>
</tr>
</tbody>
</table>

Elective Courses

| PIL 10A, 10B, 10C Conversational Pilipino | 3–3–3 |
| PIL 39A, 39B Philippine Lit in Translation | 3-3 |

Total Units | 16 |
Announcement of Courses

Credit, Degree Applicable Courses:
PIL 1. Elementary Pilipino (5)
Lec-5, lab-2 P/NP available
Advise: ENGL 93 or 94; or ESL 160 or 82 or placement in ENGL 96 or ESL 170 or completion of any City College or university foreign language course.
Introductory course in Pilipino grammar, composition, and reading. Practice in speaking and understanding Pilipino. UC/CSU

PIL 2. Continuation of Elementary Pilipino (5)
Lec-5, lab-2 P/NP available
Prereq.: PIL 1 or demonstration of PIL 1 exit skills.
Second semester course. Completion of elementary grammar, composition, and reading; continued practice in speaking and understanding Pilipino. UC/CSU

PIL 10A. Conversational Pilipino (3)
Lec-3, lab-1 P/NP available
Intensive instruction and practice in spoken Pilipino. CSU

PIL 10B. Conversational Pilipino (3)
Lec-3, lab-1 P/NP available
Prereq.: PIL 10A or demonstration of PIL 10A exit skills.
Intensive instruction and practice in spoken Pilipino. CSU

PIL 10C. Intermediate Conversational Pilipino (3)
Lec-3, lab-1 P/NP available
Prereq.: PIL 10B or demonstration of PIL 10B exit skills.
Intensive instruction and practice in spoken Pilipino. CSU

PIL 39A. Philippine Literature in Translation: Philippine Literature to 1940 (3)
Lec-3 P/NP available
Advise: Eligible for ENGL 1A
Reading and discussion of important works of Philippine literature in English translation. Philippine literature up to 1940. UC/CSU

PIL 39B. Philippine Literature in Translation: Philippine Literature from 1940 to the Present (3)
Lec-3 P/NP available
Advise: Eligible for ENGL 1A
Reading and discussion of important works of Philippine literature in English translation. Philippine literature up to 1940. UC/CSU

Learning Outcomes

Upon completion of courses in Political Science, students will be able to:

- Analyze different political theories, including liberalism and conservatism.
- Evaluate the structure and function of other nations’ political systems and the international system.
- Evaluate information utilizing appropriate social sciences methodologies and approaches, including the use of primary sources.
- Examine complex issues and develop, evaluate, and test solutions and hypotheses.

Political Science Major (AA-T)

Associate in Arts in Political Science for Transfer. Political science is the study of governments, power relations, public policies, political theories, political processes, and political behavior. The Political Science major is designed to develop knowledge, analytical skills, and critical insight into the nature of politics and political problems. Political science subfields include American government, political theory, comparative politics, and international relations, and the major introduces each of these, as well as allowing additional coursework. The aim is to prepare students for active participation in political life, whether as informed citizens or residents, and to prepare students for transfer to a four-year university in the field of Political Science, and then to a range of possible careers.

Learning Outcomes

Upon completion of this degree, students will be able to:

- Demonstrate an awareness and understanding of American political principles
- Analyze and critique current political topics and issues
- Understand the forms and processes of political participation, at the local, state, national, and/or international levels
- Evaluate the structure and function of other nations’ political systems and the international system
- Analyze different political theories, including liberalism and conservatism
- Analyze the historical and philosophical foundations of the United States and California constitutions
- Evaluate information by selection and using appropriate social science methodologies and approaches, including the use of primary sources.
- Examine complex issues and develop, evaluate, and test solutions and hypotheses using the scientific method

Degree Requirements: Students who wish to earn the Associate in Arts in Political Science for Transfer (AA-T) must complete 60 CSU transferable units with at least a 2.0 grade point average. This must include the units required for full completion of the IGETC or CSU GE curriculum and the 18-19 units for the major as specified below. Each course in the major must be completed with a grade of “C” or better. Courses used to meet the major requirement may also be used to meet IGETC or CSU GE requirements.

Courses Required for the Major in Political Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>POLS 1 American Government</td>
<td>3</td>
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<tr>
<td>POLS 2 Comparative Government</td>
<td>3</td>
</tr>
<tr>
<td>POLS 3 Political Theory</td>
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Announcement of Courses

Credit, Degree Applicable Courses:

POLS 1. American Government (3)
Lec-3
Introduction to United States and California government and politics, including constitutions, political institutions and processes, and political actors. Examination of political behavior, public policy, political ideas, and public policy. C-ID POLS 110; UC/CSU

POLS 2. Comparative Government (3)
Lec-3
P/NP available
Central themes of comparative politics: comparative political science methodology, constitutional principles, governmental institutions, the nature of the state, political culture, democracy, and political and economic development. C-ID POLS 130; UC/CSU

POLS 3. Political Theory (3)
Lec-3
P/NP available
Various theoretical approaches to political problems and proposed solutions. Analysis of selected political theories and thinkers. Relevance of theory to contemporary problems. C-ID POLS 120; UC/CSU

POLS 4. The Politics of Globalization (3)
Lec-3
P/NP available
Advise: ENGL 92 or ESL 150 or placement in ENGL 93 or ESL 160
This course analyzes competing political theories and perspectives on the origins of globalization and how they relate to actual policies and practices across different regions, nations and cultures. To this end, students will learn about the possibilities and limitations that globalization offers to, and imposes on, daily life. UC/CSU

POLS 5. International Relations (3)
Lec-3
P/NP available
An introductory survey of world politics involving a historical and theoretical analysis of the relations among states and international organizations. Contemporary problem-areas and issues in an international arena of conflict and order, such as: American foreign policy; diplomacy and international bargaining; global problems of war and nuclear armament; international finance and the world economy; economic development and the world’s resources; terrorism and human rights; and, on a voluntary basis, student participation in the Model United Nations. C-ID POLS 140; UC/CSU

POLS 6. Problems of Political Association (3)
Lec-3
P/NP available
An introduction to modern Western Civilization, from a political perspective, providing an overview of politics from the origins of the nation state to super-power confrontation, with a focus on the triangular relationship of Europe, the U.S., and the U.S.S.R. The nature of government, law, ideology, revolution, and political and economic integration are discussed. UC/CSU

POLS 7. American Politics and the African American Community (3)
Lec-3
P/NP available
American political institutions and their relationship to African Americans. The unique manner in which Black people have had to function both within and outside of the political system. The future of African American politics. UC/CSU

POLS 8. Political Problems of Latin Americans (3)
Lec-3
P/NP available
The relationship between Latin American citizens and American political institutions. Emphasis on the political problems of Latin Americans, proposed solutions to these problems, and practical political techniques for achieving such solutions. UC/CSU

POLS 9. Campaigns and Elections (3)
Lec-3
P/NP available
Survey of the theory and practice of American political campaigns and elections. Emphasis on candidates, their issue positions, strategies and experience; ballot propositions, pros and cons, role and effect of the media, money, polls, and the changing impact of political parties and interest groups. UC/CSU

POLS 10. United States Foreign Policy (3)
Lec-3
P/NP available
An introductory course emphasizing the study of current problems and issues in United States foreign policy. Major units of study include the making and carrying out of foreign policy, historical changes in American foreign relations, recent events influencing America’s role as a world power, and future challenges to the United States in international affairs. UC/CSU

POLS 12. Ethnic Politics in the United States (3)
Lec-3
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, compara
tive, 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. UC/CSU

POLS 13. Latin American & Latino/a Cross-Border Social Movements (3)
Lec-3  P/NP available
Advise: ENGL 92 or ESL 150 or placement in ENGL 93 or ESL 160
The course bridges Latin American and Latinola politics by analyzing the experiences and struggles of social movements in Latin America and the United States, Social movements relationship to rebellions and revolutions in Latin America and the emergence of the U.S. based Latino/a cross border social movements will be analyzed. UC/CSU
POLS 13=LALS 13

POLS 18. Government and Politics of Latin America (3)
Lec-3  P/NP available
The constitutional systems, political processes, and social problems of Latin-American nations. UC/CSU

POLS 20. The Politics and Policies of Cities (3)
Lec-3  P/NP available
An analysis of the problems, politics, and policies of American city governments, with special emphasis on the San Francisco Bay Area. CSU

POLS 22. Environmental Politics and Policy (3)
Lec-3, field trips  P/NP available
This course examines the politics of environmental issues, including but not limited to, pollution, water quality, air quality, global climate, natural resources, endangered species, environmental justice, and development. The course focuses on the political, economic and social origins of environmental change and degradation and the policy and political activities of environmental movements, government agencies, interest groups, and political parties. The course examines the environmental politics of the United States, other nations comparatively and the global community as a whole, and also examines the theoretical underpinnings of ecological destruction and protection (ecopolitical thought). UC/CSU

POLS 25. Political Action (3)
Lec-3, field trips  P/NP available
A practical guide to citizen political participation. Emphasis on institutional possibilities of change as well as the development of political strategies. Practical political experience encouraged. CSU

POLS 30. Voter Education & Mobilization (3)
Lec-3  P/NP available
An introduction to non-partisan voter education and mobilization. Students research electoral issues and work on strategies to educate and mobilize fellow CCSF students to vote and participate in the political process. Practical hands-on civic engagement activities and critical reflections on voting and democracy are emphasized. CSU

POLS 35. Governments and Politics of East Asia (3)
Lec-3  P/NP available
A survey of political developments and changes in East Asia, with emphasis on the governments and politics of China and Japan. The role of other world powers in this region, including the Soviet Union and the United States. UC/CSU

POLS 41. Independent Studies in Political Science (1)
Lec-1
An individualized reading or research program. CSU (UC upon review)

POLS 42A. Discussions in Political Science (1)
Lec-1  P/NP available
Lectures on varied subjects given by political scientists and practicing politicians (national, state and local). Seminar-type discussions and occasional field trips. CSU (UC upon review)

POLS 42B. Discussions in Political Science (1)
Lec-1  P/NP available
Lectures on varied subjects given by political scientists and practicing politicians (national, state and local). Seminar-type discussions and occasional field trips. CSU (UC upon review)

POLS 42C. Discussions in Political Science (1)
Lec-1  P/NP available
Lectures on varied subjects given by political scientists and practicing politicians (national, state and local). Seminar-type discussions and occasional field trips. CSU

POLS 42D. Discussions in Political Science (1)
Lec-1  P/NP available
Lectures on varied subjects given by political scientists and practicing politicians (national, state and local). Seminar-type discussions and occasional field trips. CSU

POLS 43. The Constitution and Individual Rights (3)
Lec-3, field trips  P/NP available
A citizen's civil and criminal rights under the Constitution. Analysis of leading cases and legal principles which protect individual freedom. UC/CSU

POLS 45. Government and Politics of Middle East (3)
Lec-3  P/NP available
A survey of political developments and changes in the Middle East, with emphasis on the Arab states and Israel. UC/CSU

POLS 46. American Political System (3)
Lec-3, field trips  P/NP available
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. UC/CSU

POLS 47. Government and Politics of Southeast Asia (3)
Lec-3  P/NP available
A survey of political developments and changes in Southeast Asian states (the Philippines, Indonesia, Malaysia, Thailand, and Singapore) and such other states as Viet Nam, Laos, Cambodia, and Burma. Internal politics and international relations. UC/CSU
POLs 48. Government and Politics of Africa (3)
Lec-3 P/NP available
A survey of political development and change in contemporary Africa, with emphasis on Africa south of the Sahara. Major factors shaping African politics and institutions; ideology, nationalism, colonialism, political groups, and nation-building. UC/CSU

POLs 51. Selected Topics in Political Science (1)
Lec-1 P/NP available
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 52. Selected Topics in Political Science (2)
Lec-2 P/NP available
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 53. Selected Topics in Political Science (3)
Lec-3 P/NP available
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": SF Government & Politics (3)
Lec-3 P/NP available
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

Psychology
Office: Batmale 354
Phone Number: (415) 239-3433
Web Site: www.ccsf.edu/behavior

Announcement of Curricula

Psychology Major (AA-T)
Associate in Arts in Psychology for Transfer. This program is designed to prepare students who wish to transfer to pursue studies in psychology. It is STRONGLY advised that potential majors meet with the Behavioral Sciences Chair to discuss educational goals, course options and transfer issues.

Learning Outcomes
Upon completion of this degree, students will be able to:

- Contrast the major contemporary theoretical perspectives in psychology
- Identify research methods and statistical methods appropriate to psychology
- Recognize the interactions between biological and environmental forces and interpret how these relationships help explain cognition, affect and behavior
- Analyze the major subfields of psychology and assess their contributions to the understanding of cognition, affect and behavior

Degree Requirements: Students who wish to earn the Associate in Arts in Psychology for Transfer (AA-T) must complete 60 CSU transferable units with at least a 2.0 grade point average. This must include the units required for full completion of the IGETC or CSU GE curriculum and the 19-20 units for the major as specified below. Each course in the major must be completed with a grade of “C” or better. Courses used to meet the major requirement may also be used to meet IGETC or CSU GE requirements.

Courses Required for the Major in Psychology for Transfer

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 1 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1B Biological Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2 Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 5 Statistics for Behavioral Sciences</td>
<td>4</td>
</tr>
</tbody>
</table>

Choose ONE class from the following options:

- BIO 9 Human Biology
- BIO 11 Introduction to the Science of Living Organisms
- ENGL 1B Reading, Writing, and Critical Thinking about Literature
- ENGL 1C Advanced Composition

Choose ONE class from the following options:

- PSYC 4 Forensic Psychology
- PSYC 9 The Psychology of Stress
- PSYC 10 Abnormal Psychology
- PSYC 11 Theories of Personality
- PSYC 21 Lifespan Development
- PSYC 22 Psychology of Race and Ethnic Relations
- PSYC 23 Psychology of Race and Ethnic Relations
- PSYC 25 Psychology of Sex Differences
- PSYC 26 Applied Psychology
- PSYC 32 Social Psychology
- PSYC 40 Child and Adolescent Psychology
- SOC 1 Introduction to Sociology
- ANTH 1 Biological Anthropology
- ANTH 3 Introduction to Social and Cultural Anthropology
- POLS 1 American Government

Total Units: 19-20

Announcement of Courses

Credit, Degree Applicable Courses:

PSYC 1. General Psychology (3)
Lec-3 P/NP available
ADVISOR: ENGL 92 or ESL 160 or ENGL 93 or 94; or ESL 170
A scientific approach to the study of behavior and mental processes designed for both majors and non-majors. Topics include: research methods, physiology of behavior, sensory systems, learning, memory, lifespan development, motivation, emotion, personality theories, social psychology, abnormal psychology and psychotherapy. C-ID POLS 120; UC/CSU

PSYC 1B. Biological Psychology (3)
Lec-3 P/NP available
PREREQ: PSYC 1
Exploration of the interaction between behavior and biological factors. Includes heritability of behavior, the nervous system, the endocrine system, the senses, and the biological factors underlying behaviors such as learning and memory, food and sexual motivation, speech, emotions,
altered states of consciousness, psychosis, and depression. C-ID PSY 150 UC/CSU

PSYC 2. Research Methods (3)
Lec-3 P/NP available
Prereq.: PSYC 1, and PSYC 5 or MATH 80
An introduction to scientific research methods in psychology. Emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Primarily for psychology majors, related majors, and other students desiring familiarity with scientific methods and improved critical thinking skills. C-ID PSY 200; UC/CSU Primarily for psychology majors, related majors, and students interested in the scientific method.

PSYC 4. Forensic Psychology (3)
Lec-3 P/NP available
Advis: PSYC 1, and ENGL 92 or ESL 160 (or placement in ENGL 93 or ESL 170)
Explore aspects of the legal system studied by psychologists. Emphasis on research and theories in psychology to understand key participants in the legal system (e.g., criminals, police, victims, witnesses), examine legal controversies (e.g., race and justice, death penalty, insanity defense, profiling and eyewitness identification) which can affect legal outcomes. CSU

PSYC 5. Statistics for Behavioral Sciences (4)
Lec-5 P/NP available
Prereq.: MATH 60 or 92 or demonstration of their exit skills. Advis: ENGL 92 or ESL 160 or placement in ENGL 93 or 94; or ESL 170
An introduction to data analysis including measurement and research design. Intended for general education and prospective behavioral science majors. Students will examine, interpret, and apply both descriptive (e.g., organization of data, central tendency and variability, linear regression) and inferential statistics (e.g., probability and sampling theory, hypothesis testing, and confidence intervals). UC/CSU Primarily for prospective majors and related majors.

PSYC 9. The Psychology of Stress (3)
Lec-3 P/NP available
Advis: PSYC 1
Critical exploration of psychological research as it applies to understanding the causes, physiology, and consequences of stress. Emphasis is on practical applications for better managing stress through review of cognitive, communication, problem solving, healthy lifestyle and relaxation based coping strategies. CSU

PSYC 10. Abnormal Psychology (3)
Lec-3 P/NP available
Advis: PSYC 1
An introduction to the nature and development of disturbances in mental, emotional, and behavioral functioning. Methods of assessment and classification, current diagnostic criteria, and theoretical models for causation and treatment are discussed in-depth. C-ID PSY 110; UC/CSU

PSYC 11. Theories of Personality (3)
Lec-3 P/NP available
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 will also be addressed. UC/CSU

PSYC 14. Psychology of Shyness and Self-esteem (1)
Lec-1 P/NP available
An examination of psychological theories and research on the development of shyness and self-esteem. Techniques for reducing shyness and raising self-esteem. CSU

PSYC 15. Assertive Behavior (1)
Lec-18 total hours P/NP available
Emphasis on cognitive-behavioral theories and communication skills and their application to assertive behavior. Assertiveness techniques in a variety of situations, including communication with family, friends, and at the workplace are a major focus. CSU

PSYC 17. Psychology of Eating, Food, and Weight (1)
Lec-1 P/NP available
An examination of psychological theories and research on eating, weight and food. Includes examination of eating disorders, dieting, the diet industry, and weight management. CSU

PSYC 21. Lifespan Development (3)
Lec-3 P/NP available
Advis: PSYC 1, ENGL 93 or placement in ENGL 96
The multidisciplinary study of human development from conception through death. Examination of current research and theories with an emphasis on the interplay of nature and nurture throughout the lifespan and the biological, psychological, sociocultural, and environmental forces that impact development. C-ID PSY 180; UC/CSU

PSYC 23. Psychology of Race and Ethnic Relations (3)
Lec-3 P/NP available
Examination of race as a social construction, attitude formation, social psychological principles, forms of racism and discrimination, privilege and social power, psychological response to racism, and racial identity development. Psycho-historical analysis of the experiences and contributions of African Americans, Asian Americans, Latino(a) Americans, and Native Americans. Completion of a research project. UC/CSU

PSYC 25. Psychology of Gender (3)
Lec-3 P/NP available
This course is an analysis of sex similarities and differences and the gender continuum, including transgender, in individuals from various psychological, physiological, and sociocultural perspectives. It is an exploration of psychological topics, including the impact of sex and gender on development, emotions, relationships, achievement, and attitudes. UC/CSU

PSYC 26. Applied Psychology (3)
Lec-3 P/NP available
Critical exploration of psychological theory, research findings, and concepts relevant to human adjustment. Emphasis on the proactive and practical application of psychology to improve self awareness, facilitate personal growth, and enhance social relationships. CSU

PSYC 32. Social Psychology (3)
Lec-3 P/NP available
The scientific study of individuals in social situations. Examination of current research and theories with an emphasis on how a person’s thoughts, feelings, and behaviors are influenced by other people, the
Radiologic Sciences

Office: Cloud 239
Phone Number: (415) 239-3431
Web Site: www.ccsf.edu/dmi

Mission Statement
Mission Statement of the Radiologic Sciences Department. The Radiologic Sciences Department at City College of San Francisco is dedicated to the advancement of the allied health care industry by providing educational opportunities that foster ethical and compassionate behavior, professional development, and a respect for human diversity. The accomplishment of this mission is embedded in our values through the department's acronym: CCSF RADSCI

Our Values:
Compassionate patient care
Continued pursuit of learning
Sensitivity to the learning needs of our students
Fair and equitable treatment for all
Respect for all
Accountability and ethical behavior
Diversity consciousness
Service to the community and the advancement of the Radiologic Technology Profession
Commitment to excellence in the Radiologic Technology Profession
Integrity of the Education

Our Vision
To provide superior didactic and clinical educational opportunities that ensure CCSF RadSci graduates are among the highest qualified radiologic technologists in the industry.

How we Achieve our Vision
Currency in Didactic Instruction. When our teachers speak from experience, it is current. Most of them continue to practice in the field, and are lecturing on their work experiences that occurred in the very recent past. Many faculty members serve on various statewide and national committees that determine the future of Radiologic Technology practice, and hold multiple degrees and credentials.

Superior Laboratory Facilities. The CCSF RadSci Department strives to maintain equipment that reflects what is currently used in the clinical setting. This ensures that students develop strong skills that accompany them into the medical environment.

Strong Clinical Affiliates. Both programs in the CCSF RadSci Department are affiliated with two of the mostly highly rated hospitals in the country: UCSF Medical Center, and California Pacific Medical Center which provides innovative radiation oncology equipment and treatment procedures. The diagnostic Medical Imaging Program is affiliated with one of the leading Level I trauma centers in the nation: San Francisco General Hospital. Our affiliates are set in a dynamic urban environment, which provides experience with a diverse patient and professional population.

This combination of excellence in didactic and clinical instruction opportunities ensures that CCSF RadSci Department will fulfill its vision, now and in the future.

Diagnostic Medical Imaging

Mission Statement, Goals and Student Learning Outcomes
The Radiologic Sciences Department at City College of San Francisco is dedicated to the advancement of the allied health care industry by providing educational opportunities that foster ethical and compassionate behavior, professional development, and a respect for human diversity.

Upon graduation from the City College of San Francisco Diagnostic Medical Imaging Program, students will have demonstrated proficiency with the following goals and outcomes:

Goal 1. Communication-Students will display effective communication skills as appropriate to a given situation or encounter.
- Communicate effectively with patients, clinical staff, instructors, and fellow students.
- Display competence in verbal and written communication.
- Respond appropriately to requests from patients, clinical staff, instructors, and fellow students.

Goal 2. Critical Thinking/Problem Solving-Students will demonstrate evidence of critical thinking and problem solving methods as appropriate to a given situation or encounter.
- Describe/demonstrate how to produce a diagnostic-quality radiograph when one or more exposure parameters are changed.
- Describe/demonstrate appropriate care and imaging techniques of the injured or critically ill patient.
- Evaluate a radiograph for diagnostic quality.
- Demonstrate appropriate patient care skills for patients of different age groups and cultural backgrounds.

Goal 3. Clinical Performance-Students will effectively apply technical expertise, patient care skills, and radiation protection measures to ensure optimal outcomes when conducting diagnostic radiologic examinations.
- Demonstrate safe and effective radiation protection measures.
- Deliver efficient and safe general patient care skills.
- Produce diagnostic quality radiographs.
- Demonstrate safe operation of the radiographic equipment.
- Perform radiographic procedures efficiently.

Goal 4. Professional Development-Students will exhibit professionalism in their practice of diagnostic medical imaging.
- Employ a professional work ethic in the classroom and clinical setting.
• Exhibit reliability in the classroom and clinical setting.
• Demonstrate initiative in the performance of classroom and clinical duties.
• Function effectively as a team player.

**Goal 5. Program Effectiveness**-Graduates will be prepared for successful and productive careers as a Diagnostic Medical Imaging Technologist.

- CCSF graduates, who wish to do so, find employment in the DMI discipline within 6 months of graduation.
- Graduates indicate positively that the program prepared them for a career in Diagnostic Medical Imaging.
- The program completion rate does not fall below 70%.
- Graduates pass the ARRT examination on the first attempt.
- Employers indicate satisfaction with the performance of CCSF graduates.

**Announcement of Curricula**

**Degree Curricula**

The curriculum in Diagnostic Medical Imaging is approved by the Joint Review Committee on Education in Radiologic Technology, located at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182

Tel: (312) 704-5300, and by the California Department of Public Health.

The program maintains an affiliation with multiple San Francisco hospital radiology departments for the purpose of clinical education.

For more information, please visit www.ccsf.edu/dmi

**Consideration for Admission to the Curriculum.** To be considered for admission to the curriculum, applicants must—

1. Have completed the following prerequisite courses within 7 years prior to application, with a grade of "C" or higher and overall GPA of 2.5 or higher:
   a.) MATH 40 or 840 (Elementary Algebra) or placement in MATH 60 or 860
   b.) CHEM 32 or CHEM 40
   c.) PHYC 10 and 10L
   d.) ANAT 25
   e.) ENGL 93 or 94 (or placement in ENGL 96); or ESL 160 (or placement in ESL 170)
   f.) PHYS 12
2. Complete 40 hours of volunteer service in a hospital Radiology Department. Consult the Diagnostic Medical Imaging (DMI) application (available at www.ccsf.edu/dmi) for more details about this requirement.
3. Completion of MATH 60 or MATH 860 and ENGL 1A are strongly recommended prior to entering the program.
4. Have at least a 2.0 cumulative grade point average in college work previously completed.
5. Be in good physical and mental health.
6. 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").
7. Complete City College of San Francisco Mathematics/Algebra and English placement examinations, or the equivalent thereof.
8. Submit an application to the Radiologic Sciences Office. Contact Radiologic Sciences Department for filing deadline dates. (Applications are available at www.ccsf.edu/dmi).

**Health Clearance Requirements.** In addition to academic requirements and orientation, enrollment in the Diagnostic Medical Imaging Program is subject to evidence of immunizations per the San Francisco Health Department. In addition, upon program admission, the student must satisfactorily complete a physical examination given by an appropriately licensed health care provider.

**Background Check Requirement.** A background check will be required by the clinical affiliates. The cost for this will be incurred by the student. Students must complete this background check upon admission to the program.

**Drug Screening.** Drug screening is required by the clinical affiliate. The student is responsible for the cost.

**Program Orientation.** Upon admission, students are required to attend two scheduled program orientations.

**Instruction in the Major.** The course of study includes instruction in radiologic theory and techniques, pathology, patient care, radiation protection, anatomy, physics and physiology. The curriculum is 30 months in length, including two academic years, with a summer session between the first and second semesters, and ending with a clinical internship of 32 weeks. Clinical education in diagnostic medical imaging is taught in the radiology departments of the hospitals affiliated with the College in offering the program. Members of the professional and technical staffs of these departments serve as instructors.

Upon satisfactory completion of the Program and college graduation requirements, the student is awarded the Associate in Science Degree. Upon satisfactory completion of the clinical internship in an affiliate hospital, the student is eligible for the ARRT national examination for certification.

**Scholarship Requirements and Basis for Disqualification.** A final grade lower than C (75%) in any of the required Diagnostic Medical Imaging courses, or a grade point average below 2.0 will be cause for dismissal from the Diagnostic Medical Imaging Program. Students may also be disqualified prior to the end of the semester should they receive a grade lower than C in their clinical performance. Students may be suspended or dismissed for excessive absences either on campus or at the clinical affiliate, according to the attendance policy, or for other reasons consistent with College policy, as set forth in the Catalogue under General Information.

**Readmission of Students Disqualified Because of Unsatisfactory Scholarship.** Students who have been disqualified from continuing in the curriculum because they received a final grade lower than C and who desire to be readmitted must submit a new application to the Radiologic Sciences Department Review Committee. As Part of the procedure, the Committee will meet with the applicant prior to making a decision. The Committee will base its recommendations on the current policy of the Diagnostic Medical Imaging Program, which is available from the department office.

**Associate in Science Degree.** The course of study is designed so that students may satisfy the requirements for graduation from the College. Students who these requirements, complete the required courses in the curriculum, including the 32-week clinical internship, with final grades of C or higher, will receive A.S. degree with a Major in Diagnostic Medical Imaging.

**State and National Certification.** State certification is required for employment in California. Graduates are eligible for and must take
the certification examination given by the American Registry of Radiologic Technologists (ARRT), a national certification board recognized by the Joint Review Committee for Education in Radiologic Technology. All employers require national certification. Upon notification of successful ARRT results, the graduate must apply for certification from the state of California.

**Purchase of Uniforms and Clinical Supplies.** Students are required to purchase the uniforms required in the courses in radiologic technology. The cost of uniforms and other supplies is approximately $500.

**Sequence of Courses.** The following sequence of courses is for students starting in the fall. Sequence changes for students starting in the spring. Contact the Radiologic Technology office for further information.

### Diagnostic Medical Imaging Major (AS)

**Courses Required for the Major in Diagnostic Medical Imaging**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>DMI 49 Intro to Radiologic Technology</td>
<td>3</td>
</tr>
<tr>
<td>DMI 50A Intro to Med Radiography</td>
<td></td>
</tr>
<tr>
<td>DMI 52 Patient Care and Staff Relationships</td>
<td>2</td>
</tr>
<tr>
<td>SPCH 11, 12 or 1A Basic Public Speaking or Fundamentals of Oral Communication or Elements of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>DMI 50B Radiologic Phyc and Equip</td>
<td>2</td>
</tr>
<tr>
<td>DMI 51A Radiographic Anat and Position</td>
<td>4</td>
</tr>
<tr>
<td>DMI 51B Radiographic Exposure Factors</td>
<td>2</td>
</tr>
<tr>
<td>PSYC 1 or 26 Gen Psyc or Applied Psyc</td>
<td>3</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
<td></td>
</tr>
<tr>
<td><strong>Summer Session</strong></td>
<td></td>
</tr>
<tr>
<td>DMI 62 (seven weeks) Clinical Educ in DMI I</td>
<td>2</td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></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>
</tr>
<tr>
<td>DMI 64 Clin Educ in DMI II</td>
<td>2</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
<td></td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
</tr>
<tr>
<td>DMI 57 Multiplanar Imaging</td>
<td>3</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 III</td>
<td>2</td>
</tr>
<tr>
<td>DMI 70 Radiation Protection</td>
<td>2</td>
</tr>
<tr>
<td>Additional graduation requirements (All General Education graduation requirements should be completed by the end of this semester.)</td>
<td></td>
</tr>
<tr>
<td><strong>Internship</strong></td>
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<tr>
<td>DMI 68 Clinical Educ in DMI IV</td>
<td>6</td>
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<tr>
<td>DMI 69 Clinical Educ Internship Summer Bridge</td>
<td>4</td>
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<tr>
<td>DMI 100 Registry Examination and Career</td>
<td>1</td>
</tr>
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<td><strong>Total Units</strong></td>
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</tbody>
</table>

**Recommended Additional Coursework:** Courses in keyboarding, computer science, HLTH 10, 25, 27, 33, 53, 64, and 67*

* These health courses teach current health issues faced by the local patient population.

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### Announcement of Courses

**Credit, Degree Applicable Courses:**

**DMI 49. Introduction to Radiologic Technology (3)**

- Lec-3, field trips

- History of radiologic technology, imaging equipment, procedures, patient care, radiation safety, ethics, and professional organizations.

- Applications of medical terminology. CSU

**DMI 50A. Introduction to Medical Radiography (3)**

- Lec-2, lab-3, field trips

- Prereq.: Admission to the curriculum in Radiologic Technology; completion/concurrent enrollment in DMI 49.

- Introduction to radiation physics, X-ray equipment, and imaging factors governing film exposure, processing and quality. CSU

**DMI 50B. Radiologic Physics and Equipment (2)**

- Lec-2, lab-2, field trips

- Prereq.: 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

- Prereq.: ANAT 25, DMI 49, 50A, and DMI 52

- Anatomy and positioning of the axial and appendicular skeleton (except skull) and internal organs. Preliminary steps in radiography, radiation protection, patient relations, and universal precautions as it pertains to radiographic examinations. CSU

**DMI 51B. Radiographic Exposure Factors (2)**

- Lec-2, lab-1

- Coreq.: DMI 50B and DMI 51A

- Theoretical and practical application of exposure factors. Technical requirements in order to both produce and critique radiographic images for optimum diagnostic quality. CSU

**DMI 52. Patient Care and Staff Relationships (2)**

- Lec-3

- Coreq: DMI 50A

- Introduction to the organization of healthcare systems in this country. Communication, ethical and interpersonal responsibilities of radiologic technologists. Analysis of illness and therapies from the patient's point of view. Patient assessment, care and management. CSU

**Students admitted to the Radiologic Technology Program may challenge this course. Formerly RADL 52**

**DMI 54. Vascular and Interventional Procedures (2)**

- Lec-2, field trips

- Prereq.: DMI 63; completion/concurrent enrollment in DMI 64 or 66

- Coreq.: DMI 65 and 66

- Emphasis on vascular imaging trends, related equipment considerations, patient care, and interventional radiography. CSU

**DMI 55. Skull Radiography and Research Project (2)**

- Lec-2, field trips

- Coreq: DMI 62, 64, and 63

- Anatomy of the skull and facial bones, topical landmarks, radiographic positioning and technical factors, radiographic equipment and usage, pathological conditions. CSU
DMI 56. Pathology (2)
Lec-2, field trips
Coreq: DMI 62, 64 or 66
Discussion and illustration of normal variations and abnormal changes due to disease as manifested through diagnostic imaging procedures. Description of modifications of standard and special techniques necessary to obtain adequate diagnostic imaging studies. CSU

DMI 57. Multiplanar Imaging in Radiologic Sciences (3)
Lec-3
Prereq.: ANAT 25
Coreq.: DMI 63
Anatomy from multiplanar perspectives as visualized on computed tomography (CT), PET, and MRI. Imaging protocols and treatment planning. Comparative analysis of CT, PET, and MRI. CSU

DMI 62. Clinical Education in DMI I (2)
Lab-16
Prereq.: SPCH II or 12 or IA; and EMT 14
First semester of clinical education experience in a hospital radiology department. CSU

DMI 63. Intermediate Diagnostic Procedures (2)
Lec-2, lab-1
Coreq: DMI 62, 64, or 66
Basic theories underlying intermediate diagnostic imaging procedures. Relationship of clinical indications, patient demographics, special precautions, quality assurance, equipment, and positioning. CSU

DMI 64. Clinical Education in Diagnostic Medical Imaging II (2)
Conf-16 fa (7 wks at 40 hrs su)
Prereq.: DMI 62
Second semester of clinical education in a hospital radiology department. CSU

DMI 65. Advanced Imaging Procedures (2)
Lec-2
Prereq.: Completion/concurrent enrollment in DMI 64 or 66
Fundamentals of Computed Tomography and Magnetic Resonance Imaging. Emphasis on patient reassurance and professional conduct. CSU

DMI 66. Clinical Education in DMI III (2)
Lab-16
Prereq.: DMI 64
Third semester of clinical education in a newly assigned hospital radiology department. CSU

DMI 68. Clinical Education in Diagnostic Medical Imaging IV (6)
Conf-40 hr/wk (26 weeks)
Prereq.: DMI 66
Performance of clinical internship competencies. On-site meetings with CCSF faculty. CSU

DMI 69. Clinical Education Internship Summer Bridge (4)
Conf-40
Prereq.: DMI 66
Performance of clinical internship competencies. On-site meetings with CCSF faculty. CSU

DMI 70. Radiation Protection (2)
Lec-2, lab-1, field trips
Prereq.: DMI 50A
Methods of reducing radiation exposure to patients, and safe practices for protection of personnel. State and national regulations pertaining to the use of diagnostic radiography, and fluoroscopy. CSU

DMI 100. Registry Examination and Career Preparation (1)
Lec-1
Coreq.: DMI 68 or 69
Consolidation of Diagnostic Medical Imaging topics designed to prepare students for the certification examination in Radiography administered by the American Registry of Radiologic Technologists. CSU

Radiation Therapy Technology

Mission Statement, Goals and Student Learning Outcomes
The Radiologic Sciences Department at City College of San Francisco is dedicated to the advancement of the allied health care industry by providing educational opportunities that foster ethical and compassionate behavior, professional development, and a respect for human diversity.

Upon graduation from the City College of San Francisco Radiation Therapy Technology Program, students will have demonstrated proficiency with the following goals and outcomes:

Goal 1. Students will be competent in the delivery of Radiation Therapy treatments & simulation.
- Students will offer appropriate radiation, patient and radiation safety in a manner that is safe and effective.
- Students will demonstrate technical skills and knowledge to deliver a prescribed course of treatment adhering to acceptable departmental, institutional, governmental and professional standards.

Goal 2. Students will utilize critical thinking skills and apply knowledge in a changing clinical environment.
- Students will demonstrate the ability to develop and execute daily clinical practice plans while responding to new situations.
- Students will assess and manage radiation induced patient side effects and complications as part of the interdisciplinary management strategy.
- Students will recognize emergency situations and respond appropriately.

Goal 3. Students will effectively communicate using oral and written communication.
- Students will demonstrate the ability to use written communication skills.
- Students will demonstrate the ability to use appropriate oral communication skills.

Goal 4. Students will exhibit professionalism in their practice of radiation therapy.
- Students will employ a professional work ethic including reliability, initiative and attitudes congruent with the profession’s standards and ethics.
- Students will function effectively applying concepts of teamwork.
- Students will demonstrate professional characteristics necessary to promote lifelong learning in radiation therapy and patient care.
Announcement of Curricula

Degree Curricula

The Radiation Therapist (R.T.T.) is an essential member of the team responsible for the treatment of malignant diseases. The Option in Radiation Therapy Technology is approved by the Joint Review Committee on Education in Radiologic Technology, located at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-2901, Tel: (312) 704-5300, and by the California Department of Health, and is offered in affiliation with the Radiation Therapy Department of the University of California San Francisco Medical Center and several other Bay Area hospitals.

Consideration for Admission to the Curriculum. To be considered for admission to the curriculum, applicants must:

1. Have completed the following prerequisite courses within 7 years prior to application, with a grade of “C” or higher and overall GPA of 2.5 or higher:
   a.) MATH 40 or 840 (Elementary Algebra) or placement in MATH 60 or 860
   b.) CHEM 32 or CHEM 40
   c.) PHYC 10 and 10L
   d.) ENGL 93 or 94 (or placement in ENGL 96); or ESL 160 (or placement in ESL 170)
   e.) ANAT 25
   f.) PHYS 12

2. Have at least a 2.0 cumulative grade point average in college work previously completed.

3. Be in good physical and mental health.

4. File with the Office of Admissions and Records a completed application for admission to City College (for dates, see in this catalog the “Calendar of Instruction”).

5. Take the City College of San Francisco placement tests on the date or dates stated in the notice mailed by the College. All applicants must take the City College placement tests (mathematics, English).

6. Submit an application to the Radiologic Sciences Office. (Applications are available at www.ccsf.edu/dmi)

Health Clearance Requirements. In addition to academic requirements and orientation, enrollment in the Radiation Therapy Technology Program is subject to evidence of immunizations per the San Francisco Health Department. In addition, the student must satisfactorily complete a physical examination given by an appropriately licensed health care provider.

Background Check Requirement. A background check will be required by the clinical affiliates. The cost for this will be incurred by the student. Students must complete this background check upon admission to the program.

Instruction in the Major. The Option in Radiation Therapy Technology is 24 months in length. 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 and simulation. Clinical education in Radiation Therapy Technology consists of courses spanning 3 semesters, plus two summer sessions and is taught in radiotherapy departments 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 cancer centers. Since any clinical course may require attendance at a center away from San Francisco, students must have access to reliable personal transportation.

Program Orientation. Upon admission, students are required to attend two scheduled program orientations.

Drug Screening. Drug screening is required by the clinical affiliate. The student is responsible for the cost.

Scholarship Requirements and Basis for Disqualification. A final grade lower than C (75%) in any of the required Radiation Therapy Technology courses or a grade point average below 2.0 will be cause for dismissal from the Radiation Therapy Technology Program. Students may also be disqualified prior to the end of the semester if they receive a grade lower than C in their clinical performance. Students may be suspended or dismissed for excessive absences either on campus or at the clinical affiliate, according to the attendance policy, or for other reasons consistent with College policy, as set forth in the Catalogue under General Information.

Readmission of Students Disqualified Because of Unsatisfactory Scholarship. Students who have been disqualified from continuing in the curriculum because they received a final grade lower than C and who desire to be readmitted must submit a new application to the Radiologic Sciences Department Review Committee. As part of the procedure, the Committee will meet with the applicant prior to making a decision. The Committee will base its recommendations on the current policy of the Radiation Therapy Technology Program, which is available from the department office.

Associate in Science Degree. The course of study is designed so that students will 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 an A.S. degree with a major in Radiation Therapy Technology.

State and National Certification. Graduates of the Major in Radiation Therapy Technology are eligible to apply for the certification examination administered by the American Registry of Radiologic Technologists, State license is also required for employment in California.

Sequence of Courses. The following sequence of courses is for students starting in the fall. The sequence changes for students starting in the spring. Contact the Radiologic Sciences office for further information.

Radiation Therapy Technology Major (AS)

Courses Required for the Major in Radiation Therapy Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>First Semester</td>
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<tr>
<td>DMI 49 Intro to Rad</td>
<td>3</td>
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<tr>
<td>DMI 50A Intro to Med Radiography</td>
<td>3</td>
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<tr>
<td>DMI 52 Patient Care and Staff Relationships</td>
<td>2</td>
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<td>DMI 57 Multi Planar Imaging</td>
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<td>Additional graduation requirements</td>
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<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>DMI 50B Radiologic Physics and Equipment</td>
<td>2</td>
</tr>
<tr>
<td>RTT 61 Clinical Radiation Therapy I</td>
<td>3</td>
</tr>
<tr>
<td>RTT 71 Orientation to Radiation Therapy</td>
<td>4.5</td>
</tr>
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<tr>
<td>Additional graduation requirements</td>
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<tr>
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<td></td>
</tr>
<tr>
<td>DMI 50B Radiologic Physics and Equipment</td>
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</tr>
<tr>
<td>RTT 61 Clinical Radiation Therapy I</td>
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<tr>
<td>RTT 71 Orientation to Radiation Therapy</td>
<td>4.5</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
<td></td>
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</tbody>
</table>
Summer Session
RTT 73 Patient Care in Radiation Therapy .............. 1.5
RTT 72 Principles & Practice of Radiation Therapy I ... 1.5
RTT 62 Clinical Radiation Therapy II ................. 4

Third Semester (Fall)
RTT 81 Radiation Therapy Physics ..................... 3
RTT 82 Applied Dosimetry I ......................... 2
RTT 83 Radiation Oncology ......................... 3
RTT 63 Clinical Radiation Therapy III ............. 6
Additional graduation requirements

Fourth Semester (Spring)
RTT 85 Radiation Bio .................................... 2
RTT 84 Applied Dosimetry II .......................... 2
RTT 86 Principles of Radiation Therapy II .......... 3
RTT 64 Clinical Radiation Therapy IV .............. 6
Additional graduation requirements (All General Education graduation requirements should be completed by the end of this semester.)

Summer Session
RTT 87 Principles of Radiation Therapy ............. 1.5
RTT 65 Clinical Radiation Therapy V ............... 4
Total Units ........................................... 60

Recommended Additional Coursework: Courses in keyboarding, computer science, HLTH 10, 25, 27, 33, 53, 64, and 67

*These health courses teach current health issues faced by the local patient population.

Announcement of Courses

Credit, Degree Applicable Courses:
RTT 61. Clinical Radiation Therapy (3)
Lab-16
Prereq.: DMI 49, 50A, 52, EMT 14
Coreq.: RTT 71, DMI 50B, DMI 57
Introduction to radiation therapy clinical education with extensive department orientation. Provides a foundation for the student’s specific role in the clinical setting with an emphasis on teamwork, ethics, radiation protection, clinical assignments, patient-centered clinical practice and professional development. CSU

RTT 62. Clinical Radiation Therapy II (4)
Lab-352 (total hrs.)
Prereq.: RTT 61, RTT 71
Coreq.: RTT 72, RTT 73
Beginning level practical clinical experience in a radiation therapy department. Observation and participation in simple treatment set-ups with an emphasis on concepts of team practice, professional development and patient-centered care. Familiarity with a variety of equipment as used in simple treatment protocols. CSU

RTT 63. Clinical Radiation Therapy III (6)
Lec-6
Prereq.: RTT 62, RTT 72, RTT 73
Coreq.: RTT 81, RTT 82, RTT 83
Intermediate level practical experience in a radiation therapy department. Active participation in simple and complex treatment set-ups with an emphasis on concepts of team practice and professional development. Patient-centered care focusing on management of treatment side effects, pre-procedural education and nutrition. CSU

RTT 64. Clinical Radiation Therapy IV (6)
Lab-32
Prereq.: RTT 63, RTT 81, RTT 82, RTT 83
Coreq.: RTT 84, RTT 85, RTT 86
Clinical participation including advanced radiation therapy treatments with an introduction to simulation. Concepts of team practice, patient-centered clinical practice and professional development. Concentration on completing procedures under supervision, but without assistance, using independent judgment CSU

RTT 65. Clinical Radiation Therapy V (4)
Lab-320 (total hrs)
Prereq.: RTT 64, RTT 84, RTT 85, RTT 86
Coreq.: RTT 87
Professional level clinical participation in radiation therapy treatment and simulation. Students assist in treatment planning, perform simulations, and participate in radiation treatments. Concentration on completing procedures under supervision, but without assistance, using independent judgment at the level of an entry-level radiation therapist. CSU

RTT 71. Orientation to Radiation Therapy (4.5)
Lec-4, lab-2
Prereq.: DMI 49, DMI 50A, DMI 52
Coreq.: DMI 50B, RTT 61
Overview of foundations in radiation therapy and practitioner’s role in health care delivery system. Principles, practices and policies of educational program, health care organizations, principles of radiation and professional responsibilities of the radiation therapist; concepts related to disease neoplasia, and associated diseases in the radiation therapy patient. CSU

RTT 72. Principles of Radiation Therapy I (1.5)
Prereq.: RTT 71, RTT 61
Coreq.: RTT 73, RTT 62
Overview of equipment used in radiation therapy with a historical perspective. Emphasis on external beam radiotherapy machines; production and recording of radiographic images for patient simulation, treatment planning and treatment verification in radiation oncology are discussed. CSU

RTT 73. Patient Care in Radiation Therapy (1.5)
Lec-24 (total hrs.)
Prereq.: RTT 71, RTT 61
Coreq.: RTT 72, RTT 62
Content is designed to provide the student with foundation concepts and competencies in assessment and evaluation of the radiation therapy patient with an emphasis on cultural competency in healthcare. Psychological and physical needs and factors affecting treatment outcome will be presented and examined. Routine and emergency care procedures as encountered in the radiation therapy departments will be presented. CSU

RTT 81. Radiation Therapy Physics (3)
Lec-2, lab-3
Prereq.: RTT 72, RTT 73, RTT 62
Coreq.: RTT 63, RTT 82, RTT 83
Advanced radiation physics as applied to radiation therapy, detailed analysis of the structure of matter, properties of radiation, nuclear transformations, x-ray production and interactions of ionizing radiation. Treatment units used in external radiation therapy, measurement/
RTT 82. Applied Dosimetry I (2)
Lec-2
Prereq.: RTT 72, RTT 73, RTT 62
Coreq.: RTT 81, RTT 63
Study of factors that influence and govern clinical planning of radiation therapy treatments with an emphasis on hand dosimetric calculations of prescribed dose. Interrelationships of various factors used in treatment calculations will be explored and examined. CSU

RTT 83. Radiation Oncology (3)
Lec-3
Prereq.: RTT 72, RTT 73, RTT 62
Coreq.: RTT 81, RTT 82, RTT 63
Management of neoplastic disease using knowledge in arts and sciences, while promoting critical thinking and the basis of ethical clinical decision making. Epidemiology, etiology, detection, diagnosis, patient condition, treatment and prognosis of neoplastic disease as related to histology, anatomical site and patterns of spread. CSU

RTT 84. Applied Dosimetry II (2)
Lec-2
Prereq.: RTT 82, RTT 83, RTT 63
Coreq.: RTT 85, RTT 86, RTT 64
Advanced study of factors that influence and govern clinical planning of radiation therapy treatments with an emphasis on isodose characteristics, patient contouring, dosimetric calculations, compensation and clinical application of treatment beams. Optimal treatment planning is emphasized along with IMRT. Stereotactic Radiotherapy and emerging technologies. CSU

RTT 85. Radiation Biology (2)
Lec-2
Prereq.: RTT 81, RTT 82, RTT 83, RTT 63
Coreq.: RTT 84, RTT 86, RTT 64
Basic concepts and principles of radiation biology. Interactions of radiation with cells, tissues, systems, total body and resultant biophysical events. Discussion of theories and principles of tolerance dose, time-dose relationships, fractionation schemes and the relationship to the clinical practice of radiation therapy CSU

RTT 86. Principles of Radiation Therapy II (3)
Lec-2, lab-3
Prereq.: RTT 81, RTT 82, RTT 83, RTT 63
Coreq.: RTT 84, RTT 85, RTT 64
Focus on complex technical skills required in radiation therapy clinical practice with emphasis on tumor volume localization and treatment simulation. Radiation therapy operational issues, human resource concepts impacting the radiation therapist, in addition to billing and reimbursement issues pertinent to the radiation therapy department. CSU

RTT 87. Principles of Radiation Therapy III (1.5)
Lec-24 total hrs
Prereq.: RTT 84, RTT 85, RTT 86, RTT 64
Coreq.: RTT 65
Consolidation of Radiation Therapy topics designed to prepare students for the certification examination administered by the American Registry of Radiologic Technologists. CSU

Russian
Office: Art 202
Phone Number: (415) 239-3223
Web Site: www.ccsf.edu/forlang

Announcement of Curricula

Russian Certificate

The Certificate of Accomplishment in Russian provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Russian. Each course must be completed with a final grade of “C” or higher or Pass. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Understand the main points of standard speech on familiar matters encountered in work, school, leisure, etc.
- Understand texts which consist mainly of high-frequency everyday or job-related language.
- Deal with most situations likely to arise while traveling in an area where the language is spoken.
- Write simple connected text on topics which are familiar or of personal interest or personal letters describing experiences and impressions.

Courses Required for the Certificate of Accomplishment in Russian

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>RUSS 1 Elementary Russian</td>
<td>5</td>
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<tr>
<td>RUSS 1A, 1B Elementary Russian</td>
<td>3-3</td>
</tr>
<tr>
<td>RUSS 2 Continuation of Elementary Russian</td>
<td>5</td>
</tr>
<tr>
<td>RUSS 2A, 2B Cont of Elementary Russian</td>
<td>3-3</td>
</tr>
<tr>
<td>RUSS 3 Intermediate Russian</td>
<td></td>
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<tr>
<td>RUSS 3A, 3B Intermediate Russian</td>
<td>3-3</td>
</tr>
<tr>
<td>RUSS 21 Elem Russian for Bilingual Students</td>
<td>5</td>
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<tr>
<td>RUSS 21A, 21B Elem Russ for Biling Students</td>
<td>3-3</td>
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<td>RUSS 22 Cont of Elem Russ/Bilingual Students</td>
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<td>RUSS 22A, 22B Intermediate Russian</td>
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Elective Courses

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<tr>
<td>RUSS 10B Cont of Beg Prac Spoken Russian</td>
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<tr>
<td>RUSS 10C Intermed Conversational Russian</td>
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<td>RUSS 10D Cont of Inter Conversational Russian</td>
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<tr>
<td>RUSS 39A-39B Russ Literature in Translation</td>
<td>3-3</td>
</tr>
<tr>
<td>RUSS 41 Russian Culture and Civilization</td>
<td>3</td>
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</tbody>
</table>

Total Units ............................................ 15

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
Advise: ENGL 93 or 94; or ESL 160 or 82 or Placement in ENGL 96 or ESL 170 or any City College or University Foreign Language Course
Introductory course in Russian grammar, composition and reading. Practice in speaking, writing, and understanding Russian and introduction to Russian culture. UC/CSU

**RUSS 1A. Elementary Russian (3)**
Lec-3, lab-1 P/NP available
 ADVISE: ENGL 93 or 94; or ESL 160 or 82 or placement in ENGL 96 or ESL 170 or any City College or university foreign language course.
Introductory course in Russian grammar, composition and reading. Practice in speaking, writing, and understanding Russian and introduction to Russian culture. UC/CSU

Not recommended for students who are enrolled in or who have completed RUSS 21.

RUSS 1B. Elementary Russian (3)
Lec-3, lab-1 P/NP available
Prereq.: RUSS 1A or demonstration of RUSS 1A exit skills.
Requires an additional 1 hour.
Grammar, composition and reading. Practice in speaking and understanding Russian. UC/CSU

Not recommended for students who are enrolled in or who have completed RUSS 21A-21B. RUSS 1A + 1B = RUSS 1

RUSS 2. Continuation of Elementary Russian (5)
Lec-5, lab-2 P/NP available
Prereq.: RUSS 1 or 1B or demonstration of RUSS 1/1B exit skills.
Second semester course: Continuation of elementary grammar; composition and reading; continued practice in conversation. UC/CSU

Not recommended for students who are enrolled in or who have completed RUSS 21B. RUSS 1A + 1B = RUSS 1

RUSS 2A. Continuation of Elementary Russian (3)
Lec-3, lab-1 P/NP available
Prereq.: RUSS 1 or 1B or demonstration of RUSS 1/1B exit skills.
Continuation of elementary grammar, composition and reading; continued practice in conversation. UC/CSU

Not recommended for students who are enrolled in or who have completed RUSS 22

RUSS 2B. Continuation of Elementary Russian (3)
Lec-3, lab-1 P/NP available
Prereq.: RUSS 2 or 2B or demonstration of RUSS 2/2B exit skills.
Continuation of elementary grammar, composition and reading; continued practice in conversation. UC/CSU

Not recommended for students who are enrolled in or who have completed RUSS 22A-22B. RUSS 2A + 2B = RUSS 2

RUSS 3. Intermediate Russian (5)
Lec-5, lab-2 P/NP available
Prereq.: RUSS 2 or 2B or 22 or 22B or demonstration of RUSS 2/2B or 22/22B exit skills.
Review of grammar and composition; reading of cultural materials; continuing practice in the use and comprehension of spoken Russian. UC/CSU

RUSS 3A. Intermediate Russian (3)
Lec-3, lab-1 P/NP available
Prereq.: RUSS 2, 2B, 22, or 22B or demonstration of RUSS 2/2B/22/22B exit skills.
Review of grammar and composition; reading of cultural materials; continuing practice in the use and comprehension of spoken Russian. UC/CSU

RUSS 3A + 3B = RUSS 3

RUSS 3B. Intermediate Russian (3)
Lec-3, lab-1 P/NP available
Prereq.: 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. UC/CSU

RUSS 3A + 3B = RUSS 3

RUSS 10A. Beginning Practical Spoken Russian (3)
Lec-3, lab-1 P/NP available
Beginner's course. Extensive oral training in Russian. Emphasis on practical vocabulary and idiom rather than on formal grammar. CSU

Not recommended for native speakers of Russian

RUSS 10B. Continuation of Beginning Practical Spoken Russian (3)
Lec-3, lab-1 P/NP available
Advise: RUSS 10A or demonstration of RUSS 10A exit skills.
Second semester course. Extensive oral training in Russian. Emphasis on practical vocabulary and idiom. CSU

Native speaker of Russian are encouraged to speak with the instructor prior to enrolling.

RUSS 10C. Intermediate Conversational Russian (3)
Lec-3, lab-1 P/NP available
Advise: RUSS 10B or demonstration of RUSS 10B exit skills.
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

Native speaker of Russian are encouraged to speak with the instructor prior to enrolling.

RUSS 10D. Continuation of Intermediate Conversational Russian (3)
Lec-3, lab-1 P/NP available
Advise: RUSS 10C or demonstration of RUSS 10C exit skills.
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

Native speaker of Russian are encouraged to speak with the instructor prior to enrolling.

RUSS 15A. Advanced Russian Conversation (3)
Lec-3, lab-1 P/NP available
Advise: RUSS 10C or 10D or 3 or 3B or demonstration of RUSS 10C, 10D, 3, or 3B exit skills.
Advanced conversation on Russian culture and civilization. UC/CSU

RUSS 15A not prerequisite to RUSS 15B

RUSS 15B. Advanced Russian Conversation (3)
Lec-3, lab-1 P/NP available
Prereq.: RUSS 10C OR 10D or 3 or 3B or demonstration of RUSS 10C, 10D, 3, or 3B exit skills.
Advanced conversation on Russian culture and civilization. UC/CSU

RUSS 15A not prerequisite to RUSS 15B

RUSS 16A. Advanced Conversation Through Russian Cinema (3)  
Lec-3, lab-1  
P/NP available  
Advisement: FREN 10D or RUSS 3 or RUSS 3B or RUSS 15A or RUSS 15B or demonstration of RUSS 3B exit skills  
Advanced conversation on Russian Cinema. Extensive oral practice of intermediate to advanced structures and vocabulary most often used in conversation and in film discussions. Designed for students who wish to acquire more advanced skills of spoken Russian. CSU

RUSS 21. Elementary Russian for Bilingual Students (5)  
Lec-5  
P/NP available  
Advisement: Oral fluency in Russian  
Beginner’s course for bilingual students; elementary grammar, composition, and reading; special emphasis on the written aspect of the language. UC/CSU

Not recommended for students who are enrolled in or who have completed RUSS 1. Designed for bilingual students who are effective in oral communication in Russian within their communities, but who have little knowledge and/or no formal training in the written forms of the language.

RUSS 21A. Elementary Russian for Bilingual Students (3)  
Lec-3  
P/NP available  
Advisement: Oral fluency in Russian  
Beginner’s course for bilingual students. Elementary grammar, composition, and reading; special emphasis on the written aspect of the language. UC/CSU

Not recommended for students who are enrolled in or who have completed RUSS 1A + IB. Designed for bilingual students who are effective in oral communication in Russian within their communities, but who have little knowledge and/or no formal training in the written forms of the language. RUSS 21A + 21B = RUSS 21

RUSS 21B. Elementary Russian for Bilingual Students (3)  
Lec-3  
P/NP available  
Prerequisite: Oral fluency in Russian or RUSS 21A  
Beginner’s course for bilingual students; elementary grammar, composition, and reading; special emphasis on the written aspect of the language. UC/CSU

Not recommended for students who are enrolled in or who have completed RUSS 1A + IB. Designed for bilingual students who are effective in oral communication in Russian within their communities, but who have little knowledge and/or no formal training in the written forms of the language. RUSS 21A + 21B = RUSS 21

RUSS 22. Continuation of Elementary Russian for Bilingual Students (5)  
Lec-5  
P/NP available  
Prerequisite: Oral fluency in Russian or RUSS 21 or 21B  
Second semester course for bilingual students; continuation of elementary grammar, composition and reading; special emphasis on the written aspect of the language. UC/CSU

Not recommended for 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 knowledge and/or no formal training in the written forms of the language.

RUSS 22A. Continuation of Elementary Russian for Bilingual Students (3)  
Lec-3  
P/NP available  
Prerequisite: Oral fluency in Russian or RUSS 21 or 21B  
Second semester course for bilingual students. Continuation of elementary grammar, composition, and reading; special emphasis on the written aspect of the language. UC/CSU

Not recommended for students who are enrolled in or who have completed RUSS 2 or 2A + 2B. Designed for bilingual students who are effective in oral communication in Russian within their communities, but who have little knowledge and/or no formal training in the written forms of the language.

RUSS 22B. Continuation of Elementary Russian for Bilingual Students (3)  
Lec-3  
P/NP available  
Prerequisite: Oral fluency in Russian or RUSS 22A  
Second semester course for bilingual students, continued. Continuation of elementary grammar, composition, and reading; special emphasis on the written aspect of the language. UC/CSU

Not recommended for students who are enrolled in or who have completed RUSS 2 or 2A + 2B. Designed for bilingual students who are effective in oral communication in Russian within their communities, but who have little knowledge and/or no formal training in the written forms of the language. RUSS 22A + 22B = RUSS 22

RUSS 39A. Russian Literature in Translation (3)  
Lec-3  
P/NP available  
Advisement: ENGL 96 or placement in ENGL 1A RUSS 39A not prerequisite to RUSS 39B.  
Reading and discussion of Russian literature in English translation, focusing primarily on the nineteenth century. UC/CSU

No knowledge of Russian required.

RUSS 39B. Russian Literature of the 20th Century (3)  
Lec-3  
P/NP available  
Advisement: ENGL 96 or placement in ENGL 1A RUSS 39A not prerequisite to RUSS 39B.  
Reading and discussion of Russian literature in English translation. Russian literature and selected authors of the twentieth century. UC/CSU

No knowledge of Russian required.

RUSS 41. Russian Culture and Civilization (3)  
Lec-3  
P/NP available  
Advisement: Eligible for ENGL 1A  
A consideration of the major achievements of Russian culture as reflected in language, history, literature, the arts, philosophy, religion and daily life. UC/CSU

No knowledge of Russian required.

Sociology

Office: Batmale 354  
Phone Number: (415) 239-3433  
Web Site: www.ccsf.edu/behavior

Sociology Major (AA-T)

Associate in Arts in Sociology for Transfer. The program is designed to prepare students who wish to transfer to pursue studies in sociology. It is STRONGLY advised that potential majors meet with the Behavioral
Science, theories, and principles. Topics include culture, socialization, sociological perspective, and through the utilization of sociological behavioral sciences. Introduction to human interaction from the Designed for general education or those students majoring in one of Advise: ENGL 92 or ESL 160 or placement in ENGL 93 or ESL 170 Lec-3 P/NP available Credit, Degree Applicable Courses: Announcement of Courses Credit, Degree Applicable Courses: SOC 1. Introductory Sociology (3) Lec-3 P/NP available ADVISE: ENGL 92 or ESL 160 or placement in ENGL 93 or ESL 170 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. C-ID SOCI 110; UC/CSU SOC 2. Social Deviance and Social Issues (3) Lec-3 P/NP available The study of the nature of deviance, with special attention to the theories that underlay its definition, as well as the social practices that are derived from them. Analyses range from social psychological processes to the structure of social institutions (such as family, business, government, religion, and law). UC/CSU SOC 3. Social Problems (3) Lec-3 P/NP available Critical exploration of sociological research and thinking about contemporary social problems, including the types and causes of discrimination, as well inequalities in society. Using a variety of sociological perspectives, this course explores the causes and consequences of social problems on individuals and societies, and the methods for social change and problem solutions. C-ID SOCI 115; UC/CSU SOC 21. Introduction to Research Methods (3) Lec-3 P/NP available Prereq.: SOC 1 Study of the fundamental elements of empirical research and the variety of ways in which sociology applies them. Attention to the logic between theory, concept, hypothesis, and variable and the relationship between population, sample and data. C-ID SOCI 120; UC/CSU SOC 25. Sex and Gender in American Society (3) Lec-3 P/NP available This course explores historical and systemic (institutional) sex-and gender-based inequalities in the U.S. and abroad. Emphasis on differences between sex, gender, and sexual orientation/expression from multiple sociological perspectives, the contemporary status of American women, and the strategies, policies, and laws necessary to eliminate sexism. C-ID SOCI 140; UC/CSU SOC 35. Sex, Marriage, and Family Relationships (3) Lec-3 P/NP available Critical exploration of the social, psychological, cultural, historical, and economic factors related to gender roles, courtship, marriage, partnership, parenting, and family patterns in U.S. society. C-ID SOCI 130; UC/CSU Spanish Office: Art 202 Phone Number: (415) 239-3223 Web Site: www.ccsf.edu/forlang Announcement of Curricula Spanish Major (AA-T) The AA-T in Spanish offers students a solid foundation in the study of Spanish. It prepares students who wish to transfer and pursue a baccalaureate degree in Spanish, particularly at California State University campuses. Degree Requirements. Students who wish to earn the Associate in Arts in Spanish for Transfer (AA-T) must complete 60 CSU transferable units with at least a 2.0 grade point average. This must include the units required for full completion of the IGETC or CSU GE curriculum.

Spanish

Office: Art 202
Phone Number: (415) 239-3223
Web Site: www.ccsf.edu/forlang.

Announcement of Courses

Credit, Degree Applicable Courses:

SOC 1. Introductory Sociology (3)

Lec-3 P/NP available

Advise: ENGL 92 or ESL 160 or placement in ENGL 93 or ESL 170 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. C-ID SOCI 110; UC/CSU

SOC 2. Social Deviance and Social Issues (3)

Lec-3 P/NP available

The study of the nature of deviance, with special attention to the theories that underlay its definition, as well as the social practices that are derived from them. Analyses range from social psychological processes to the structure of social institutions (such as family, business, government, religion, and law). UC/CSU

SOC 3. Social Problems (3)

Lec-3 P/NP available

Critical exploration of sociological research and thinking about contemporary social problems, including the types and causes of discrimination, as well inequalities in society. Using a variety of sociological perspectives, this course explores the causes and consequences of social problems on individuals and societies, and the methods for social change and problem solutions. C-ID SOCI 115; UC/CSU

SOC 21. Introduction to Research Methods (3)

Lec-3 P/NP available

Prereq.: SOC 1

Study of the fundamental elements of empirical research and the variety of ways in which sociology applies them. Attention to the logic between theory, concept, hypothesis, and variable and the relationship between population, sample and data. C-ID SOCI 120; UC/CSU

SOC 25. Sex and Gender in American Society (3)

Lec-3 P/NP available

This course explores historical and systemic (institutional) sex-and gender-based inequalities in the U.S. and abroad. Emphasis on differences between sex, gender, and sexual orientation/expression from multiple sociological perspectives, the contemporary status of American women, and the strategies, policies, and laws necessary to eliminate sexism. C-ID SOCI 140; UC/CSU

SOC 35. Sex, Marriage, and Family Relationships (3)

Lec-3 P/NP available

Critical exploration of the social, psychological, cultural, historical, and economic factors related to gender roles, courtship, marriage, partnership, parenting, and family patterns in U.S. society. C-ID SOCI 130; UC/CSU
Required by Title 5 Option 2, List B below to meet the minimum 18 units in the major.

Courses Required for the Major in Spanish For Transfer

Option 1: Spanish Language Learners

Required Courses (20-24 units)

Course | Units
---|---
SPAN 1 Elementary Spanish | 3
or SPAN 1A and SPAN 1B Elementary Spanish | 5 or 6
SPAN 2 Continuation of Elementary Spanish | 3
or SPAN 2A and SPAN 2B Continuation of Elementary Spanish | 5 or 6
SPAN 3 Intermediate Spanish | 3
or SPAN 3A and SPAN 3B Intermediate Spanish | 5 or 6
SPAN 6 Continuation of Intermediate Spanish | 3
or SPAN 6A and SPAN 6B Continuation of Intermediate Spanish | 5 or 6

Elective Courses: Select ONE of the Following Courses (3 units)

SPAN 7 Introduction of Literature in Spanish | 3
SPAN 5 Advanced Spanish: Conversation On Hispanic Culture and Civilization | 3
SPAN 5S Advanced Spanish: Conversation On Hispanic Culture and Civilization | 3

Elective Course. (LIST A). Select ONE of the Following Courses (3 units)

SPAN 7 Introduction of Literature in Spanish | 3
SPAN 5 Advanced Spanish: Conversation On Hispanic Culture and Civilization | 3
SPAN 5S Advanced Spanish: Conversation On Hispanic Culture and Civilization | 3

Elective Course. (LIST B). Select TWO of the Following Courses (6 units)

Any course not already taken from List A | 3
ANTH 11 Latin American Cultures and Societies | 3
ART 105 Ancient Art and Architecture of Latin America | 3
ART 106 Latin American Art History | 3
LALS 1 Latino/a Diaspora: The impact of Latinos Living in the United States | 3
LALS 9/LGBT 9 The Latin American and Latina/o LGBT Experience | 3
LALS 10 Latinas in the U.S./VOCES | 3
LALS 14 Diego Rivera; Art and Social Change in Latin America | 3
HIST 18A History of Latin America | 3
HIST 18B History of Latin America | 3
HIST 20 History of Mexico | 3
MUS 25 Music of Latin America and the Caribbean | 3

Total Units for Option 2 | 21

Spanish Major (AA)

Program Information. The Spanish program provides instruction in developing a student's ability to communicate in Spanish, both written and oral, through the intermediate level and to gain a knowledge of Hispanic cultures throughout the world. The program is designed to meet transfer goals as well as personal development and career growth. Students must complete the curriculum with final grades of C or higher in their major preparation.

Degree Curriculum. The Degree Curriculum in Spanish is a two-year course of study designed to build a strong language foundation as well as expose students to Hispanic cultural content and some literature. Students who complete the curriculum are better prepared to transfer to the CSU and UC systems as well as other universities with the intent of majoring or minoring in Spanish.

Learning Outcomes

Upon completion of this degree, students will be able to:

- Demonstrate fluency to interact in Spanish in a normal and spontaneous fashion at an intermediate level.
- Understand and analyze publications and current affairs media as well as contemporary literary prose.
- Demonstrate understanding of geography and cultural differences in the Spanish-speaking world.
- Display an intermediate level of proficiency in speaking, understanding, reading and writing in Spanish to perform successfully in upper division course work.
## Courses Required for the Major in Spanish

Students must complete a minimum of 12 units chosen from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 2 or 2A+2B Cont. of Elem. Spanish</td>
<td>5 or 6</td>
</tr>
<tr>
<td>SPAN 3 or 3A+3B Intermediate Spanish</td>
<td>5 or 6</td>
</tr>
<tr>
<td>SPAN 6 or 6A+6B Cont. of Inter. Spanish</td>
<td>5 or 6</td>
</tr>
<tr>
<td>SPAN 7 Introduction to Literature in Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 22A+22B. Grammar Review and Composition</td>
<td>6</td>
</tr>
<tr>
<td>SPAN 31A-31B Inter. Spanish for Bilingual Students</td>
<td>3–3</td>
</tr>
</tbody>
</table>

An additional six (6) units must be completed from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 1 or 1A+1B Elementary Spanish</td>
<td>5 or 6</td>
</tr>
<tr>
<td>SPAN 10B Beginning Conv. Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 10D Intermediate Conv. Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 5-5S Adv. Spanish: Conv. on Hispanic Culture and Civilization</td>
<td>3–3</td>
</tr>
</tbody>
</table>

Total Units: 18

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## Spanish Certificate

The Certificate of Accomplishment in Spanish provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Spanish. Each course must be completed with a final grade of C or higher or Pass. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

### Learning Outcomes

Upon completion of this certificate, students will be able to:

- Understand the main points of standard speech on familiar matters encountered in work, school, leisure, etc. as well as many radio or television programs on current affairs.
- Understand texts which consist mainly of high-frequency everyday or job-related language.
- Deal with most situations likely to arise while traveling in an area where the language is spoken.
- Write simple connected text on topics which are familiar or of personal interest or personal letters describing experiences and impressions.

### Courses Required for the Certificate of Accomplishment in Spanish

#### Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>SPAN 1 Elementary Spanish</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 1A, 1B Elementary Spanish</td>
<td>3–3</td>
</tr>
<tr>
<td>SPAN 2 Continuation of Elementary Spanish</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 2A, 2B Cont of Elementary Spanish</td>
<td>3–3</td>
</tr>
<tr>
<td>SPAN 3 Intermediate Spanish</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 3A, 3B Intermediate Spanish</td>
<td>3–3</td>
</tr>
<tr>
<td>SPAN 5, 5S Adv Spanish: Conversation on Hispanic Culture and Civilization</td>
<td>3–3</td>
</tr>
<tr>
<td>SPAN 6 or 6A+6B Cont. of Inter. Spanish</td>
<td>5 or 6</td>
</tr>
<tr>
<td>SPAN 7 Introduction to Literature in Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 22A+22B. Grammar Review and Composition</td>
<td>6</td>
</tr>
<tr>
<td>SPAN 31, 32 Int Spanish for Biling Students</td>
<td>5–5</td>
</tr>
<tr>
<td>SPAN 31A, 31B Inter Span for Biling Students</td>
<td>3–3</td>
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</tbody>
</table>

#### Elective Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 10A Beg Conversational Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 10B Cont of Beg Conversational Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 10C Intermediate Conversational Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 10D Cont of Inter Conversational Spanish</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 18

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## Announcement of Courses

Students of beginning Spanish are directed to consider Spanish courses numbered 1, 1A, and 10A.

A placement test in Spanish is available for guidance in selecting the appropriate course. For information, call 239-3223.

### Credit, Degree Applicable Courses:

#### SPAN 1. Elementary Spanish (5)

Lec-5, lab-2 P/NP available

**Advise:** ENGL 93 or 94; or ESL 160 or 82 or placement in ENGL 96 or ESL 170 or any City College or University Foreign Language course.

Beginner's course. Grammar, composition and reading. Practice in speaking and understanding Spanish. C-ID SPAN 100; UC/CSU

SPAN 1A Elementary Spanish (3)

Lec-3, lab-1 P/NP available

**Advise:** ENGL 93 or 94; or ESL 160 or 82 or placement in ENGL 96 or ESL 170 or any City College or University Foreign Language course.

Beginner's course in grammar, composition and reading. Practice in speaking and understanding Spanish. C-ID SPAN 100 (SPAN 1A+SPAN 1B); UC/CSU

SPAN 1A+1B = SPAN 1

#### SPAN 1B. Elementary Spanish (3)

Lec-3, lab-1 P/NP available

**Prereq.:** SPAN 1A or demonstration of SPAN 1A exit skills. **Advise:** ENGL 93 or 94 or higher or ESL 160 or 82 or any City College or University Foreign Language course.

Beginner's course in grammar, composition and reading. Practice in speaking and understanding Spanish. C-ID SPAN 100 (SPAN 1A+SPAN 1B); UC/CSU

SPAN 1A+1B = SPAN 1

#### SPAN 2. Continuation of Elementary Spanish (5)

Lec-5, lab-2 P/NP available

**Prereq.:** SPAN 1 or 1B or demonstration of SPAN 1/1B exit skills.

Completion of elementary grammar, composition and reading; continued practice in speaking and understanding Spanish. Continued introduction to Spanish-speaking cultures. UC/CSU

#### SPAN 2A. Continuation of Elementary Spanish (3)

Lec-3, lab-1 P/NP available

**Prereq.:** SPAN 1 or 1B or demonstration of SPAN 1/1B exit skills.

Completion of elementary grammar, composition and reading; continued practice in speaking and understanding Spanish. Continued introduction to Spanish-speaking cultures. UC/CSU

#### SPAN 2B. Continuation of Elementary Spanish (3)

Lec-3, lab-1 P/NP available

**Prereq.:** SPAN 2A or demonstration of SPAN 2A exit skills.

Completion of elementary grammar, composition and reading; con
continued practice in speaking and understanding Spanish. Continued introduction to Spanish-speaking cultures. UC/CSU
SPAN 2A + 2B = SPAN 2

SPAN 3. Intermediate Spanish (5)
Lec-5, lab-2
Prereq.: SPAN 2 or 2B or demonstration of SPAN 2/2B exit skills.
Intensive review of grammar, culture and composition. Designed for students who need reinforcement and expansion of the structures of the Spanish language. Conducted in Spanish. C-ID SPAN 200; UC/CSU

SPAN 3A. Intermediate Spanish (3)
Lec-3, lab-1
Prereq.: SPAN 2 or 2B or demonstration of SPAN 2/2B exit skills.
Intensive review of grammar, culture and composition. Designed for students who need reinforcement and expansion of the structures of the Spanish language. Conducted in Spanish. C-ID SPAN 200 (SPAN 3A+SPAN 3B); UC/CSU
SPAN 3A NOT PREREQUISITE TO SPAN 3B. SPAN 3A+3B = SPAN 3

SPAN 3B. Intermediate Spanish (3)
Lec-3, lab-1
Prereq.: SPAN 2 or 2B or demonstration of SPAN 2/2B exit skills.
Intensive review of grammar, culture and composition. Designed for students who need reinforcement and expansion of the structures of the Spanish language. Conducted in Spanish. C-ID SPAN 200 (SPAN 3A+SPAN 3B); UC/CSU
SPAN 3A NOT PREREQUISITE TO SPAN 3B. SPAN 3A+3B = SPAN 3

SPAN 5. Advanced Spanish: Conversation on Hispanic Culture and Civilization (3)
Lec-3, lab-1
Prereq.: SPAN 2 or 2B or demonstration of SPAN 2/2B exit skills.
Readings in and discussions of Hispanic Civilization from the High Paleolithic to the 17th Century: 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. UC/CSU
SPAN 5 NOT PREREQUISITE TO SPAN 5S.

SPAN 5S. Advanced Spanish: Conversation on Hispanic Culture and Civilization (3)
Lec-3, lab-1
Prereq.: SPAN 2 or 2B or demonstration of SPAN 2/2B exit skills.
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. UC/CSU
SPAN 5 NOT PREREQUISITE TO SPAN 5S.

SPAN 6. Continuation of Intermediate Spanish (5)
Lec-5, lab-2
Prereq.: SPAN 3 or 3B or demonstration of exit skills.
Intensive review of grammar, culture and composition. Designed for students who need reinforcement and expansion of the structures of the Spanish language. Conducted in Spanish. C-ID SPAN 210; UC/CSU

SPAN 6A. Continuation of Intermediate Spanish (3)
Lec-3, lab-1
Prereq.: SPAN 3 or 3B or demonstration of exit skills.
Intensive review of grammar, culture and composition. Designed for students who need reinforcement and expansion of the structures of the Spanish language. Conducted in Spanish. C-ID SPAN 210 (SPAN 3A+SPAN 3B); UC/CSU

SPAN 6B. Continuation of Intermediate Spanish (3)
Lec-3, lab-2
Prereq.: SPAN 6A or demonstration of exit skills.
Intensive review of grammar, culture and composition. Designed for students who need reinforcement and expansion of the structures of the Spanish language. Conducted in Spanish. C-ID SPAN 210 (SPAN 3A+SPAN 3B); UC/CSU

SPAN 7. Introduction to Literature in Spanish (3)
Lec-3, lab-1
Prereq.: SPAN 6 or 6B or demonstration of exit skills.
Readings of literary and cultural selections; compositions; review of selected grammar. UC/CSU

SPAN 10A. Beginning Conversational Spanish (3)
Lec-3, lab-1
Advise: Concurrent enrollment in SPAN 1, 1A, or 1B.
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 NOT RECOMMENDED FOR NATIVE SPEAKERS OF SPANISH

SPAN 10B. Continuation of Beginning Conversational Spanish (3)
Lec-3, lab-1
Advise: SPAN 10A or demonstration of SPAN 10A exit skills; and concurrent enrollment in SPAN 2, 2A or 2B.
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 NOT RECOMMENDED FOR NATIVE SPEAKERS OF SPANISH

SPAN 10C. Intermediate Conversational Spanish (3)
Lec-3, lab-1
Prereq.: SPAN 10B or demonstration of SPAN 10B exit skills; and concurrent enrollment in SPAN 3 or 4.
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 NOT RECOMMENDED FOR NATIVE SPEAKERS OF SPANISH

SPAN 10D. Continuation of Intermediate Conversational Spanish (3)
Lec-3, lab-1
Prereq.: SPAN 10C or demonstration of SPAN 10C exit skills; and concurrent enrollment in SPAN 3, 3A, 3B, 4 or 5.
Fourth semester course. Extensive oral practice of basic structures and vocabulary most often used in conversations. Designed for students who wish to acquire basic skills of spoken Spanish. CSU NOT RECOMMENDED FOR NATIVE SPEAKERS OF SPANISH
SPAN 22A. Grammar Review and Composition (3)
Lec-3, lab-1 P/NP available
Prereq: SPAN 3 or equivalent
Advanced review of grammar and composition with attention to style, vocabulary development, and grammatical structure. Course taught in Spanish. UC/CSU

SPAN 22B. Grammar Review and Composition (3)
Lec-3, lab-1 P/NP available
Prereq: SPAN 3 or equivalent
Advanced review of grammar and composition with attention to style, vocabulary development, and grammatical structure. Course taught in Spanish. UC/CSU

SPAN 31. Intermediate Spanish for Bilingual Students (5)
Lec-5 P/NP available
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 formal training in written forms of the language. Emphasis on increasing vocabulary, reading, and writing skills through short stories, essays, and guided compositions. UC/CSU
SPAN 31 not prerequisite to SPAN 32

SPAN 31A. Intermediate Spanish for Bilingual Students (3)
Lec-3, lab-1 P/NP available
Advise: Oral fluency in Spanish
Designed for bilingual/heritage students who are effective in oral communication in Spanish within their communities, but have little formal training in written forms of the language. Intensive review of grammar. Composition and translation. Emphasis on increasing vocabulary, reading, and writing skills through short stories, essays, and guided compositions. UC/CSU
SPAN 31A+31B= SPAN 31

SPAN 31B. Intermediate Spanish for Bilingual Students (3)
Lec-3, lab-1 P/NP available
Advise: Oral fluency in Spanish
Designed for bilingual students who are effective in oral communication in Spanish but with little knowledge in written Spanish. UC/CSU
SPAN 31A+31B= SPAN 31

SPAN 32. Intermediate Spanish for Bilingual Students (5)
Lec-5 P/NP available
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, avoiding false cognates, developing reading, writing skills. Emphasis on developing advanced academic sentence structure in Spanish, and study of culture of the Spanish-speaking world. Designed for bilingual/heritage students possessing effective oral communication in Spanish, but with little knowledge or formal training in written forms of Spanish. UC/CSU
SPAN 31 not prerequisite to SPAN 32

SPAN 32A. Intermediate Spanish for Bilingual Students (3)
Lec-3, lab-1 P/NP available
Prereq: SPAN 31 or 31B or demonstration of exit skills
Continued intensive review of grammar, composition, translation.

Emphasizes increasing vocabulary, avoiding false cognates, developing reading, writing skills. Emphasis on developing advanced academic sentence structure in Spanish, and study of culture of the Spanish-speaking world. Designed for bilingual/heritage students possessing effective oral communication in Spanish, but with little knowledge or formal training in written forms of Spanish. UC/CSU

SPAN 32B. Intermediate Spanish for Bilingual Students (3)
Lec-3, lab-1 P/NP available
Prereq: SPAN 31 or 31B or demonstration of exit skills
Further continued intensive review of grammar, composition, translation. Emphasizes increasing vocabulary, avoiding false cognates, developing reading, writing skills. Focus on developing advanced academic sentence structure in Spanish, and expanded study of culture of the Spanish-speaking world. Designed for bilingual/heritage students possessing effective oral communication in Spanish, but with little knowledge or formal training in written forms of Spanish. UC/CSU

Speech Communication
Office: Cloud 408C
Phone Number: (415) 452-4842
Web Site: www.ccsf.edu/speech

Announcement of Curricula
Communication Studies Major (AA-T)
Associate in Arts in Communication Studies for Transfer. Speech communication majors learn the theory and principles behind the communication process and acquire skills needed to effectively communicate with others-both within and across cultural boundaries-in a variety of public, professional, and interpersonal settings. Students learn how to analyze audiences and craft messages that work well within these contexts as well as develop organizational, critical thinking, research, and listening skills. Students completing this major typically transfer into a broad array of communication studies majors.

Learning Outcomes
Upon completion of this degree, students will be able to:

- Articulate an understanding of the way humans manage and process symbolic behavior and how communication practices shape our realities and change across context. In so doing, the student will understand and apply theoretical concepts of the communication discipline.
- Identify and use communication practices that are culturally dependent and demonstrate how to effectively communicate with diverse cultural understandings. Students will display intercultural literacy, sensitivity, and self-reflective strategies.
- Manage speaking anxiety and furnish effective verbal presentations alongside presentational aids, demonstrating effective analysis of audience, environment, message-making (both verbal and non-verbal), organizational principles, and delivery skills.
- Exhibit advanced critical thinking skills to structure logical, credible, and well researched arguments that re-enforce or effectuate change in people’s attitudes, beliefs, relationships, and social and political policies.
- Prepare for transfer to colleges of universities in rhetoric, communication studies, or related.
Degree Requirements. Students who wish to earn the Associate in Arts in Communication Studies for Transfer (AA-T) must complete 60 CSU transferable units with at least a 2.0 grade point average. This must include the units required for full completion of the IGETC or CSU GE curriculum and the 18 units for the major as specified below. Each course in the major must be completed with a grade of “C” or better. Courses used to meet the major requirement may also be used to meet IGETC or CSU GE requirements.

Courses Required for the Major in Communication Studies for Transfer
Course                              Units
Core Courses                         
SPCH 1A Elements of Public Speaking 3
SPCH 5 Intercultural Communication 3
ENGL 1B Reading, Writing, and Critical Thinking or ENGL 1C Advanced Composition 3
Choose any 2 courses from the following:
SPCH 3 Argumentation and Debate 3
SPCH 20 Interpersonal Communication 3
SPCH 4 Small Group Communication 3
Choose 1 course from the following:
SPCH 7 Oral Interpretation of Literature 3
SPCH 38 Intercollegiate Forensics 3
Total 18

Speech Communication Certificate
This 12 unit course of study gives students a brief introduction to the discipline of Speech Communication.

Learning Outcomes
Upon completing the certificate, students will be able to:

- Recognize, understand, and articulate the ways in which communication, both verbal and non verbal, affects meaning-making in various social contexts (e.g. interpersonal, intercultural, and group).
- Locate, read, and evaluate research (traditional and electronic) and learn to effectively incorporate support for ideas and construct arguments in written and spoken communication.
- Construct and responsibly present different types of organized presentations, demonstrating effective communication practices.
- Explore, compare and evaluate the basic theories of the communication discipline.

Courses Required for the Certificate of Accomplishment in Speech Communication
Course                              Units
SPCH 12 Fundamentals of Oral Communication 3
SPCH 4 Group Communication or SPCH 20 Interpersonal Communication 3
SPCH 1A Elem of Public Speaking or SPCH 11 Basic Public Speaking 3
SPCH 3 Argument and Debate or SPCH 38 Intercollegiate Spch Comp 3
Total Units 12

Announcement of Courses

Credit, Non-Degree Applicable Courses:
SPCH G. Oral Communication for Teams (1)
Lec-1 P/NP available
An introduction to the basic principles and methods of oral communication with emphasis on improving speaking and listening skills in the context of small group discussion.

SPCH H. Oral Presentation Skills (1)
Lec-1 P/NP available
An introduction to the theory, basic principles, and methods of oral communication with emphasis on improving speaking and listening skills in the context of interpersonal communication.

Credit, Degree Applicable Courses:
SPCH 1A. Elements of Public Speaking (3)
Lec-3 P/NP available
Prereq.: ENGL 96
Mastery of the research, organization and delivery of extemporaneous speeches. Focus on rhetorical theory, listening, audience analysis, speech construction, language, evidence testing, and visual aids. C-ID COMM 110; UC/CSU

SPCH 2. Introduction to Rhetorical Criticism (3)
Lec-3
Prereq.: ENGL 1A
Studies the rhetorical tradition and significant rhetorical artifacts. Analyzes public discourse through the application of commonly applied rhetorical methods. Communication artifacts are evaluated for support, reasoning, language use, message construction, and context in a series of academic research papers. Emphasizes critical thinking principles alongside technique of effective discourse. UC/CSU

SPCH 3. Argumentation and Debate (3)
Lec-3 P/NP available
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. C-ID COMM 120; UC/CSU

SPCH 4. Group Communication (3)
Lec-3 P/NP available
Prereq.: ENGL 96 or placement in ENGL 1A
Understanding of the principles of group interaction and decision making, including the study of leadership, teamwork, and conflict resolution. Participation in groups to share information, solve problems, and reach consensus. C-ID COMM 140; UC/CSU

SPCH 5. Intercultural Communication (3)
Lec-3, field trips P/NP available
Prereq: ENGL 92 or ESL 160 or placement in ENGL 93 or 94; or ESL 170
Develops communication competence to manage conflict and inter
act with people who are culturally different. Students participate in discussions and complete written and oral assignments, developing communication strategies and skills that result in deliberate and fruitful intercultural outcomes. C-ID COMM 150; UC/CSU

**SPCH 6. Workplace Communication (3)**
Lec-3, P/NP available
**Prereq.: ENGL 93 or ESL 160**
Study and application of effective workplace communication principles. Focus on mastering communication skills related to workplace relationships and effective business presentations that promote professional and career opportunities. CSU

**SPCH 7. Oral Interpretation of Literature (3)**
Lec-3, field trips, P/NP available
Focus on interpretation as a creative and analytical meaning-making process. Training in solo, duet and group presentations of drama, prose and poetry. Through selecting, reading, analyzing, editing and interpreting current and culturally diverse literature, students will better understand the structural and aesthetic components of narrative and performance. C-ID COMM 170; UC/CSU

**SPCH 8. Rhetoric of Popular Culture (3)**
Lec-3, P/NP available
Studies U.S. popular culture as a means to communicate cultural values and attitudes. Communication methods are used to evaluate examples of popular culture's messaging. Different mediums, such as social media, video blogs as well as advertisements, television, film, and politics are studied for their varied effects. UC/CSU

**SPCH 11. Basic Public Speaking (3)**
Lec-3, P/NP available
**Prereq.: ENGL 93 or ESL 160; or placement in ENGL 96 or ESL 170**
Effective organization and presentation of ideas in public speaking situations. Major topics include audience analysis and overcoming speaking anxiety. This course is designed for beginning public speakers wishing to learn basic public speaking skills. CSU

**SPCH 12. Fundamentals of Oral Communication (3)**
Lec-3, P/NP available
**Prereq.: ENGL 93 or ESL 160 or placement in ENGL 96 or ESL 170**
An introduction to the theory, basic principles, and methods of oral communication with emphasis on improving speaking and listening skills in the context of interpersonal communication, small group discussion, and public speaking. CSU

**SPCH 20. Interpersonal Communication (3)**
Lec-3, P/NP available
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. C-ID COMM 130; UC/CSU

**SPCH 38. Forensics Competition (3)**
Lec-3, lab-3, P/NP available
**Advise: SPCH 1A, 3, 4, II, 12 or ESL 79.**
**Repeat: max. 12 units**
Students develop speaking and argumentation skills, specializing in one or more of the following areas: oral interpretation of literature, debate, platform speaking or limited preparation speaking. Students who repeat the course master communication skills through further instruction and practice. Participation in tournament, campus or community presentations is required. C-ID COMM 160B; CSU

**Theatre Arts**

Office: Art 149  
Phone Number: (415) 239-3132  
Web Site: [www.ccsf.edu/theatre](http://www.ccsf.edu/theatre)

The Theatre Arts Department provides both academic and production experience in all aspects of theatre. A comprehensive set of courses fulfills general education and transfer requirements.

**Purpose.** Students participating in the theatre arts program learn to express themselves creatively through application of the theatrical skills of acting, directing, design, technical production, and stagecraft. They develop critical thinking and analytical abilities related to interpreting and criticizing dramatic literature. Students collaborate as effective team members in performing established material or in creating original work.

Among the skills developed:
- Apply learned knowledge and skills to new and varied situations.
- Use feedback to improve performance.
- Implement time management skills to complete a task.
- Identify an objective and devise and implement a plan of action.

**Learning Outcomes**
- Recognize and apply standard practices of ensemble playing in a rehearsal/performance environment.
- Demonstrate skill for technical aspects of acting, including physical, vocal, imaginative, analytical and emotional elements.
- Compare and contrast theatrical periods and styles in terms of acting, directing, playwriting, and technical elements.
- Analyze theatre as a dynamic art form influencing society.
- Apply technical processes, including lighting, set, costume, and/ or stage make-up design, as they pertain to a given dramatic script.

**Announcement of Courses**

**Credit, Degree Applicable Courses:**

**TH A 30. Introduction to Theatre (3)**
Lec-3  
Compare, contrast and examine the aspects of live theatre including dramatic structure, theatre production, history and performance. UC/CSU

**TH A 31. Survey of Classical Drama (3)**
Lec-3, field trips  
Readings and analysis of the plays that form the historical foundation of modern European and American drama. Lectures, reading and discussion of plays from ancient Greece, through Shakespeare to the 19th century. UC/CSU  
*Formerly TH A 104*
TH A 32. Survey of Modern Drama (3)  
Lec-3, field trips  
Readings and analysis of plays that illustrate the major types of drama written for the modern stage. Lectures, reading and discussion of play scripts dating from the advent of 19th Century realism, through the writing of contemporary authors. UC/CSU  
FORMERLY TH A 105

TH A 61. Technical Theatre Production (1-3)  
Work-5, 10, 15  
REPEAT: max. 12 UNITS  
On campus college work experience in technical theatre production, house management and stage management subject to approval and under supervision of a Theatre Arts Department instructor. C-ID THTR 192; UC/CSU  
FORMERLY TH A 55

TH A 164. Character Voices: Voice-Over (3)  
Lec-3  
ADVISE: TH A 150  
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  
FORMERLY TH A 143

Enrollment Limitations on Physical Education and Visual or Performing Arts Courses

Per title 5 Section 55041, effective Fall 2013, students may not enroll more than four times in “active participatory courses that are related in content” in the areas of physical education or visual and performing arts, which includes art, dance, music, and theatre. This limitation applies even if a student receives a substandard grade or “W” during one or more of the enrollments in such a course or if the students petition for repetition due to extenuating circumstances.

Theatre Arts courses that are related in content are grouped together in “families” of courses below. The families are indicated by their headings, e.g., Play Rehearsal and Performance, Stagecraft, etc. For the most up-to-date listing of courses and families, refer to the online catalog, www.ccsf.edu/catalog.

Stagecraft

TH A 60. Stagecraft (3)  
Lec-2, lab-4, field trips  
P/NP available  
Introduction and practical experience in stage scenery construction, stage properties selection, lighting execution, sound design, scenic painting techniques, and stage management through class lab work and participation in departmental theatrical productions. UC/CSU

Set Design

TH A 62. Introduction to Stage Design (3)  
Lec-3  
P/NP available  
Introduction to the basic techniques used in stage design with emphasis on script analysis, research, freehand sketching, drafting techniques, ground plans and model making. UC/CSU  
FORMERLY TH A 6

Lighting Design

TH A 63. Introduction to Lighting Design (3)  
Lec-3, lab-3  
Introduction to the basic techniques used in lighting design for live performance with emphasis on the art of lighting design, script analy
Scene Study

TH A 151A. Beginning Character Development and Scene Study (3)
Lec-3
Advis: TH A 150A

Beginning level instruction in the acting skills focusing on clowning; the creation and use of masks with special attention to the physical characteristics of comic acting. UC/CSU

TH A 151B. Intermediate Character Development and Scene Study (3)
Lec-3
Prereq: TH A 151A

Intermediate level examination, practice and execution of the fundamentals of acting. The focus on mastering staging techniques, improvisation, theatre games, stage movement, and applying acting terminology. Classroom preparation and presentation of monologues and ensemble work. UC/CSU

TH A 151C. Advanced Character Development and Scene Study (3)
Lec-3
Prereq: TH A 151B

Advanced level examination, practice and execution of the fundamentals of acting. The focus on mastering staging techniques, improvisation, theatre games, stage movement, and acting terminology. Classroom preparation and presentation of monologues and ensemble work at an advanced level. UC/CSU

Performance Projects

TH A 152. Performance Projects (3)
Lec-3, lab-1, field trips

Development of unpublished plays, 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. UC/CSU

TH A 152A. Performance Projects: Student Original Works (3)
Lec-3

Development of student original 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 the specific studio space. UC/CSU

TH A 152B. Performance Projects: Unpublished Plays (3)
Lec-3

Development of unpublished plays, 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 the specific studio space. UC/CSU

TH A 152C. Performance Projects: Contemporary Plays (3)
Lec-3

Development of contemporary plays that will be performed in a studio setting. Investigation of the development of performance skills as they relate to the audience and to the specific studio space. UC/CSU

TH A 165. Playwright’s Performance Workshop (3)
Lec-3, lab-1, field trips

Prereq: ENGL 93 or 94 or placement in ENGL 96 or demonstration of ENGL 93 or 94 exit skills.

This course is specifically designed to teach the elements of playwriting using all the components of live theatre: directors, writers, and actors. Playwrights work with actors and directors to create, write and revise scenes and scripts based on workshop performances. CSU

Physical Theatre

TH A 153A. Beginning Improvisation (3)
Lec-3

Beginning level instruction in the acting skill of creating original material by performers for presentation through techniques of improvisation and scenario. Beginning level actor generated narrative and play script development in an ensemble setting. UC/CSU

TH A 153B. Intermediate Improvisation (3)
Lec-3
Prereq: TH A 153A

Intermediate level instruction in the acting skill of creating characters and scenes and scripts based on workshop performances. CSU

TH A 153C. Advanced Improvisation (3)
Lec-3
Prereq: TH A 153B

Advanced level instruction in the acting skill of creating characters through original and spontaneous material created by performers for presentation through techniques of improvisation and scenario. Focus on actor’s improvised communication and character relationships. UC/CSU

TH A 154A. Beginning Physical Comedy, Masks and Clowning (3)
Lec-3

Beginning level examination, practice and execution of the fundamentals of acting. The focus on mastering staging techniques, improvisation, theatre games, stage movement, and applying acting terminology. Classroom preparation and presentation of monologues and ensemble work. UC/CSU

TH A 154B. Intermediate Physical Comedy, Masks and Clowning (3)
Lec-3
Prereq: TH A 154A

Intermediate level instruction in the acting skills focusing on clowning; the creation and use of masks with special attention to circus skills. UC/CSU

TH A 154C. Advanced Physical Comedy, Masks and Clowning (3)
Lec-3
Prereq: TH A 154B

Advanced level instruction in the acting skills focusing on clowning; the creation and use of masks with special attention to circus skills. UC/CSU
TH A 162C. Advanced Physical Comedy, Masks and Clowns (3)
Lec-3  
Prereq.: TH A 162B  
Advanced level instruction in the acting skills focusing on character, the creation and use of masks with special attention to the study of the Commedia dell'Arte. CSU

**Acting in Media**

TH A 154A. Beginning Acting for the Camera (3)  
Lec-3, lab-4  
Beginning level development of performance skills for video, film and electronic media applications with emphasis on identifying presentation of self and defining an on-camera persona in a production context. UC/CSU  
*Formerly TH A 154*

TH A 154B. Intermediate Acting for the Camera (3)  
Lec-3, lab-4  
Prereq.: TH A 154A  
Intermediate level development of performance skills for video, film and electronic media applications with emphasis on dramatic characterization in a production context utilizing text to performance techniques. UC/CSU

TH A 154C. Advanced Acting for the Camera (3)  
Lec-3, lab-4  
Prereq.: TH A 154B  
Advanced level development of performance skills for video, film and electronic media applications with emphasis on application of practical skills to transition to a professional environment. UC/CSU

TH A 166A. Beginning Performance Art: New Media Workshop (3)  
Lec-3, lab-3  
Advise: IDST 125  
Beginning level development of performance art pieces integrating state-of-the-art digital art, computer software used for theatrical and electronic music productions, focus on the use of applicable software and hardware. UC/CSU  
*Formerly TH A 166*

TH A 166B. Intermediate Performance Art: New Media Workshop (3)  
Lec-3, lab-3  
Prereq.: TH A 166A  
Intermediate level development of performance art pieces integrating state-of-the-art digital art, computer software used for theatrical and electronic music productions, focus on the creation of a piece with applicable software and hardware. CSU

TH A 166C. Advanced Performance Art: New Media Workshop (3)  
Lec-3, lab-3  
Prereq.: TH A 166B  
Advanced level development of performance art pieces integrating state-of-the-art digital art, computer software used for theatrical and electronic music productions, focus on the performance of a piece with applicable software and hardware. CSU

**Shakespeare for Actors**

TH A 170A. Beginning Shakespeare for Actors (3)  
Lec-3  
Beginning instruction in the use of text techniques interpreting poetic imagery and vocal exercises for the actor used in the performance of Shakespearean verse and prose. The class will develop the student's approach to address analytic skills, historical research, vocal skills and interpretive skills to perform William Shakespeare's canon. UC/CSU

TH A 170B. Intermediate Shakespeare for Actors (3)  
Lec-3  
Intermediate instruction in the use of text techniques interpreting poetic imagery and exercises for the actor to use in the performance of Shakespearean verse and prose focusing the actor's voice, developing the use of Standard American Speech in order to perform William Shakespeare's canon for an American audience. UC/CSU

TH A 170C. Advanced Intermediate Shakespeare for Actors (3)  
Lec-3  
Advanced intermediate instruction of text techniques of interpreting poetic imagery, vocal exercises for the actor to use in the performance of Shakespearean verse and prose applied to scene work. The class will develop the student's approach to address character development from William Shakespeare's 'Comic' and 'Romance' plays. UC/CSU

TH A 170D. Advanced Shakespeare for Actors (3)  
Lec-3  
Advanced instruction of text techniques of interpreting poetic imagery, vocal exercises for the actor to use in the performance of Shakespearean verse and prose applied to scene work. The class will develop the student's approach to address character development from William Shakespeare's 'Tragic' and 'Historic' plays. UC/CSU

**Vocal Production and Audition**

TH A 160A. Beginning Vocal Production and Audition (3)  
Lec-3  
Beginning instruction in the study of the anatomy of the vocal mechanism. Practice of voice and articulation with an emphasis on standard American English for the stage to develop the actor's process in preparation for performance and audition, selection of materials, and presentation of self in various audition settings. UC/CSU  
*Formerly TH A 160*

TH A 160B. Intermediate Vocal Production and Audition (3)  
Lec-3, field trips  
Prereq.: TH A 160A  
Intermediate instruction in the study of the anatomy of the vocal mechanism. Practice of transcription into International Phonetics for voice and articulation with an emphasis on Standard American English for the stage to develop the actor's process in preparation for performance and selection of materials for various audition settings. CSU

TH A 160C. Advanced-Intermediate Vocal Production and Audition (3)  
Lec-3, field trips  
Prereq.: TH A 160B  
Advance-Intermediate instruction in the study of the anatomy of the vocal mechanism. Practice of voice and articulation in preparation of classical and contemporary auditions. Focused auditioning exercises for the stage to develop the actor's process in preparation for performance and audition, selection of materials in various audition settings. CSU

TH A 160D. Advanced Vocal Production and Audition (3)  
Lec-3, field trips  
Prereq.: TH A 160C  
Advanced instruction in the study of the anatomy of the vocal mechanism. Practice of voice and articulation with an emphasis on
Dialects for the stage to develop the actor's process in preparation for performance and audition, selection of materials, and presentation of self in various audition settings. CSU

**Performing Storytelling**

TH A 171A. Beginning Storytelling and Performance (3)
Lec-3, field trips
Beginning instruction in the acting skill of storytelling through performance exercises, improvisations, writing of original work, and the use of the literature of folklore, myth, and monologue focusing on narrative, creation of character and the telling of stories in an ensemble setting. UC/CSU

TH A 171B. Intermediate Storytelling and Performance (3)
Lec-3, field trips
Intermediate level instruction in the acting skill of editing for the presentation of stories through performance exercises, improvisations, and the use of material from holiday tales and creation mythology, focusing on production of a public performance. UC/CSU

TH A 171C. Advanced Intermediate Storytelling and Performance (3)
Lec-3, field trips
Advanced intermediate level instruction in the acting skill of editing for the presentation of stories through performance exercises, improvisations, and the use of material from holiday tales and creation mythology, focusing on production of a public performance. UC/CSU

**Comedy-Play Rehearsal and Performance**

TH A 201A. Ensemble Role Comedy-Play Rehearsal and Presentation (1)
Lab-3 P/NP only
Ensemble role preparation and interpretive training process at a basic level as an introduction to theatrical performances of a comic play presentation in a Theatre Arts Department production. Students must audition for, be cast in, rehearse and perform in a “Comedy” in order to receive credit. UC/CSU

TH A 201B. Supporting Role Comedy-Play Rehearsal and Presentation (2)
Lab-6 P/NP only
Supporting role preparation and interpretive training process at an intermediate level in order to perform in a theatrical performances of a comic play presentation in a Theatre Arts Department production. Students must audition for, be cast in, rehearse and perform a supporting role in a “Comedy” in order to receive credit. UC/CSU

TH A 201C. Principal Role Comedy-Play Rehearsal and Presentation (3)
Lab-9 P/NP only
Principal (leading) role preparation and interpretive training process at an intensive level in order to perform in theatrical performances of a comic play presentation in a Theatre Arts Department production. Students must audition for, be cast in, rehearse and perform a principal role in a “Comedy” in order to receive credit. UC/CSU

**Drama-Play Rehearsal and Performance**

TH A 202A. Ensemble Role Drama-Play Rehearsal and Presentation (1)
Lab-3 P/NP only
Ensemble role preparation and interpretive training process at a basic level as an introduction to theatrical performances of a “Drama” presentation in a Theatre Arts Department production. Students must audition for, be cast in, rehearse and perform in a “Drama” in order to receive credit. UC/CSU

TH A 202B. Supporting Role Drama-Play Rehearsal and Presentation (2)
Lab-6 P/NP only
Supporting role preparation and interpretive training process at an intermediate level in order to perform in a theatrical performances of a “Drama” presentation in a Theatre Arts Department production. Students must audition for, be cast in, rehearse and perform a supporting role in a “Drama” in order to receive credit. UC/CSU

TH A 202C. Principal Role Drama-Play Rehearsal and Presentation (3)
Lab-9 P/NP only
Principal (leading) role preparation and interpretive training process at an intensive level in order to perform in theatrical performances of a “Drama” presentation in a Theatre Arts Department production. Students must audition for, be cast in, rehearse and perform a principal role in a “Drama” in order to receive credit. UC/CSU

**Classical-Play Rehearsal and Performance**

TH A 203A. Ensemble Role Classical-Play Rehearsal and Presentation (1)
Lab-3, 6, 9 P/NP only
Ensemble role preparation and interpretive training process at a basic level as an introduction to theatrical performances of a “Classical” presentation in a Theatre Arts Department production. Students must audition for, be cast in, rehearse and perform in a “Classical” play in order to receive credit. UC/CSU

TH A 203B. Supporting Role Classical-Play Rehearsal and Presentation (2)
Lab-6 P/NP only
Supporting role preparation and interpretive training process at an intermediate level in order to perform in a theatrical performances of a “Classical” presentation in a Theatre Arts Department production. Students must audition for, be cast in, rehearse and perform in a “Classical” play in order to receive credit. UC/CSU
TH A 203B. Supporting Role Classic-Play Rehearsal and Presentation (2)
Lab-6 P/NP only
Supporting role preparation and interpretive training process at an intermediate level in order to perform in theatrical performances of a “Classic” presentation in a Theatre Arts Department production. Students must audition for, be cast in, rehearse and perform a supporting role in a “Classic” in order to receive credit. UC/CSU

TH A 203C. Principal Role Classic-Play Rehearsal and Presentation (3)
Lab-9 P/NP only
Principal (leading) role preparation and interpretive training process at an intensive level in order to perform in a theatrical performances of a “Classic” presentation in a Theatre Arts Department production. Students must audition for, be cast in, rehearse and perform a principal role in a “Classic” in order to receive credit. UC/CSU

Tragedy-Play Rehearsal and Performance
TH A 204. Tragedy-Play Rehearsal and Presentation (1-3)
Lab-3, 6, 9 P/NP only
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 a “Tragedy” in order to receive credit.

TH A 204A. Ensemble Role Tragedy-Play Rehearsal and Presentation (1)
Lab-3 P/NP only
Ensemble role preparation and interpretive training process at a basic level as an introduction to theatrical performances of a “Tragedy” presentation in a Theatre Arts Department production. Students must audition for, be cast in, rehearse and perform in a “Tragedy” in order to receive credit.

TH A 204B. Supporting Role Tragedy-Play Rehearsal and Presentation (2)
Lab-6 P/NP only
Supporting role preparation and interpretive training process at an intermediate level in order to perform in a theatrical performances of a “Tragedy” presentation in a Theatre Arts Department production. Students must audition for, be cast in, rehearse and perform a supporting role in a “Tragedy” in order to receive credit. UC/CSU

TH A 204C. Principal Role Tragedy-Play Rehearsal and Presentation (3)
Lab-9 P/NP only
Principal (leading) role preparation and interpretive training process at an intensive level in order to perform in a theatrical performances of a “Tragedy” presentation in a Theatre Arts Department production. Students must audition for, be cast in, rehearse and perform a principal role in a “Tragedy” in order to receive credit. UC/CSU

Related Courses:
BCST 115. Announcing and Performance (3)
Lec-3
ADVISE: BCST 120
Introduction to basic theory and practice in interpretation of copy, pronunciation, and announcer’s duties for radio, television, cable and webcast. Study and practice of oral skills for effective communication of meaning in scripts, newscasts and commercial messages with emphasis on development of voice, articulation and pronunciation. CSU

BCST 140. Studio Video Production (3)
Lec-2, lab-4
ADVISE: BCST 119
Theory and operation of video production equipment and facilities. Video production planning and organization; concept development, and production management. Instruction in camera, audio, lighting, live switching, server operation as well as above-the-line roles such as writer, director, producer, etc. Students acquire knowledge and skills by creating studio-based video programming. CSU

IDST 38. Shakespeare: "for all time" (3)
Lec-3 P/NP available
Prereq: Eligible for ENGL 1A
An interdisciplinary introduction to Shakespeare's plays as theater pieces, literature, and historical chronicles. Three instructors from the Theater Arts, English, and History departments examine Shakespeare's artistry from their respective points of view, using some of his most popular plays. CSU/UC

SPCH 38. Forensics Competition (3)
Lec-3, lab-3 P/NP available
ADVISE: SPCH 1A, 3, 4, 11, 12 or ESL 79.
Repeat: Max. 12 units
Students develop speaking and argumentation skills, specializing in one or more of the following areas: oral interpretation of literature, debate, platform speaking or limited preparation speaking. Students who repeat the course master communication skills through further instruction and practice. Participation in tournament, campus or community presentations is required. C-ID COMM 160B; CSU

Physical Education courses in fencing, modern and folk dance, and ballet. See listings for course description.

Trade Skills
See Automotive/Motorcycle, Construction, and Building Maintenance

Transitional Studies
Office: Mission Center
Phone Number: (415) 920-6131
Web Site: www.ccsf.edu/TRST

Announcement of Curricula
General Information
The Transitional Studies Department offers ongoing instruction in CCSF High School Diploma Program, General Educational Development (GED), Adult Basic Education (ABE), and Vocational Foundation Skills. The curriculum consists of noncredit courses in reading, writing, mathematics and specific subjects at elementary, intermediate and advanced levels. Instructional methodology includes both individualized and traditional classroom instruction.

All courses are free of charge and are without college credit.

Program Goals. Provide a comprehensive program leading to the CCSF High School Diploma; prepare students to pass the GED examination; help students to achieve competency in Adult Basic Education; provide students with basic skills for living, employment; develop student readiness to succeed in college credit classes and Career/Technical Certificate programs.
Admission Requirements. All skill levels are accepted. After testing in reading, writing and mathematics, students are enrolled at a level matching their skills and geared toward their educational objectives. Students entering the GED in Spanish program are required to be fluent and literate in Spanish.

Offered at the following centers:
- Instruction in Spanish is offered only at the Mission Campus.
- John Adams ........................................... 561-1900
- Adult Learning Center ................................ 241-2300
- Mission ................................................... 920-6043
- Southeast ................................................. 550-4300
- African American Scholastic Program ............ 452-5315

CCSF High School Diploma Program
The City College of San Francisco High School Diploma Program is open to adult students who meet placement requirements. The program is also open to concurrently enrolled high school students who are in the 11th or 12th grades and who require high school credits to transfer to their home high schools.

Concurrent high school students may earn high school credits that transfer to their home high school by enrolling in Transitional Studies courses by arrangement with the student's high school counselor.

Adult students enroll through the New or Continuing CCSF Counseling Department for a placement test, orientation and educational planning appointment.

Credits may be earned in two ways: by completing coursework or by earning a standard score of 410 or greater in a GED content area examination. Each subtest for the GED is equivalent to 10 high school credits.

The GED Tests (2002 Series) measure knowledge in five different areas: Language Arts, Writing; Social Studies; Science; Language Arts, Reading; and Mathematics. An important feature of the GED Tests is an essay that documents your ability to write and communicate effectively. The minimum passing standard set by the GED Testing Service is an average standard score of 450 or greater across the five content area tests (a total standard score of 2250 or greater) and, in addition, a standard score of 410 or greater on each content area test.

Equivalent high school courses taken at other schools, or comparable college credit classes, may satisfy coursework requirements. Credits may be fulfilled by successful completion of courses in Transitional Studies, CCSF Vocational programs, English as a Second Language (ESL), CCSF credit classes or, with the TRST Department Chair's permission, any CCSF course. Additionally, courses earned at other high school or college institutions may be transferred to the CCSF HS Diploma Program.

Residency requirement: At least 20 credits must be earned in the Transitional Studies Department or, with the Department Chair's permission, in other CCSF departments. English requirement: to qualify for the CCSF HS Diploma, a student must have completed with a grade of "C" or better, at least one of the Transitional Studies core required English classes, or a CCSF degree-applicable class in the English Department.

Mathematics requirement: to qualify for the CCSF HS diploma, a student must have completed with a grade of "C" or better, at least one of the Transitional Studies core required mathematics classes, or a CCSF degree-applicable class in the Mathematics Department.

The CCSF High School Diploma's Program Learning Outcomes are derived from the following: Common Core State Standard and CASAS competencies.

Learning Outcomes
Upon completion of CCSF high school diploma, students will be able to:
- Read clearly to determine what the text says explicitly and to make logical references from it.
- Cite specific textual evidence when writing or speaking to support conclusions drawn from text.
- Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose and audience.
- Initiate and participate in a range of collaborative discussions (one-on one, in groups, and teacher-led) with diverse partners on topics, texts, and issues, building on others' ideas and expressing their own clearly.
- Conduct short as well as more sustained research projects to answer a question or solve a problem.
- Use technology, including the Internet, to produce, publish, and update individual or shared writing.
- Use diverse electronic resources to acquire, organize, analyze and communicate information.

Students who complete courses in the Science Core Area will be able to:
- Use mathematical reasoning to solve problems.
- Evaluate the hypotheses, data, analysis and conclusions in a science text, verifying the data when possible and corroborating or challenging conclusions with other sources of information.
- Synthesize information from a range of sources (e.g., texts, experiments, simulations) into coherent understanding of a process, phenomenon, or concept, resolving conflicting information when possible.
- Recognize the relationships between the natural sciences and society and the application of science to societal challenges.

Students who complete courses in the Social Science Core Area will be able to:
- Cite specific textual evidence to support analysis of primary and secondary sources, connecting insights gained from specific details to an understanding of the text as a whole.
- Determine the central ideas or information of a primary or secondary source; provide an accurate summary the makes clear the relationship among the key details and ideas.
- Evaluate various explanations for actions or events and determine which explanation best accords with textual evidence.
- Evaluate author's differing points of view on the same historical, current event or issue by assessing the author's claims, reasoning, and evidence.
- Integrate and evaluate multiple sources of information presented in diverse formats and media.
- Interpret statistical information used in reports and article.

Students who complete courses in the Humanities Core Area will be able to:
- Critically analyze ideas and diverse cultural values and articulate their own values and beliefs and compare them with those of diverse cultures and identify the relationships between them.
Upon completion of this certificate, students will be able to:

- Identify universal themes reflected in the humanities.
- Students who complete courses in the English Core Area will be able to:
  - Analyze how and why individuals, events, and ideas develop and interact over the course of a text.
  - Assess how point of view or purpose shapes the content and style of a text.
  - Analyze how two or more texts address similar themes or topics in order to build knowledge or to compare the authors take.
  - Develop and strengthen writing as need by planning, revising, editing, rewriting, or trying a new approach.
  - Present information, findings and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience.
  - Make strategic use of digital media and visual displays of data to express information and enhance understanding of presentation.
- Students who complete courses in Math Core Area will be able to:
  - Reason abstractly and quantitatively.
  - Construct variable arguments and critique the reasoning of others.
  - Model with mathematics.
  - Demonstrate the ability to use symbolic, graphical, numerical, and written representations of mathematical ideas.
  - Estimate and check answers to mathematical problems determining reasonableness, and correctness of solution.

**Total 160 High School Credits:**

<table>
<thead>
<tr>
<th>Area of Study</th>
<th>Courses Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) Natural Sciences</td>
<td>20 Credits</td>
</tr>
<tr>
<td>(B) Social &amp; Behavioral Sciences</td>
<td>30 Credits</td>
</tr>
<tr>
<td>(C) Humanities</td>
<td>10 Credits</td>
</tr>
<tr>
<td>(D) English</td>
<td>30 Credits</td>
</tr>
<tr>
<td>(E) Mathematics</td>
<td>20 Credits</td>
</tr>
<tr>
<td>(F) Electives</td>
<td>50 Credits</td>
</tr>
<tr>
<td>Total</td>
<td>160 Credits</td>
</tr>
</tbody>
</table>

**Noncredit Certificate Curricula**

**Area of Study:** Elementary and secondary basic skills. Workforce preparation classes, in the basic skills of speaking, listening, reading, writing mathematics, decision-making, and problem solving skills that are necessary to participate in job-specific technical training.

### Adult Basic Education

**Level 1 Noncredit Certificate**

A certificate of completion will lead to improved employability or job placement opportunities. This certificate requires successful completion of two courses with a minimum of 144 hours of instruction.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Write opinion pieces on topics or texts, supporting a point of view with reasons and information.
- Write informative/explanatory texts to examine a topic and convey ideas and information clearly.
- Initiate and participate in a range of collaborative discussions (one-on one, in groups, and teacher-led) with diverse partners on topics, texts, and issues, building on others’ ideas and expressing their own clearly.
- Use technology, including the Internet, to produce, publish, and update individual or shared writing.

**Courses Required for the Certificate of Completion in Adult Basic Education Level 1**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRST 0038 Orientation to Academic Success</td>
<td>8–25</td>
</tr>
<tr>
<td>TRST 0035 Individualized Reading &amp; Writing</td>
<td>54–450</td>
</tr>
<tr>
<td>TRST 0036 Reading/Writing Lab</td>
<td>90–180</td>
</tr>
<tr>
<td>Total</td>
<td>144–745</td>
</tr>
</tbody>
</table>

### Adult Basic Education

**Level 2 Noncredit Certificate**

A certificate of completion will lead to improved employability or job placement opportunities. This certificate requires successful completion of two courses with a minimum total of 144 hours of instruction. Students will be able to continue on with GED test preparation instruction.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Read clearly to determine what the text says explicitly and to make logical references from it.
- Demonstrate command of the conventions of Standard English grammar and usage.
- Write informative/explanatory texts to examine a topic and convey ideas and information clearly.
- Initiate and participate in a range of collaborative discussions (one-on one, in groups, and teacher-led) with diverse partners on topics, texts, and issues, building on others’ ideas and expressing their own clearly.
- Compute using whole numbers, decimal fractions, fractions, percent, ratio and proportion.
- Use mathematical reasoning, expressions, equations, and formulas to solve problems.
- Interpret data from graphs and compute averages.

**Courses Required for the Certificate of Completion in Adult Basic Education Level 2**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRST 0038 Orientation to Academic Success</td>
<td>8–25</td>
</tr>
<tr>
<td>TRST 0039 ABE/Pre GED Preparation</td>
<td>54–540</td>
</tr>
<tr>
<td>TRST 2422 Math Skills Lab</td>
<td>36–180</td>
</tr>
<tr>
<td>Total</td>
<td>144–745</td>
</tr>
</tbody>
</table>

### Adult Secondary Education

**Level 3 Noncredit Certificate**

A certificate of completion will lead to improved employability or job placement opportunities. This certificate requires successful completion of two courses with a minimum of 144 hours of instruction.
Students will be prepared to pass the General Education Development Examination.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Read to determine what the text and graphs says explicitly and to make logical references from it.
- Determine an author’s point of view or purpose in a text.
- Recognize the logical structures of ideas and draw implications.
- Apply information in a new context.
- Synthesize meaning and inferences from one text to another text.
- Judge validity of information and detect bias.
- Apply grammatical rules when editing sentences.
- Write informative/explanatory texts to examine and convey complex ideas and information clearly and accurately through the effective selection, organization, and analysis of content.
- Initiate and participate in a range of collaborative discussions (one-on one, in groups, and teacher-led) with diverse partners on topics, texts, and issues, building on others’ ideas and expressing their own clearly.
- Compute using whole numbers, decimal fractions, fractions, percent, ratio and proportion.
- Use mathematical reasoning, expressions, equations, and formulas to solve problems.
- Interpret data from graphs and compute averages

**Courses Required for the Certificate of Completion in Academic Skills Intermediate Level 2 Noncredit Certificate**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRST 2421 Math Skills Development 1</td>
<td>8–25</td>
</tr>
<tr>
<td>TRST 2422 Math Skills Lab</td>
<td>54–810</td>
</tr>
<tr>
<td>TRST 2424 Academic Writing 2</td>
<td>36–180</td>
</tr>
<tr>
<td>TRST 2425 Academic Writing 3</td>
<td>144–1555</td>
</tr>
</tbody>
</table>

- Initiate and participate in a range of collaborative discussions (one-on one, in groups, and teacher-led) with diverse partners on topics, texts, and issues, building on others’ ideas and expressing their own clearly.
- Use technology, including the Internet, to produce, publish, and update individual or shared writing.
- Compute using whole numbers.
- Describe and compare fractions and decimals.
- Use mathematical reasoning to solve problems

**Courses Required for the Certificate of Completion in Academic Skills Elementary Level 1**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRST 0038 Orientation to Academic Success</td>
<td>8–25</td>
</tr>
<tr>
<td>TRST 1321 Academic Reading 1</td>
<td>180</td>
</tr>
<tr>
<td>TRST 1322 Academic Reading/Writing 1.5</td>
<td>90</td>
</tr>
<tr>
<td>TRST 1324 Academic Writing 1</td>
<td>180</td>
</tr>
<tr>
<td>TRST 1422 Math Skills Development 1</td>
<td>90–180</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>144–655</strong></td>
</tr>
</tbody>
</table>

**Academic Skills Intermediate Level 2 Noncredit Certificate**

A certificate of completion will lead to improved employability or job placement opportunities and basic skills. This certificate requires successful completion of two courses with a minimum of 144 hours of instruction. Students will be prepared for academic study in the Academic Skills Intermediate Level 2 Noncredit Certificate.

**Learning Outcomes**

Upon completion of this certificate, students will be able to:

- Cite the textual evidence that supports an analysis of what the text says explicitly as well as inferences drawn from the text.
- Determine a central idea of a text and analyze its development over the course of the text, including its relationship to supporting ideas.
- Determine an author’s point of view or purpose in a text.
- Write informative/explanatory texts to examine a topic and convey ideas and information through the selection.
- Initiate and participate in a range of collaborative discussions (one-on one, in groups, and teacher-led) with diverse partners on topics, texts, and issues, building on others’ ideas and expressing their own clearly.
- Use technology, including the Internet, to produce, publish, and update individual or shared writing.
- Conduct short as well as more sustained research projects to answer a question or solve a problem.
- Compute using decimal fractions, fractions, percent, ratio and proportion.
- Use mathematical reasoning to solve problems

**Courses Required for the Certificate of Completion in Academic Skills Intermediate Level 2**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRST 0038 Orientation to Academic Success</td>
<td>8–25</td>
</tr>
<tr>
<td>TRST 2322 Academic Reading/Writing 2.5</td>
<td>90</td>
</tr>
<tr>
<td>TRST 2421 Math Skills Development 2</td>
<td>90–180</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
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</tr>
</tbody>
</table>
Vocational Foundation Skills Noncredit Certificate

A certificate of completion will lead to improved employability or job placement opportunities. This certificate requires successful completion of two courses with a minimum of 144 hours of instruction.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Cite the textual evidence that supports an analysis of what the text says explicitly as well as inferences drawn from the text.
- Demonstrate command of the conventions of Standard English grammar and usage when writing or speaking.
- Write informative/explanatory texts to examine a topic and convey ideas and information through the selection.
- Initiate and participate in a range of collaborative discussions (one-on one, in groups, and teacher-led) with diverse partners on topics, texts, and issues, building on others’ ideas and expressing their own clearly.
- Perform basic arithmetic operations.
- Use mathematical reasoning to solve problems
- Conduct short as well as more sustained research projects to answer a question or solve a problem.
- Use technology, including the Internet, to produce, publish, and update individual or shared writing.
- Use diverse electronic resources to acquire, organize, analyze and communicate information.

Courses Required for the Certificate of Completion in Vocational Foundation Skills

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRST 0038 Orientation to Academic Success</td>
<td>8–25</td>
</tr>
<tr>
<td>TRST 4600 Pre-Vocational Foundations Skills</td>
<td>45–90</td>
</tr>
<tr>
<td>TRST 4601 On the job Communication Skills</td>
<td>54–90</td>
</tr>
<tr>
<td>TRST 4602 Literacy Tutor Training</td>
<td>12</td>
</tr>
<tr>
<td>TRST 4603 Graphic Arts Academics</td>
<td>36–180</td>
</tr>
<tr>
<td>TRST 4604 Vocational Foundation Skills</td>
<td>36–180</td>
</tr>
<tr>
<td>TRST 4640 Vocational Foundation</td>
<td>22.5</td>
</tr>
<tr>
<td>Skills-Reading, Writing &amp; Study Skills</td>
<td>22.5</td>
</tr>
<tr>
<td>TRST 4644 Vocational Foundation</td>
<td>22.5</td>
</tr>
<tr>
<td>Skills-Mathematics &amp; Job Readiness</td>
<td></td>
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<tr>
<td>Total Hours</td>
<td>144–622</td>
</tr>
</tbody>
</table>

Announcement of Courses

Noncredit Courses:

Individualized Learning Labs, Self-paced, Open-entry, Multi-level, Ongoing Classes

TRST 0035. Individualized Reading and Writing (54-450 hrs)
A basic reading and writing course. Emphasizes reading comprehension and study skills and will prepare students for further educational and/or job demands. Course work is individualized and self paced.

TRST 0036. Reading/Writing Lab (90 hrs)
Advisement: Place into TRST 0036
Self-paced lab focusing on reading and writing skills to prepare students for high school English courses, entry into the workplace and admittance into vocational and retraining programs.

TRST 0037. High School Learning Lab (90 hrs)
Advisement: Placement into TRST 0037
A self-paced lab designed to develop critical academic skills. Credits earned may be applied toward meeting the CCSF High School Diploma requirements in any of five required core areas.

TRST 037B. HS Learning Lab: Social Sciences (90 hrs)
HS Learning Lab: Social Sciences covers the major turning points that shaped the modern world from post-World War II to today. It is self-paced lab allowing students to earn credits that may be applied to the CCSF High School Social Science requirements.

TRST 0038. Introduction to Academic Success (45 hrs)
This course focuses on tools for students’ success in the educational setting such as time management and goal setting. In addition, students will learn about the City College of San Francisco resources available to them.

TRST 0039. ABE/Pre-GED Preparation (54-540 hrs)
Reading, writing, and mathematics skills development. Prepares students to enter TRST 040 A, B, C, D – High School Equivalency Preparation.

TRST 0040. GED Preparation (54-540 hrs)
Advisement: TRST 0039 or Placement in TRST 0040
Prepares the student to pass the five GED Tests: Writing, Social Studies, Science, Literature, and Mathematics. Individual and/or small group instruction. Offered in Spanish at Mission Campus.

TRST 040A. High School Equivalency Prep: Language Arts (90 hrs)
Prepares students for the GED Reasoning through Language Arts test, TASC, or HiSET Reading and Writing tests, and/or beginning credit English courses. Whole group, individual and/or small group instruction. Open enrollment.

TRST 040B. High School Equivalency Prep: Mathematics (90 hrs)
Prepares students for the GED Mathematical Reasoning test, TASC, or HiSET Math test, and/or credit math courses. Whole group, individual and/or small group instruction. Open enrollment.

TRST 040C. High School Equivalency Prep: Social Studies (90 hrs)
Prepares students for the GED, TASC, or HiSET Social Studies test, and/or credit study in related subjects. Whole group, individual and/or small group instruction. Open enrollment.

TRST 040D. High School Equivalency Prep: Science (90 hrs)
Prepares students for the GED, TASC, or HiSET Science test and/or credit science courses. Whole group, individual and/or small group instruction. Open enrollment.

Level I

Beginning and Basic Instruction in Reading, Writing, Communicating and Mathematics

TRST 1321. Academic Reading 1 (180 hrs)
Advisement: ESL Level 7, Placement into TRST 1321
A beginning high school English course designed to develop reading and critical thinking skills.

TRST 1322. Academic Reading and Writing 1.5 (90 hrs)
A beginning course designed to develop reading and writing.
TRST 1324. Academic Writing 1 (180 hrs)
Advise: ESL Level 7, Placement into TRST 1324
This is a beginning course in writing with emphasis on sentence mechanics and paragraph development.

TRST 1422. Math Skills Development 1 (90 hrs)
Advise: Placement in TRST 1422
This course introduces basic number theory and whole number operations as used in everyday life situations. It will also cover the basic measurement, geometry and pre-algebra.

Level II
Intermediate Instruction in Reading, Writing, Communicating and Mathematics

TRST 2322. Academic Reading/Writing 2.5 (90 hrs)
Advise: TRST 1321 and/or TRST 1324, Placement into TRST 2322
An intermediate course designed to develop reading, writing, and critical thinking skills. Fulfills English City College of San Francisco High School requirements.

TRST 2323. Media Literacy (90 hrs)
Students will learn the basic tools needed to decipher media messages and their impact on personal decision-making and society.

TRST 2421. Math Skills Development 2 (90 hrs)
Advise: TRST 1422 or Placement into TRST 2421
This course focuses on the study of decimal, fractions, rations, proportions, percentages, basic algebra and geometry.

TRST 2422. Math Skills Lab (90 hrs)
This is a self-paced lab in basic mathematics, which includes whole numbers, fractions, decimals, percentages, measurement, and an introduction to algebra and geometry. It is an open entry, open exit course.

TRST 2533. Health Education (90 hrs)
Introduction to basic health information that addresses the promotion of physical, mental, emotional, and social dimensions of health.

TRST 2731. The Americas in Film (90 hrs)
Students will study the history of Latin America and the United States using film. Themes such as conformity, rebellion, racism and feminism will be explored.

Level III
Advanced classes in reading, writing, communicating, mathematics and critical thinking in specific High School subjects. Required coursework for the City College of San Francisco High School Diploma Program. Courses also prepare students for subject matter examinations on the GED and for transfer to credit.

TRST 3331. Academic Reading and Writing 3 (90 hrs)
Advise: TRST 1321 or TRST 1324
This course is a high school level academic reading and writing course with an emphasis on reading expository text and writing informative essays.

TRST 3332. Grammar and Writing (90 hrs)
Prereq.: TRST 1324 or Placement in TRST 3332
This course will focus on grammar as a tool to write clearly. Students will also go through the steps of the writing process.

TRST 3333. Introduction to Public Speaking (90 hrs)
This course is designed to give students basic skills to deliver oral presentations that convey clear perspectives and solid reasoning.

TRST 3334. Discovering Literature (90 hrs)
Prereq.: TRST 3331 or Placement in TRST 3334
A beginning course designed to develop critical reading and writing skills, and to introduce significant works of literature, studying recurrent patterns and themes.

TRST 3335. Exploring Literature (90 hrs)
Advise: TRST 3334 or Placement into TRST 3335
An intermediate course designed to continue development of critical reading and writing skills using significant works of literature to study recurrent patterns and themes.

TRST 3346. Literature and Composition (90 hrs)
Advise: Placement in TRST level 3300 or Completion of TRST level 2321
An advanced course designed to develop student awareness of their own ideological framework and writing style, and strengthen their writing, editing, and critical thinking skills in response to multicultural literature in preparation for college English courses.

TRST 3347. Contemporary American Writers (90 hrs)
Advise: Placement in TRST level 3300 or Completion of TRST level 2321
A high school English course in which students interpret, analyze, and respond to contemporary American fiction and nonfiction texts.

TRST 3348. Academic Writing 2 (90 hrs)
Advise: TRST 3346, 3347 or Placement into TRST 3348
Students focus on writing coherent and focused essays that convey a well-defined thesis.

TRST 3421. High School Algebra 1A (90 hrs)
Advise: Placement into TRST 3421 or Completion of TRST 2421
A first course in High School Algebra: Operations on integers and rational numbers; properties of rational numbers; exponents; expressions, inequalities, polynomials, factoring, and word problems.

TRST 3422. High School Algebra 1B (90 hrs)
Advise: Placement in TRST 3422 or Completion of TRST 3421
A second course in Algebra: properties of equations and inequalities, linear equations, quadratic equations and introduction to graphing.

TRST 3423. Geometry 1A (90 hrs)
Advise: TRST 3421
Develop the ability to construct formal, logical arguments and proofs in geometric settings through the exploration of plane and solid geometry. Measure, draw, analyze and compare shapes that can be drawn on a flat surface called a plane, and use those ideas to construct solid forms.

TRST 3424. Geometry 1B (90 hrs)
Advise: TRST 3423 or Placement into TRST 3424
A second course in geometry: Aside from learning the skills and concepts of angles, triangles, polygons, polyhedra and spheres, students will develop their ability to construct formal, logical arguments and proofs in geometric settings and problems.
TRST 3531. High School U.S. History 1 (90 hrs)
*Advise: Placement in TRST 3531*
A high school history survey of the eras between the Discovery and Exploration of the Americas to the Antebellum Era of the United States. Fulfills Social Science Core high school credits.

TRST 3532. High School U.S. History 2 (90 hrs)
*Advise: Placement into TRST 3532*
A high school history survey of the eras between the Civil War and the Eve of the Great Depression. Fulfills Social Science Core high school credits. Complies with Historical Thinking Standards from National Center for History and Common Core Standards.

TRST 3533. Civics (90 hrs)
*Advise: Placement into TRST 3533*
This course focuses on the United States Constitution, the rights and responsibilities of citizens and the party system.

TRST 3534. High School Economics (90 hrs)
*Advise: Placement into TRST 3534*
This course examines the ways economics affects individuals and groups in the private and public sector. It will also study basic economic principles and their applications in the free enterprise system.

TRST 3535. Modern World History (90 hrs)
*Advise: Placement into TRST 3535 or Completion of TRST 2321*
A study of the major turning points that shaped the modern world, from the early 20th century to World War II.

TRST 3536. Social Justice (90 hrs)
*Advise: TRST 2322 or Placement in TRST 3331*
Students will examine issues of social, economic and environmental justice in the United States in order to develop an understanding of patterns of injustice and methods of obtaining justice. They may also examine similar patterns in the international community.

TRST 3537. High School United States History 3 (90 hrs)
A high school history survey of the eras between the Great Depression and the present. Fulfills Social Science Core high school credits. Complies with Historical Thinking Standards from National Center for History and Common Core Standards.

TRST 3631. High School Physical Science (90 hrs)
This high school course is a general introduction to Physical Science and scientific methodology. It will cover the basics of physics, chemistry and astronomy to prepare the students for future science classes. Basic math will be used to illustrate some of the basic scientific principles.

TRST 3642. High School Biology (90 hrs)
A general introduction to cell structure and functions, the cell cycle, principles of molecular and organism genetics.

TRST 3643. High School Ecology (90 hrs)
An introductory course in Ecological concepts including: structure and function of the biosphere; ecological fluctuations regarding populations, biodiversity, biotic and abiotic factors, trophic relationships, biochemical/nutrient cycles, and examination of current conservation practices.

TRST 3644. High School Physics (90 hrs)
*Advise: TRST 3422*
Quantitative and qualitative study of forces, motion, and energy including linear, non-collinear, and fluid forces; motion at constant speed; relations between time, distance, and speed; transverse and longitudinal waves; thermal energy, specific heat, and heat of fusion; potential and kinetic energy; and the law of conservation of energy.

TRST 3721. Visual Arts (90 hrs)
Students learn techniques, elements of art, principles of design and the historical and cultural contexts of visual art by viewing reproductions of works and producing original works of their own.

TRST 3732. Comparative Religion (90 hrs)
Focusing on the evolution of Eastern religions from the starting point of Hinduism and of Western religions from the starting point of Judaism, students will study the historical development and core beliefs of six of the world’s religions: Hinduism, Taoism, Buddhism, Judaism, Christianity and Islam.

TRST 3733. High School Art and Literature (90 hrs)
An advanced course designed to develop student awareness of the ways in which literature and visual art address similar themes, and to strengthen their writing, editing skills and visual art techniques.

### Vocationally Related Courses

Prepare for Employment, Entry Into Job Training Programs, or Further College Study

TRST 4600. Vocational Foundation Skills-Reading and Writing (30-90 hrs)
*Advise: Placement into TRST 4600*
Competency-based course designed to support student academic success in career, technical and vocational programs. Students learn and use workplace essential skills in reading and writing.

TRST 4601. On the Job Communication Skills (54-90 hrs)
*Advise: Placement into TRST 4601*
Listening and responding skills and other interpersonal communication skills needed for success on the job. Includes resume writing and interview practice, and introduction to on the job work standards and employer expectations. Special emphasis on the hospitality industry.

TRST 4604. Vocational Foundation Skills-Mathematics (30-90 hrs)
*Advise: TRST 4603 or Placement into TRST 4604*
Competency-based course designed to support student academic success in career, technical and vocational programs. Students learn and use vocational foundation skills in mathematics.

TRST 4605. Job Readiness, Study Skills, and Test Taking Strategies (30-90 hrs)
Competency-based course designed to support students academic success in career, technical and vocational programs. Students learn and use the vocational foundation skills of job readiness, learning strategies, and pre-employment exams.

TRST 4640. Vocational Foundation Skills-Reading, Writing and Study Skills (22.5 hrs)
Competency-based course designed to support student academic success in vocational programs. Focus is on the foundation skills of...
Students successfully completing the program will be able to:

- Combine appropriate aesthetic form and content to create evocative and engaging work;
- Create appropriate typographic solutions for a variety of design situations;
- Demonstrate proficiency with computers, software and production processes;
- Select appropriate tools, materials and processes for a range of media products;
- Work collaboratively within a creative team;
- Critically evaluate and discuss the merits of various creative ideas;
- Develop and maintain a professional portfolio of work.

This course of study is designed so that students may satisfy the requirements for graduation from the College. Students are encouraged to meet with a program advisor to discuss program planning and articulation agreements for continued study.

Courses Required for the Major in Graphic Design

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>VMD 100 Orientation to Visual Media Design</td>
<td>1</td>
</tr>
<tr>
<td>VMD 101 Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>VMD 105 Visual Media Digital Skills</td>
<td>3</td>
</tr>
<tr>
<td>VMD 111 Print Processes for Designers</td>
<td></td>
</tr>
<tr>
<td>Additional graduation requirements</td>
<td></td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>VMD 120 Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>VMD 130 Typography I</td>
<td>3</td>
</tr>
<tr>
<td>VMD 131 Typography II</td>
<td>3</td>
</tr>
<tr>
<td>Electives*</td>
<td>2</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
<td></td>
</tr>
<tr>
<td>Third Semester</td>
<td></td>
</tr>
<tr>
<td>VMD 122 Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>VMD 131 Typography II</td>
<td>3</td>
</tr>
<tr>
<td>VMD 150 Illustrator I</td>
<td>3</td>
</tr>
<tr>
<td>Electives*</td>
<td>2</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
<td></td>
</tr>
<tr>
<td>Fourth Semester</td>
<td></td>
</tr>
<tr>
<td>VMD 124 Graphic Design III</td>
<td>1.5</td>
</tr>
<tr>
<td>VMD 190 Portfolio Development</td>
<td>2</td>
</tr>
<tr>
<td>VMD 200A Design Studio Practicum</td>
<td>3</td>
</tr>
<tr>
<td>Electives*</td>
<td>2</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
<td></td>
</tr>
<tr>
<td>Total Units</td>
<td>41.5</td>
</tr>
</tbody>
</table>

*Graphic Design Electives: VMD 126, VMD 151, VMD 155, VMD 170, VMD 172, VMD 192, VMD 194A, VMD 200A.

Certificate Curricula

The Certificate Curricula consists of four programs of study: Digital Printing and Publishing, Production Art, and a Noncredit Graphics Support Specialist Certificate. Each is designed to prepare students to enter the work force. For further information contact the Graphic Communications Department office, Visual Arts Room 141.

Requirements for the Certificate of Accomplishment or Achievement. Students may obtain a Certificate of Accomplishment or Achievement by completing each course in their program of study with a final grade of “C” or higher.
Collaborative Design Certificate*

The 17-unit certificate program in Collaborative Design provides students with a strong foundation in multidisciplinary approaches to design and collaboration.

* See Interdisciplinary Studies section of the Catalog.

Digital Illustration Certificate

The Digital Illustration certificate builds on the Digital Art Foundation Certificate for students interested in digital illustration for a variety of applications. The Digital Illustration Certificate Program combines the study of illustration, art and design with digital tools and techniques to create communicative imagery that is disseminated through all forms of visual media. This certificate prepares students for freelance illustration positions in print and interactive media publishing, web and mobile design, advertising, animation, and gaming. This certificate requires successful completion of the Digital Art Foundation Certificate (19 units) or demonstration of equivalent knowledge and skills. All courses must be completed with a grade of “C” or higher.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Conceptualize and create original illustrations
- Use an iterative process including research, sketching, development and refinement
- Use Adobe Photoshop, Illustrator and other software to create original illustrative work
- Analyze and critique illustration work in verbal and written form
- Maintain a portfolio of illustration work
- Demonstrate an understanding of business practices for illustration

Courses required for Certificate of Achievement in Digital Illustration

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VMD 120 Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>VMD 151 Illustrator II</td>
<td>3</td>
</tr>
<tr>
<td>VMD 155 Photoshop II</td>
<td>3</td>
</tr>
<tr>
<td>VMD 168 Visual Development for Animation or ART 136A Beg. Illustration</td>
<td>3</td>
</tr>
<tr>
<td>VMD 170 Digital Illustration I</td>
<td>3</td>
</tr>
<tr>
<td>VMD 172 Digital Illustration II</td>
<td>3</td>
</tr>
<tr>
<td>VMD 178 Portfolio Development for Illustration or VMD 190 Portfolio Development</td>
<td>3</td>
</tr>
<tr>
<td>ART 132A Beginning Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>27</td>
</tr>
<tr>
<td>Electives: VMD 200A, DSGN 110, ART 130B, ART 132B</td>
<td></td>
</tr>
</tbody>
</table>

Graphic Design Certificate

The Graphic Design certificate builds on the Visual Design Foundation Certificate for students interested in working as graphic or visual designers for communications. It provides advanced study and application of design thinking to a broad range of communications projects (both interactive and print). Students will refine their skills in Emerge Studio, our on-campus design studio practicum. The CCSF AIGA Student Group provides additional educational, networking and outreach opportunities within the professional design community. The certificate requires key courses, but allows the student to customize the program to meet their personal goals through electives. This certificate requires successful completion of the Visual Design Foundation Certificate (25 units) or demonstration of equivalent knowledge and skills. All courses must be completed with a grade of “C” or higher.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Demonstrate an understanding of iterative design process
- Select and use various design process models in developing design solutions
- Select appropriate tools, materials and processes for print and interactive projects
- Produce graphic design work both independently and collaboratively
- Employ professional design/production studio practices, such as project management, record keeping, asset management, file naming and archiving
- Maintain a portfolio of visual design work

Courses required for Certificate of Achievement in Graphic Design

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VMD 110 History of Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>VMD 111 Print Processes for Designers</td>
<td>3</td>
</tr>
<tr>
<td>VMD 118 Color and Design</td>
<td>3</td>
</tr>
<tr>
<td>VMD 122 Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>VMD 124 Graphic Design III</td>
<td>1.5</td>
</tr>
<tr>
<td>VMD 126 Design for Interactive Media</td>
<td>3</td>
</tr>
<tr>
<td>VMD 131 Typography II</td>
<td>3</td>
</tr>
<tr>
<td>VMD 153 InDesign II</td>
<td>3</td>
</tr>
<tr>
<td>VMD 190 Portfolio Development</td>
<td>3</td>
</tr>
<tr>
<td>VMD 200A Design Studio Practicum</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>4–6</td>
</tr>
<tr>
<td>Total Units</td>
<td>32.5–34.5</td>
</tr>
</tbody>
</table>

Recommended Electives: VMD 114A, VMD 116A, VMD 141, VMD 151, VMD 155, VMD 156, VMD 194A, DSGN 110

Digital Art Foundation Certificate

The Digital Art Foundation certificate provides essential knowledge and skills for digital artists.

It can serve as a stand-alone certificate, or as the basis for continued study in digital illustration, animation, gaming or other areas. All courses must be completed with a grade of “C” or higher.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Analyze and critique communications design work in verbal and written form
- Produce graphic design work both independently and collaboratively
- Employ professional design/production studio practices, such as project management, record keeping, asset management, file naming and archiving
- Maintain a portfolio of visual design work
Foundation

Courses required for Certificate of Achievement in Digital Art Foundation

Course | Units
--- | ---
VMD 100 Orientation to Visual Media Design | 1
VMD 101 Design Fundamentals or ART 125A Basic Design | 3
VMD 105 Visual Media Digital Skills | 3
VMD 118 Color in Design or ART 126 Color | 3
VMD 150 Illustrator I | 3
VMD 154 Photoshop I | 3
ART 130A Basic Drawing | 3
Total Units | 19

Visual Design Foundation Certificate

The Visual Design Foundation certificate provides essential knowledge, processes, principles and skills for visual design and production for print and interactive communications. It can serve as a stand-alone certificate, or as the basis for advanced study in graphic design, visual media production or other areas. All courses must be completed with a grade of “C” or higher.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Demonstrate an understanding of the elements and principles of visual design
- Use drawing as a means of idea exploration
- Demonstrate an understanding of color vocabulary, selection and use in design
- Demonstrate basic proficiency with computer tools and processes used in visual communication
- Create and edit files using industry-standard software
- Analyze and critique design work in verbal and written form

Courses required for Certificate of Achievement in Visual Design Foundation

Course | Units
--- | ---
VMD 100 Orientation to Visual Media Design | 1
VMD 101 Design Fundamentals | 3
VMD 105 Visual Media Digital Skills | 3
VMD 120 Graphic Design I | 3
VMD 130 Typography I | 3
VMD 140 Web Production I | 3
VMD 150 Illustrator I | 3
VMD 152 InDesign I | 3
VMD 154 Photoshop I | 3
Total Units | 25

Visual Media Production Certificate

The Visual Media Production certificate builds on the Visual Design Foundation Certificate for students interested in visual media production. It prepares students to enter the workforce as production artist-integral members of a collaborative team. Production artists are proficient with industry-standard software for print and interactive development and have a working understanding of design process, layout, type and color. Students will refine their skills through a supervised work-experience in a local firm or in Emerge Studio, our on-campus design studio practicum. The CCSF AIGA Student Group provides additional educational, networking and outreach opportunities within the professional design community. The certificate proscribes key courses, but allows the student to customize the program to meet their goals through electives. This certificate requires successful completion of the Visual Design Foundation Certificate (27 units) or demonstration of equivalent knowledge and skills. All courses must be completed with a grade of “C” or higher.

Learning Outcomes

Upon completion of this certificate, students will be able to:

- Create files for a variety of media, applying appropriate design and typographic principles.
- Demonstrate proficiency with computer tools and processes used in visual communication.
- Create, edit and troubleshoot files using industry-standard software.
- Select appropriate tools, materials and processes for a range of print and interactive projects.
- Analyze and critique work in verbal and written form.
- Produce production art work both independently and collaboratively.
- Employ professional design/production studio practices, such as project management, record keeping, asset management, file naming and archiving.
- Develop and maintain a professional portfolio of digital media work.

Courses Required for Certificate of Achievement in Visual Media Production

Course | Units
--- | ---
VMD 131 Typography II | 3
VMD 141 Web Production II | 3
VMD 142 Web Production III | 3
VMD 151 Illustrator II | 3
VMD 153 InDesign II | 3
VMD 155 Photoshop II | 3
VMD 190 Portfolio Preparation | 3
VMD 200A Design Studio Practicum or VMD 194A Internship/Work Experience I | 1-3
Electives | 9
Total Units | 31-33

Students shall take a minimum of nine units from the following electives: VMD 111, VMD 126, VMD 127, VMD 156, VMD 166; CNIT 133
Graphics Support Specialist Noncredit Certificate

The Graphics Support Specialist certificate program is a five-course learning community that provides basic graphic design and digital production skills to students seeking administrative and/or clerical employment. The curriculum consists of five courses covering Macintosh computer hardware and operating systems, graphic design and type fundamentals and an introductory overview to page layout, illustration and photo-editing software for use in print and web communications.

Each course must be completed with a grade of “C” or higher.

Learning Outcomes

Upon completion of the Graphics Support Specialist Certificate, students will be able to:

- Demonstrate proficiency with Macintosh hardware, operating systems and essential utilities;
- Demonstrate proficiency with industry-standard graphic arts software programs to produce basic documents for print and web communications.
- Create digital documents with an understanding of basic design and typographic principles.

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRPH 0921 Design and Type Fundamentals*</td>
<td>90</td>
</tr>
<tr>
<td>GRPH 0925 Intro to Mac Graphics*</td>
<td>90</td>
</tr>
<tr>
<td>GRPH 1000 Intro to Adobe Illustrator*</td>
<td>45</td>
</tr>
<tr>
<td>GRPH 1008 Intro to Adobe Photoshop*</td>
<td>45</td>
</tr>
<tr>
<td>GRPH 1009 Intro to InDesign*</td>
<td>45</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>315</strong></td>
</tr>
</tbody>
</table>

*Requires that courses be taken concurrently.

Multimedia Studies

Office: VA 143A
Phone Number: (415) 452-5107
Web Site: www.ccsf.edu/graphics

The Multimedia Studies Program prepares students for entry-level employment in the multimedia industry. Created as a cooperative effort by many disciplines, the program offers instruction in the design, development, tools, techniques, and production of computer-based interactive multimedia. Teamwork is emphasized, reflecting the interdisciplinary work environment of the multimedia industry.

Certificate of Accomplishment or Achievement. Students may obtain a Certificate in Multimedia Studies by completing the courses in one of the areas listed below. Each course must be completed with a final grade of “C” or higher or pass.

Digital Animation Certificate

The Digital Animation certificate builds on the Digital Art Foundation Certificate for students interested in Digital Animation. It combines the study of animation, art, graphics and problem solving using the tools and techniques for digital animation. This course of study prepares students for entry-level positions in digital animation. This certificate requires successful completion of the Digital Art Foundation Certificate (19 units) or demonstration of equivalent knowledge and skills. Each course in this certificate must be completed with a grade of “C” or higher.

Learning Outcomes

Students successfully completing the program will be able to:

- Demonstrate understanding of concepts used in the animation field.
- Demonstrate proficiency with computer tools and processes used in animation.
- Create, edit and troubleshoot files using industry-standard software.
- Produce animations both independently and collaboratively.
- Analyze and critique communication design work in verbal and written form.
- Employ professional design/production studio practices, such as project management, record keeping, asset management, file naming and archiving.
- Maintain a portfolio of animation work.

Courses Required for Certificate of Achievement in Digital Animation

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VMD 156 Flash</td>
<td>3</td>
</tr>
<tr>
<td>VMD 162 2D Animation</td>
<td>3</td>
</tr>
<tr>
<td>VMD 164 3D Animation</td>
<td>3</td>
</tr>
<tr>
<td>VMD 166 Storytelling and Storyboarding</td>
<td>3</td>
</tr>
<tr>
<td>VMD 168 Visual Development for Animation</td>
<td>3</td>
</tr>
<tr>
<td>or ART 136A Beginning Illustration</td>
<td>3</td>
</tr>
<tr>
<td>VMD 191 Social Media for Professionals</td>
<td>1-2</td>
</tr>
<tr>
<td>or VMD 190 Portfolio Preparation</td>
<td>1-2</td>
</tr>
<tr>
<td>VMD 194B Internship/Work Experience II</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>18-19</strong></td>
</tr>
</tbody>
</table>

Game Development Certificate

The Game Development certificate builds on the Digital Art Foundation certificate for students interested in game development. The Game Development certificate program combines the study of game art design and development using tools and techniques for interactive game development. This course of study prepares students for entry-level positions in the interactive game design and development industry. This certificate requires successful completion of the Digital Art Foundation certificate (19 units) or demonstration of equivalent knowledge and skills. Each course in this certificate must be completed with a grade of “C” or higher.

Learning Outcomes

Upon completion of this program, students will be able to:

- Demonstrate understanding of concepts used in game development.
- Demonstrate proficiency with computer tools and processes used in game development.
- Create, edit and troubleshoot files using industry-standard software.
- Produce game work both independently and collaboratively.
- Analyze and critique communication design work in verbal and written form.
• Employ professional design/production studio practices, such as project management, record keeping, asset management, file naming and archiving.
• Maintain a portfolio of game artwork.

Courses Required for Certificate of Achievement in Game Development

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VMD 156 Flash</td>
<td>3</td>
</tr>
<tr>
<td>VMD 162 2D Animation</td>
<td>3</td>
</tr>
<tr>
<td>VMD 164 3D Animation</td>
<td>3</td>
</tr>
<tr>
<td>VMD 166 Storytelling and Storyboarding</td>
<td>3</td>
</tr>
<tr>
<td>VMD 180 Exploring Game Words</td>
<td>3</td>
</tr>
<tr>
<td>VMD 182 Game Production Workflow</td>
<td>3</td>
</tr>
<tr>
<td>VMD 184 Team Production of Games or VMD 194B Internship/Work Experience II</td>
<td>2-3</td>
</tr>
<tr>
<td>VMD 188 Career Portfolio for Games or VMD 190 Portfolio Preparation</td>
<td>2-3</td>
</tr>
<tr>
<td>Total Units</td>
<td>22-24</td>
</tr>
</tbody>
</table>

Web Foundation Certificate

This certificate provides foundational knowledge and skills for those who want to work on web development. It can serve as a stand-alone certificate, or as the basis for continued study in front-end web development.

Learning Outcomes

Upon completion of this certificate, students will be able to:
• Demonstrate an awareness of computer tools and processes used in visual communication and web development.
• Create and edit files and web sites using industry-standard software.
• Demonstrate an understanding of the elements and principles of visual design.
• Demonstrate an understanding of iterative design process.
• Analyze and critique communication design work in verbal and written form.
• Produce web site work both independently and collaboratively.

Courses Required for the Certificate of Accomplishment in Web Foundation

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VMD 100 Orientation to Visual Media Design</td>
<td>1</td>
</tr>
<tr>
<td>VMD 101 Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>VMD 105 Digital Skills for Visual Media</td>
<td>3</td>
</tr>
<tr>
<td>VMD 140 Web Production I</td>
<td>3</td>
</tr>
<tr>
<td>VMD 154 Photoshop I</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 132 Intermediate HTML and XHTML</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>16</td>
</tr>
</tbody>
</table>

Web Front-end Development Certificate

The Web Front-end Development certificate builds on the Web Foundation certificate for students interested in web development. It prepares students for work as front-end web developers, combining the study of industry-standard software, the development process and front-end web development tools. This certificate requires successful completion of the Web Foundation Certificate (16 units) or demonstration of equivalent knowledge and skills. Each course in this certificate must be completed with a grade of “C” or higher.

Learning Outcomes

Upon completion of this certificate, students will be able to:
• Integrate knowledge of industry-standard concepts used in web production to build web sites.
• Demonstrate proficiency with computer tools and processes used in web development.
• Create, edit and troubleshoot files using industry-standard software.
• Produce web front-end work both independently and collaboratively.
• Analyze and critique communication design work in verbal and written form.
• Employ professional design/production studio practices, such as project management, record keeping, asset management, file naming and archiving.

Courses Required for the Certificate of Achievement in Web Front-end Production

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VMD 127 User Experience</td>
<td>3</td>
</tr>
<tr>
<td>VMD 141 Web Production II</td>
<td>3</td>
</tr>
<tr>
<td>VMD 142 Web Production III</td>
<td>3</td>
</tr>
<tr>
<td>VMD 191 Social Media for Professionals</td>
<td>1</td>
</tr>
<tr>
<td>VMD 194B Internship/Work Experience II or CNIT 198 Internship and Work Experience</td>
<td>2</td>
</tr>
<tr>
<td>CNIT 133 Interactive Web Pages Javascript, jQuery, AJAX</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>18</td>
</tr>
<tr>
<td>Electives: VMD 120, VMD 126, VMD 130, VMD 152, VMD 154, VMD 156, CNIT 134, CS 130A</td>
<td></td>
</tr>
</tbody>
</table>

Announcement of Courses

Visual Media Design

Credit, Degree Applicable Courses:

VMD 100. Orientation to Visual Media Design (1)
Lec - 16 total, field trips
Overview of the Graphic Communications and Multimedia Studies industries and the requirements for programs of study. Lectures provide an overview of the areas of study, transfer options and employment opportunities. Students will identify the necessary skills to succeed in these fields and determine their program of study. CSU Formerly GRPH 23, MMSP 110

VMD 101. Design Fundamentals (3)
Lec-2, lab-4, field trips
Advise: ESL 150 or ENGL 92
Foundational design course, covering the theories, processes, vocabulary, and techniques common to visual design disciplines. Students will develop and apply their knowledge through analysis, critique and individual and collaborative exercises and projects. UC/CSU VMD 101 = DSGN 101 = PHOT 100
VMD 105. Digital Skills for Visual Media (3)  
Lec-2, Lab-4  
A foundational hands-on Mac computer class for all graphic communications students. Topics of instruction will include computer hardware and OS software, networks, type and text formatting, raster and vector graphics, time-based media, layout for print and web, and best practices. Topics will be covered through lecture and practical exercises. CSU  
Formerly GRPH 25

VMD 110. History of Graphic Design (3)  
Lec-3  
Advis: ENGL 92 or ESL 150  
A study of the development of visual communication in art, graphic design, illustration and popular culture from the 19th century to the present. The influence of political, social, technological and commercial forces will be discussed and analyzed, with an emphasis on the use and interpretation of imagery, symbols and type in design. UC/CSU  
Formerly GRPH 110

VMD 111. Print Processes for Designers (3)  
Lec-2, lab-4  
P/NP available  
Prereq.: VMD 105  
A practical course to familiarize design students with processes and workflows involved in producing digital and offset printed materials. Students complete in-class exercises for the stages of print production—prepress, press, and finishing—using digital and traditional equipment. CSU  
Formerly GRPH 27

VMD 112. Rapid Visualization (3)  
Lec-2, lab-4  
P/NP available  
Advis: DSGN 101/VMD 101/PHOT 100; and ENGL 92 or ESL 150  
A freehand sketching course for the development of visual thinking, covering terminology, techniques and conventions for the rapid visualization of ideas. Hands-on practice with line, shape, form, perspective, lighting, shade and shadow. UC/CSU  
VMD 112 = DSGN 110

VMD 113. Current Topics in Visual Media Design (2)  
Lec-1, Lab-3, field trips  
P/NP available  
Prereq.: VMD 105  
Exploration of current issues in multimedia production, including industry standards and innovations. Topics will include file formats and content/asset editors, as well as current and future trends. Other topics will vary. CSU  
Formerly MMS 144

VMD 114A. Letterpress Printing I (2)  
Lec-2, Lab-1, field trips  
P/NP available  
The art and craft of letterpress printing, hand set type and use of proofing presses. Emphasis is placed on skills development in hand set type, layout, proofreading, makeup, shop safety and press operations. CSU  
Formerly GRPH 92A

VMD 114B. Letterpress Printing II (2)  
Lec-2, lab-1, field trips  
P/NP available  
Prereq.: 114A  
Continued study of the art and craft of letterpress using the platen jobbing press. Further development of skills in the letterpress printing process, polymer plate production and usage, stock selection and calculation, and presswork. CSU

VMD 116A. Bookbinding & Book Arts I (2)  
Lec-2, Lab-1, field trips  
P/NP available  
An introduction to the various practical methods of contemporary book design and production within a context of the historical development of book structures. CSU  
Formerly GRPH 153

VMD 116B. Bookbinding & Book Arts II (2)  
Lec-2, lab-1, field trips  
P/NP available  
Prereq.: VMD 116A  
Continued study of the various practical methods of contemporary book design and production, including codex structures, tunnel, and accordion books, using both adhesive and sewn binding techniques. CSU

VMD 116C. Bookbinding & Book Arts III (2)  
Lec-2, lab-1, field trips  
Prereq.: VMD 116B  
Advanced methods of contemporary book design and production including pop-ups and box structures using both traditional and non-traditional materials. CSU

VMD 118. Color in Design (3)  
Lec-3, lab-3  
P/NP available  
Prereq.: VMD 105  
An exploration and application of the historical, cultural symbolic personal and professional uses of color through individual and collaborative projects. Topics include the properties and theory of color; creating color relationships and harmonies; and optical, psychological and spatial uses of color in various media and design disciplines. UC/CSU  
VMD 118 = DSGN 150

VMD 120. Graphic Design I (3)  
Lec-3, lab-3  
P/NP available  
Prereq.: DSGN 101 or VMD 101 or ART 125A  
A beginning graphic design course focusing on visual problem-solving skills including iterative design process and creative use of design elements and principles for visual communication. Introduction to typography, grid and non-grid layout, identity design, poster design, and additional design principles such as Gestalt theory. UC/CSU  
Formerly GRPH 35

VMD 122. Graphic Design II (3)  
Lec-2, Lab-4, field trips  
Prereq.: VMD 120, 140, and 152  
Continued study of conceptual development, iterative design process, typography and layout for graphic design. UC/CSU  
Formerly GRPH 36

VMD 124. Graphic Design III (1.5)  
Lec-2, Lab-4, field trips  
Prereq.: VMD 122  
This course provides students with the opportunity for focused study in specific areas of professional design practice. The pace and scope of the content is intended for advanced design students looking to expand their skills and design portfolio. CSU  
Formerly GRPH 37
VMD 124A. Information Design (1.5)
Lec-26.5, lab-26.5 (total hrs) P/NP available
An exploration of the visual design and presentation of numeric or objective data through exercises and a design project. The pace and scope of the class is intended for advanced design students looking to expand their skills and design portfolio. CSU

VMD 124B. Package Design (1.5)
Lec-26.5, lab-26.5 P/NP available
An exploration of the package design through practical exercises and a design project. The pace and scope of the class is intended for advanced design students looking to expand their skills and design portfolio. CSU

VMD 126. Design for Interactive Media (3)
Lec-3, Lab-3, field trips
Prereq: VMD 120 and VMD 140
A graphic design course focusing on interactive media products. Topics of study include information architecture, interface and user considerations, content/structure relationships, and visual design for computer and mobile devices. Students will research and design solutions for various interactive products. CSU

VMD 127. User Experience (3)
Lec-3, Lab-1 P/NP available
Prereq: VMD 140
This course focuses on industry-standard concepts and vocabulary used in User Experience (UX) for interactive projects, including interface design, information architecture, and UX principles, processes, and techniques. Students will explore key topics of user-centered design through a series of hands-on exercises and projects. CSU

VMD 130. Typography I (3)
Lec-3, Lab-1 P/NP available
Prereq: VMD 140
Coreq: VMD 152
Introduction to typography as key element of visual communication. Exploration of the fundamental aspects of typographic form and use. Students will develop the ability to see, select and use type in meaningful ways through exercises and assignments. CSU

VMD 131. Typography II (3)
Lec-3, Lab-3 P/NP available
Prereq: VMD 130
Continued study of typography with emphasis on the development of an awareness of typographic form and structure. The role of typography in contemporary communications will be explored through practical exercises in typesetting and typographic design. CSU

VMD 134. Calligraphy (1)
Lec-1, lab-1, field trips
Prereq: VMD 130
Instruction in hand-lettering with an emphasis on the relationship between calligraphy and type design. Study of and practice in various hands and techniques; creative exercises in letterform design. CSU

VMD 135. Hand-Lettering (1)
Lec-16, lab-8 (total hrs) P/NP available
ADSVISE: VMD 130
Instruction in hand-lettering tools, materials, and techniques. Practice with various lettering styles, creative exercises in lettering design and discussion of contemporary lettering art and artists. CSU

VMD 136. Digital Font Creation (1)
Lec-2, lab-1, field trips
Prereq: VMD 150
ADVISOR: VMD 130, VMD 134
Hands-on experience in creating digital fonts. Practice in all aspects of the process, from concept to execution. Discussion of the standards and techniques of type design, and of the current state of the type design profession. CSU

VMD 140. Web Production I (3)
Lec-3, Lab-3 P/NP available
Prereq: VMD 105
ADVISOR: VMD 101/DSGN 101/PHOT 100
This course will provide students with an overview of web site planning, development and production through a hands-on approach. Topics include web pre-production, design and production techniques. Assignments will focus on pre-production planning and production of web sites. CSU

VMD 141. Web Production II (3)
Lec-3, Lab-1 P/NP available
Prereq: VMD 140
ADVISOR: VMD 103
Development for web and smart devices using Dreamweaver and professional level code editors. Topics include separating markup, presentation and content. Section 508, production of accessible web sites and using HTML5 and Cascading Style Sheets are also covered. CSU

VMD 142. Web Production III (3)
Lec-3, Lab-1 P/NP available
Prereq: VMD 141
Overview of advanced tools for designers interested in developing web sites using professional level code editors. Topics include static versus dynamic websites, database-driven websites, creating and styling web forms, adding web form input validation, online databases, creating and styling dynamic web pages, and standards-based web production. CSU

VMD 150. Illustrator I (3)
Lec-3, Lab-1 P/NP available
Prereq: VMD 105
Coreq: VMD 111
Instruction in Adobe Illustrator, covering concepts of vector-based image creation. Students will reproduce existing images to learn the various tools available within the application. Document construction and accuracy with vector tools are emphasized. CSU
VMD 151. Illustrator II (3)
Lec-3, Lab-1
Prereq.: VMD 150
Advice: VMD 120
Continued study and use of Adobe Illustrator for print and screen with emphasis on advanced features and creative projects. CSU
Formerly GRPH 100B

VMD 152. InDesign I (3)
Lec-3, Lab-1
Prereq.: VMD 105
Advice: VMD 154, VMD 150, or VMD III
An introduction to Adobe InDesign for print and screen page design. Topics include introduction to interface, typesetting, styles, master pages, creating objects, importing graphics, layers, transparency, preflight and packaging. Emphasis on best practices. CSU
Formerly GRPH 101A

VMD 153. InDesign II (3)
Lec-3, Lab-1
Prereq.: VMD 152
Continued study and use of Adobe InDesign for print and screen with emphasis on advanced features and design projects. Introduction to tables, books, interactive documents for web and tablets. CSU
Formerly GRPH 101B

VMD 154. Photoshop I (3)
Lec-3, lab-1
Prereq.: VMD 105
An introduction to Adobe Photoshop for digital image editing. Topics include interface, layers, painting, composing, color correction, retouching, asset optimization and prototyping. Emphasis on best practices. CSU
Formerly GRPH 98A

VMD 155. Photoshop II (3)
Lec-3, Lab-1
Prereq.: VMD 154
Advice: VMD 120, 130 and 140
Continued study and use of Adobe Photoshop with an emphasis on advanced features. The course focuses on complex document construction, smart objects, masking, compositing, color correction, retouching, and screen workflows. CSU
Formerly GRPH 98B

VMD 156. Flash (3)
Lec-3, lab-1
Prereq.: VMD 105
Adobe Flash, including drawing, animation, sound and interactivity using beginning ActionScript 3.0. This course prepares students for advanced multimedia classes in 2D animation, Flash web design and Flash game development. CSU
Formerly MMSP 140

VMD 162. 2D Animation (3)
Lec-2, lab-4, field trips
Prereq.: VMD 105; and VMD 101/DSGN 101/PHOT 100 or ART 125A
Advice: DSGN 110 and ART 130A and VMD 166
An overview of the techniques and principals of 2D animation as well as the specific tools used and roles found in the animation industry. CSU

Not recommended for students who have successfully completed IDST 155. Formerly MMSP 146.

VMD 164. 3D Animation (3)
Lec-2, lab-4, field trips
Prereq.: VMD 105; and VMD 101/DSGN 101/PHOT 100 or ART 130A
Advice: DSGN 110 and VMD 162 and VMD 166
Introduction to techniques used in 3D animation. An overview of the 3D animation industry and the specific tools and techniques used in 3D modeling and rendering. CSU
Formerly MMSP 147

VMD 166. Storytelling/Storyboarding (3)
Lec-3, lab-1, field trips
Prereq.: VMD 101/DSGN 101/PHOT 100 and VMD 105
Advice: ART 130A
Referencing and using traditional storytelling methods, the students will explore multiple ways to generate and script content for digital animation projects. Emphasis put on development of skills and techniques of storyboarding. CSU
Formerly MMSP 145

VMD 168. Visual Development for Animation (3)
Lec-2, Lab-4, field trips
Prereq.: VMD 105; and VMD 101/DSGN 101/PHOT 100 or ART 130A
Advice: ART 132A
An overview of techniques of visual development for animation. Students will be exposed to developmental stages including character development and storyboarding. CSU
Formerly GRPH 133

VMD 170. Digital Illustration I (3)
Lec-3, Lab-3
Prereq.: VMD 105 and ART 130A
Advice: IDST 110
This course covers techniques in Adobe Photoshop and Adobe Illustrator for illustrators. While gaining technical knowledge, students will also begin to explore stylistic options and build a body of work. Sketching and other techniques for developing concepts are also covered. UC/CSU
Formerly GRPH 110A

VMD 172. Digital Illustration II (3)
Lec-3, Lab-3
Prereq.: VMD 170
An advanced course in digital illustration focusing on the development of conceptual and narrative skills as they apply to a range of illustration projects. CSU
Formerly GRPH 110B

VMD 178. Portfolio Development for Illustration (2)
Lec-2
Prereq.: VMD 170
A course in portfolio development, copyright law and professional practices for aspiring digital illustrators. CSU
Formerly GRPH 118

VMD 180. Exploring Game Worlds (3)
Lec-3, Lab-1, field trips
Prereq.: VMD 105
Coreq.: VMD 105
An introduction to the history and status of interactive games. Students examine games as an art form and as part of an ever-growing
industry. Includes an introduction to the career opportunities in the game industry. Students will learn how individual games are made, distributed and sold both via physical media and online. CSU
Formerly GAME 100

VMD 182. Game Production Workflow (3)
Lec-3, Lab-1  P/NP available
Prereq.: VMD 180 and VMD 105
Advises: VMD 164 AND VMD 166
This course develops fundamental skills in production and project management for interactive games. This course will explore the process of game production through designing, scheduling and creating and original playable prototype in a 3D game engine. Students will design independently and as part of a team. UC/CSU
Formerly GAME 130

VMD 184. Team Production of Games (3)
Lec-3, Lab-3  P/NP available
Prereq.: VMD 182
Advises: VMD 162 AND VMD 164
This course provides students with the experience of working in a game development team. It enables students to understand the collaborative model employed in the game production environment, where different departments each bring special skill-sets to a single product. CSU
Formerly GAME 140

VMD 188. Career Portfolio for Games (3)
Lec-3, Lab-1, field trips  P/NP available
Prereq.: VMD 150, 154, 164, AND 182
Development of a demonstration portfolio for employment in an entry-level position in the interactive game industry. This course will include resume writing, design documents, informational interviewing. Licensing and other topics based on students' particular track and special interests within the industry will also be addressed. CSU
Formerly GAME 150

VMD 190. Portfolio Preparation (2)
Lec-2, conf-1
Coreq.: VMD 200A
Portfolio development for visual media design students. The course will cover design strategies, content editing and sequencing, format options for print and interactive media, and portfolio presentation. Students will design and produce an online portfolio, sequenced portfolio, marketing materials and resume. CSU
Formerly GRPH 149

VMD 191. Social Media for Professionals (1)
Lec-8, lab-24 (total hrs)  P/NP available
Prereq.: VMD 105 OR BCST 119
Advises: VMD 140, CNIT 129, BCST 135 AND BCST 136
This course teaches students how to use online social media tools such as Facebook, Twitter, Pinterest, LinkedIn and YouTube to develop, integrate and leverage online social networks. Students will learn how to create personal and professional brands and critique current social media practices. CSU
Formerly MMSP 131

VMD 192. Professional Practice (1)
Lec-1  P/NP available
This is an advanced course focusing on graphic design and digital media production professional practices covering topics such as free lancing and small business issues, fees, contracts, taxes, and copyright. CSU
Formerly GRPH 148

VMD 194A. Internship/Work Experience I (1)
Work - 5
Prereq.: VMD 131 AND 122
Application of visual media design skills and development of proficiency in a supervised work environment. CSU
Formerly GRPH 197

VMD 194B. Internship/Work Experience II (2)
Conf - 1, Work - 7, field trips
Application of visual media design skills and development of proficiency in a supervised work environment. CSU
Formerly MMSP 160

VMD 196. Independent Study (2)
Ind St - 10  P/NP available
Prereq.: VMD 103 AND VMD 140 OR DEMONSTRATION OF EXIT SKILLS
Students develop projects defined by CCSF client and instructor. Typical projects include a CCSF departmental web site, marketing CD-ROM or instructional DVD. CSU
Formerly MMSP 151

VMD 200A. Design Studio Practicum (3)
Lab - 8
Prereq.: VMD 120, VMD 130, VMD 140, VMD 150, VMD 152 AND VMD 154
Emergence Studio, our in-house communication design studio, provides an environment for developing real-world skill proficiency. Students will gain practice with client communications, iterative design process and project management for individual and collaborative design projects, including posters, marks, brochures, booklets and journals, campaigns, websites, and other projects. CSU
Formerly GRPH 68

VMD 200B. Design Studio Practicum II (3)
Lab - 8
Prereq.: VMD 200A
Continued experience in Emergence Studio, our in-house communication design studio. Students will take on greater responsibilities in project management and client relations. Student will encounter larger projects and work with greater autonomy and independence. CSU

Noncredit Courses:
GRPH 0921. Design and Type Fundamentals (90 hrs)
An introduction to design and typography as a language for visual communication, covering design elements and principles, design process, vocabulary of type and use of layout and type to create effective communication.

GRPH 0925. Intro to Mac Graphics (90 hrs)
An introductory, hands-on Macintosh computer class for graphic arts. Computer hardware, system software, text formatting, raster and vector graphics will be covered.

GRPH 1000. Introduction to Adobe Illustrator (45 hrs)
An introductory course for Adobe Illustrator—the industry standard, vector-based digital illustration software. This course will establish an understanding of the basic features in Adobe Illustrator.
GRPH 1008. Introduction to Adobe Photoshop (45 hrs)
An introductory course for Adobe Photoshop - the industry standard, raster-based digital imaging and editing software. This course will establish an understanding of the basic features in Adobe Photoshop.

GRPH 1009. Introduction to Adobe InDesign (45 hrs)
ADVISOR: GRPH 0925
An introductory course in Adobe InDesign for page layout. This course will establish an understanding of the basic features of Adobe InDesign for the creation of single and multi-page documents.

Women’s Studies
Office: Cloud 402C
Phone Number: (415) 452-7025
Web Site: www.ccsf.edu/womn

Announcement of Curricula

Women’s Studies Major (AA)
The Associate of Arts in Women’s Studies is a two-year program of study with courses that fulfill graduation requirements for the college and transferable requirements to many CSU, UC and private universities. Through departmental core courses and interdepartmental courses, students focus on women’s experiences taught from a feminist perspective.

Learning Outcomes
Upon completion of this degree, students will be able:

- Examine the process of socialization.
- Analyze sexism in conjunction with other forms of institutionalized oppression such as racism, homophobia/heterosexism, classism, ableism, ageism, transphobia and ageism/adultism.
- Distinguish women’s experiences across cultures.
- Examine women’s political, historical and artistic achievements.
- Apply strategies for improving communication.
- Demonstrate healthy behaviors in their personal, social, and work lives.

Courses Required for the Major in Women’s Studies

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOMN 25 Introduction to Women’s Studies:</td>
<td>3</td>
</tr>
<tr>
<td>Feminism Demystified</td>
<td></td>
</tr>
</tbody>
</table>

Three units from the following Behavioral Sciences Courses:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 25 Psychology of Sex Differences</td>
<td>3</td>
</tr>
<tr>
<td>SOC 25 Sex and Gender in American Society</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 25 Culture, Gender, and Sexuality</td>
<td>3</td>
</tr>
</tbody>
</table>

Three units from the following Social Sciences Courses:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 25 Women in the Economy</td>
<td>3</td>
</tr>
<tr>
<td>HIST 12A U.S. Women’s History (pre-colonial to the 1880s)</td>
<td>3</td>
</tr>
<tr>
<td>HIST 12B U.S. Women’s History (1880s to the present)</td>
<td>3</td>
</tr>
</tbody>
</table>

Six units from the following Humanities Courses:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 25 Women in the Arts</td>
<td>3</td>
</tr>
<tr>
<td>ART 108 Women through Art History</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 57 Women and Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 58 Contemporary Women Writers and Poets</td>
<td>3</td>
</tr>
<tr>
<td>WOMN 10 Women and Film</td>
<td>3</td>
</tr>
<tr>
<td>WOMN 20 Her/His/Ourstories</td>
<td>3</td>
</tr>
<tr>
<td>BCST 105 Gender and Mass Media</td>
<td>3</td>
</tr>
</tbody>
</table>

Three units from the following Diversity Focus Courses:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFAM 60 The African Woman in the U.S.</td>
<td>3</td>
</tr>
<tr>
<td>ASAM 35 Asian American Women</td>
<td>3</td>
</tr>
<tr>
<td>LALS 10 Latinas in the U.S.: Voces (Voices)</td>
<td>3</td>
</tr>
<tr>
<td>LGBT 21 Issues in Lesbian Relationships</td>
<td>3</td>
</tr>
<tr>
<td>LGBT 30 Issues in the Lesbian Community</td>
<td>3</td>
</tr>
<tr>
<td>IDST 80A Diversity and Social Justice: Racism</td>
<td>5</td>
</tr>
<tr>
<td>IDST 80C Diversity and Social Justice: Sexism</td>
<td>5</td>
</tr>
<tr>
<td>IDST 80D Diversity and Social Justice: Heterosexism</td>
<td>5</td>
</tr>
<tr>
<td>IDST 80E Diversity and Social Justice: Ableism</td>
<td>5</td>
</tr>
<tr>
<td>IDST 80F Diversity and Social Justice: Classism</td>
<td>5</td>
</tr>
<tr>
<td>IDST 80G Diversity and Social Justice: Transphobia</td>
<td>5</td>
</tr>
</tbody>
</table>

Three units from the following Life-Work Focus Courses:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 25 Women’s Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>WOMN 54 The Politics of Sexual Violence</td>
<td>3</td>
</tr>
<tr>
<td>SUPV 236 Women Leaders at Work</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 14 Psychology of Shyness and Self-Esteem</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 15 Assertive Behavior</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 17 Psychology of Eating, Food, and Weight</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Units ............................................ 21

Students are encouraged to take English 1A or Speech 1A with a Women’s Studies focus.

Sexual Health Educator Certificate

The curriculum for the Sexual Health Educator Certificate will train students as paraprofessionals in safe and healthy sexuality including violence prevention and intervention, HIV/STI prevention, and the promotion of mature intimate relationships.

The integrated program offers students 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.

Learning Outcomes

Through academic preparation, practical skills training, and service to the CCSF community, certificate candidates learn to:

- Provide accurate, timely information about safe and healthy sex practices
- Apply behavior change theory to real-life situations
- Offer appropriate agency and clinic referrals
- Provide general sexual health advice that is sensitive to diverse cultures, genders, and sexual orientations
• 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.
• Recognize and address co-factors which increase the risk of HIV/STI infection, such as alcohol and drug use, sexual abuse and assault, low self-esteem and poor communication skills
• Create and produce sexual health education events, such as interactive presentations, health fairs, guest lectures, video screenings, and publicity campaigns

Requirements for the Certificate of Achievement. The certificate requires completion of 16 units, which can be completed in one semester. Each course must be completed with a final grade of “C” or higher or Pass.

Credit toward Graduation. Credit earned to obtain the Certificate of Achievement satisfies the G2 and H2 graduation requirements, and course work is transferable to the California State University.

Credit toward other CCSF Certificates. Several of the required and elective courses of the Certificate satisfy required or elective courses of the Community Health Worker, Infectious Disease Prevention in Priority Populations, and Trauma Prevention and Recovery Certificates.

Courses required for Certificate of Achievement in Sexual Health Educator

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOMN 54 The Politics of Sexual Violence</td>
<td>3</td>
</tr>
<tr>
<td>WOMN 55 Ending Sexual Violence: Peer Education</td>
<td>3</td>
</tr>
<tr>
<td>IDST 17 Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 67 Systems of Prevention for HIV</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses (4 units from the following courses)

| SOC 25 Sex and Gender in American Society | 3 |
| SOC 35 Sex, Marriage, and Family Relations | 3 |
| PSYC 9 Psychology of Stress | 3 |
| PSYC 14 Psychology of Shyness and Self-Esteem | 3 |
| PSYC 15 Assertive Behavior | 3 |
| PSYC 17 Psychology of Eating, Food, and Weight | 3 |
| PSYC 25 Psychology of Gender | 3 |
| ANTH 20 LGBT Anthropology | 3 |
| ANTH 25 Culture, Gender, and Sexuality | 3 |
| HLTH 64 Health Education Practice | 3 |
| HLTH 95 Transgender Health: Working with Clients and Communities | 3 |
| HLTH 97 Health & Stress in Society | 3 |
| LGBT 21 Issues in Lesbian Relationships | 3 |
| LGBT 24 Gay Male Relationships | 3 |
| LGBT 60 Psychology of Sexual Minorities | 3 |
| IDST 80A Diversity and Social Justice: Racism | 5 |
| IDST 80C Diversity and Social Justice: Sexism | 5 |
| IDST 80D Diversity and Social Justice: Heterosexism | 5 |
| IDST 80E Diversity and Social Justice: Abelism | 5 |
| IDST 80F Diversity and Social Justice: Class and Classism | 5 |
| IDST 80G Diversity and Social Justice: Transphobia | 5 |
| IDST 81A Diversity and Social Justice: Ageism and Adultism | 1 |
| IDST 81B Diversity and Social Justice: Anti-Semitism/Anti-Arabism | 1 |

Total Units 16

Announcement of Courses

General Information

Women’s Studies courses offer students an understanding of gender socialization and women’s experiences across cultures; knowledge of women’s political, historical, and artistic achievements; and strategies for improving communication and promoting healthy behaviors in our personal, social, and work lives.

Credit, Degree Applicable Courses:

WOMN 10. Women and Film (3) Lec-3 P/NP available
Feminist film studies. Applying introductory level feminist film studies to classic and current films. UC/CSU

WOMN 20. Her/His/Ours/Ourstories (3) Lec-3, field trips P/NP available

WOMN 25. Introduction to Women’s Studies: Feminism Demystified (3) Lec-3 P/NP available
Introduction to the origins, purpose, subject matter, and methods of Women’s Studies and to feminist perspectives on a range of social issues affecting women of diverse backgrounds. Study of the formation of gender and its intersections with race, class, sexuality, disability, age, religion, and other systems of difference. UC/CSU

WOMN 54. Politics of Sexual Violence (3) Lec-3, field trips P/NP available
An examination of political, social, and psychological causes of sexual violence, its connection to other hate crimes, and strategies for transforming a violent culture through prevention education, with a special emphasis on the healing function of creative expression. Field project required. CSU

WOMN 55. Ending Sexual Violence: Peer Education (3) Lec-3, field trips P/NP available
Education and skills training in peer education to promote healthy sexual relationships by reducing sexual violence, specifically intimate partner violence and acquaintance rape. Peer education activities, geared toward ending sexual violence, include presentations to CCSF and high school students and volunteer work in community-based organizations. Field project required. CSU

AFAM 60. African American Women in the United States (3) Lec-3 P/NP available
Examines and comparatively analyzes African American women in the U.S. with particular emphasis on the struggle for rights as African people. Explores the contributions, strategies for success and political activism of African American women from 1619 to the present. CSU/UC

ANTH 25. Culture, Gender and Sexuality (3) Lec-3 P/NP available
This course explores how women and men express their gender and sexuality in various cultures around the world. Focuses on women and
ART 108. Women Through Art History (3)  
Lec-3, field trips  
Investigation of women’s role in European and non-European society as artists, patrons and subjects in art from pre-history to the present. Artworks are examined through formal and thematic characteristics and from a historical, social and gender-based perspective. UC/CSU

ASAM 35. Asian American Women (3)  
Lec-3  
Prereq.: ENGL 96 or placement in ENGL 1A  
Examination of the experiences, histories, and contributions of Asian American women, using a multi-disciplinary approach that includes history, sociology, political science, and the arts. Includes analysis of racism, sexism, classism, homophobia, immigration, labor, sexualities and culture in the lives of Asian American women, past and present. UC/CSU

BCST 105. Gender and Mass Media (3)  
Lec-3  
An introduction to the mass mediated messages—radio, television, film, print, and the Internet—and how they influence and define gender roles, with particular emphasis on how women are represented. A critique of roles given to each gender. An update on opportunities for women in each of the mainstream and alternative media industries. CSU

ECON 25. Women in the Economy (3)  
Lec-3  
Prereq.: ENGL 96 or placement in ENGL 1A through CCSF English Placement Testing or the English Placement Test Waiver process  
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. UC/CSU

ENGL 1A. University-Parallel Reading and Composition (3)  
Lec-3  
Prereq.: ENGL 96 or placement in ENGL 1A through CCSF English Placement Testing or the English Placement Test Waiver process  
University-parallel reading, writing, and critical thinking with a major research component. Reading, writing, and research assignments are based predominately on non-fiction texts. C-ID ENGL 100; UC/CSU

ENGL 57. Survey of Women’s Literature (3)  
Lec-3  
Prereq.: ENGL 96 or placement in ENGL 1A  
A survey of literature written in English by women over the last four hundred years, emphasizing nineteenth- and early twentieth-century novels, poetry, and drama by major as well as rediscovered authors prior to 1970. UC/CSU

ENGL 58. Contemporary Women’s Writing (3)  
Lec-3, field trips  
Prereq.: ENGL 96 or placement in ENGL 1A  
An exploration of contemporary women’s writing: fiction, poetry, and drama written in English by contemporary women form diverse social, cultural and ethnic backgrounds. UC/CSU

ENGL 96. Academic Writing and Reading (3)  
Lec-3  
Prereq.: ENGL 93 or 94, or placement in ENGL 96  
College-level training and practice in critical reading and in writing argumentative essays. Emphasis is on reading and writing analytically and developing research and documentation skills.

HIST 12A. United States Women’s History (3)  
Lec-3  
Prereq.: ENGL 58 or placement in ENGL 1A  
An in-depth study of the experiences, roles and contributions of women in political, economic, social, and cultural development from the pre-colonial period through the 1880s. UC/CSU  
HIST 12A COVERS THE PRE-COLONIAL PERIOD THROUGH THE 1880’S; HIST 12A IS NOT PREREQUISITE TO HIST 12B

HIST 12B. United States Women’s History (3)  
Lec-3  
Prereq.: ENGL 58 or placement in ENGL 1A  
An in-depth study of the experiences, roles and contributions of women in political, economic, social and cultural development from 1890 to the present. UC/CSU  
HIST 12B COVERS FROM 1890 TO THE PRESENT; HIST 12A IS NOT PREREQUISITE TO HIST 12B

HUM 25. Women in the Arts (3)  
Lec-3, field trips  
A cross-cultural survey of women’s achievements in the visual, literary, and performing arts made through examination of current and historical examples. Student understanding is informed by original, biographical, and critical texts and enhanced by cultural theories of aesthetics, sex, gender, and race. UC/CSU

IDST 80. Diversity and Social Justice (.5)  
Lec-.5  
A series of courses exploring specific forms of social oppression in the United States and social justice interventions. CSU

IDST 80A. Diversity and Social Justice: Racism (.5)  
Lec-8 (total hrs)  
A consciousness raising analysis and evaluation of racism on individual, institutional, and cultural levels in the United State: expanding one’s knowledge about racism, increasing personal awareness of one’s own socialization and assumptions, and applying this knowledge and awareness for individual and social change. CSU

IDST 80C. Diversity and Social Justice: Sexism (.5)  
Lec-8 (total hrs)  
P/NP available  
A consciousness raising analysis and evaluation of sexism on individual, institutional, and cultural levels in the United State. Expanding one’s knowledge about sexism, increasing personal awareness of one’s
own sexism and assumptions, and the application of this knowledge and awareness for individual and social change are emphasized. CSU

IDST 80D. Diversity and Social Justice: Heterosexism (.5)
Lec-8 (total hrs) P/NP available
A consciousness raising analysis and evaluation of homophobia and heterosexism (discrimination based on perceived or real sexual orientation and identity) on individual, institutional, and cultural levels in the U.S. Expanding one's knowledge about heterosexism, increasing personal awareness of one's own socialization and assumptions, and the application of this knowledge and awareness for individual and social change are emphasized. CSU

IDST 80E. Diversity and Social Justice: Ableism (.5)
Lec-8 (total hrs) P/NP available
A consciousness raising analysis and evaluation of ableism (disability-based oppression) on individual, institutional, and cultural levels in the U.S. Expanding one's knowledge about ableism, increasing personal awareness of one's own socialization and assumptions, and the application of this knowledge and awareness for individual and social change are emphasized. CSU

IDST 80F. Diversity and Social Justice: Classism (.5)
Lec-8 (total hrs) P/NP available
A consciousness raising analysis and evaluation of effects of classism on individual, institutional, and cultural levels in the United States. Expanding one's knowledge about classism, increasing personal awareness of one's own classism and assumptions, and the application of this knowledge and awareness for individual and social change are emphasized. CSU

IDST 80G. Diversity and Social Justice: Transphobia (.5)
Lec-8 (total hrs) P/NP available
A consciousness raising analysis and evaluation of transphobia and gender oppression on individual, institutional, and cultural levels in the United States. Expanding one's knowledge about transphobia and gender diversity, increasing personal awareness of one's own socialization and assumptions, and the application of this knowledge and awareness for individual and social change are emphasized. CSU

IDST 81. Diversity and Social Justice (1)
Lec-1 P/NP available
A series of courses exploring specific forms of social oppression in the United States and social justice interventions. CSU

IDST 81A. Diversity and Justice: Ageism and Adultism (Age-based Oppression) (1)
Lec-16 (total hrs) P/NP available
A consciousness raising analysis and evaluation of age-based oppression (adultism and ageism) on individual, institutional, and cultural levels in the U.S. Expanding knowledge about adultism and ageism, increasing awareness of one's own socialization and assumptions, and the application of this knowledge and awareness for individual and social change are emphasized. CSU

IDST 81B. Diversity and Social Justice: Anti-Semitism/Anti-Arabism (1)
Lec-16 (total hrs) P/NP available
A consciousness raising analysis and evaluation of Anti-Semitism/ Anti-Arabism on individual, institutional, and cultural levels in the U.S. Expanding knowledge about anti-semitism and anti-arabism, increasing personal awareness of one's own socialization and assumptions, and the application of this knowledge and awareness for individual and social change are emphasized. CSU

LALS 10. Latinas in the U.S./VOCES (3)
Lec-3 P/NP available
The course will examine the lives and experience of Latinas living in the U.S. It will explore the effects that their experiences have on self-esteem. Major social and cultural issues and themes will be discussed and analyzed using a multidisciplinary approach. UC/CSU

LGBT 21. Issues in Lesbian Relationships (3)
Lec-3 P/NP available
An exploration of the historical, cultural, and psychological forces that impact lesbian relationships. Examination of the stages relationships go through with an emphasis on the issues of intimacy, commitment, and the sociological repercussions of homophobia and minority status on the lesbian dyad. The complexity of legal, political, and multicultural influences and ramifications will also be explored. CSU

LGBT 30. Issues in the Lesbian Community (3)
Lec-3 P/NP available
Historical analysis and examination of issues central to the development of lesbian identity, culture, and relationships. Exploration and debate of current controversial issues in the political, social, and personal realms of lesbian experience. UC/CSU

MATH 40. Elementary Algebra (4)
Lec-4, conf-1
Prereq.: MATH E1 or E3 or MATH 35 or 835; OR MATH 30 or placement in MATH 40 or 840
Operations on real numbers; evaluating, combining, and simplifying polynomials, rational expressions, integer-exponent expressions, and square root expressions; solving linear and quadratic equations, polynomials and rational expressions; radicals and rational exponents; complex numbers; equations and inequalities; systems of linear equations; distance formula, lines, circles, and parabolas; introduction to functions; introduction to exponential functions and logarithms; and applications. Attention to developing proficiency in communication of mathematics, problem solving, and effective learning skills.

MATH 60. Intermediate Algebra (4)
Lec-4, conf-1
Prereq.: MATH 40 or 840; OR placement into MATH 60 or 860
Advise: MATH 50 or 850 or 55 or 855
Polynomials and rational expressions; radicals and rational exponents; complex numbers; equations and inequalities; systems of linear equations; distance formula, lines, circles, and parabolas; introduction to functions; introduction to exponential functions and logarithms; and applications. Emphasis on strengthening mathematical communication skills, problem solving skills, and use of multiple representations of functions.

PE 277. Self Defense for Women (1)
Lec-2 P/NP available
Students will be instructed in the physical and psychological aspects of self-defense, while learning how to reduce their risk to their personal safety, at home or on the streets. Emphasis is on avoidance of physical confrontation and discouragement of an attack. UC/CSU

PSYC 14. Psychology of Shyness and Self-esteem (1)
Lec-1 P/NP available
An examination of psychological theories and research on the development of shyness and self-esteem. Techniques for reducing shyness and raising self-esteem. CSU
PSYC 15. Assertive Behavior (1)
Lec-18 total hours P/NP available
Emphasis on cognitive-behavioral theories and communication skills and their application to assertive behavior. Assertiveness techniques in a variety of situations, including communication with family, friends, and at the workplace are a major focus. CSU

PSYC 17. Psychology of Eating, Food, and Weight (1)
Lec-1 P/NP available
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 Gender (3)
Lec-3 P/NP available
This course is an analysis of sex similarities and differences and the gender continuum, including transgender, in individuals from various psychological, physiological, and sociocultural perspectives. It is an exploration of psychological topics, including the impact of sex and gender on development, emotions, relationships, achievement, and attitudes. UC/CSU

SOC 25. Sex and Gender in American Society (3)
Lec-3 P/NP available
This course explores historical and systemic (institutional) sex-and gender-based inequalities in the U.S. and abroad. Emphasis on differences between sex, gender, and sexual orientation/expression from multiple sociological perspectives, the contemporary status of American women, and the strategies, policies, and laws necessary to eliminate sexism. C-ID SOCI 140; UC/CSU

SPCH 1A. Elements of Public Speaking (3)
Lec-3 Prereq.: ENGL 96 P/NP available
Mastery of the research, organization and delivery of extemporaneous speeches. Focus on rhetorical theory, listening, audience analysis, speech construction, language, evidence testing, and visual aids. C-ID COMM 110; UC/CSU

SUPV 236. Women Leaders at Work (3)
Lec-3 P/NP available
This course explores women’s leadership, management, and communication styles and the vision and values women leaders bring to an effective environment in business, education, government and community organizations. Examines strategies for developing and encouraging skills that enable and allow women leaders and managers to succeed. CSU

Noncredit Courses:
WOMN 2500. Issues of Concern to Women (16 hrs)
A series of courses addressing skills focused on women’s needs, such as self-defense, spatial-visualization, and money management. These courses are designed to introduce students to skills they may lack due to social oppression. The attainment of these skills can boost self-esteem, facilitating the pursuit of life and career goals.

WOMN 2501. Issues of Concern to Women: Self-Defense (16 hrs)
A series of courses addressing skills focused on women’s needs, such as self-defense, spatial visualization, and money management. These courses are designed to introduce students to skills they may lack due to social oppression. The attainment of these skills can boost self-esteem, facilitating the pursuit of life and career goals.

Word Processing
For noncredit courses in word processing see the Office Occupations course listings of the Business Department in this section of the Catalog. Also see credit courses in the Business Department listings in this section of the Catalog.
Compliance with College Rules and Regulations and Notices

Students and staff are expected to comply with the rules and regulations published in this catalog; and with the official notices published in the College newspaper, The Guardsman, or posted on official bulletin boards.

Unlawful Discrimination and Harassment Policy

The policy of the San Francisco Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

Nor shall any such persons be denied full and equal access to, the benefits of, or be subjected to discrimination on the basis of marital status*, medical conditions*, gender identity, domestic partner status*, AIDS/HIV status*, status as a Vietnam-Era veteran*, or status as a lesbian, gay, bisexual, transgender* or questioning* person in any District program or activity.

The policy of the San Francisco Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.


Definitions

Definitions applicable to the nondiscrimination policies are as follows:

- “Appeal” means a request by a complainant made in writing to the San Francisco Community College District governing board pursuant to Title 5, section 59338, and/or to the State Chancellor's Office pursuant to Title 5, section 59339, to review the administrative determination of the District regarding a complaint of discrimination.

- “Association with a person or group with these actual or perceived characteristics” includes advocacy for or identification with people who have one or more characteristics of a protected category listed under “Unlawful Discrimination Policy” and title 5, section 59300, participation in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.

- “Complaint” means a written and signed statement meeting the requirements of Title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at Title 5, section 59300 et seq.

- “Days” means calendar days.

- “Disability” means, with respect to an individual:
  1. A physical or mental impairment that substantially limits one or more major life activities of such individual;
  2. A record of such an impairment; or
  3. Being regarded as having such an impairment.

- Rules of construction regarding the definition of disability (ADA Amendments Act of 2008):
  - The definition of “disability” shall be construed in accordance with the following:
    1. The definition of disability shall be construed in favor of broad coverage of individuals to the maximum extent permitted by the Americans with Disabilities Act, as amended.
    2. The term “substantially limits” shall be interpreted consistently with the findings and purposes of the ADA Amendments Act of 2008.
    3. An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability.
    4. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.
    5. The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as:
      1. A record of such an impairment; and
      2. Being regarded as having such an impairment.
      3. Being regarded as having such an impairment.
      4. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.
      5. The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as:
      6. A record of such an impairment; and
      7. Being regarded as having such an impairment.
      8. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

- “Gender includes a person’s gender identity and gender related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

- “Major life activities” include functions such as caring for one’s self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
“Major life activities” also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

- “Mental impairment” means any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

- “Physical impairment” means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine.

- “Record of such an impairment” means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

- “Regarded as having an impairment” means (1) has a physical or mental impairment that does not substantially limit major life activities but that is treated by a recipient as constituting such a limitation; (2) has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or (3) has none of the impairments as defined above but is treated by a recipient as having such an impairment. “Regarded as having an impairment” shall not apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.

- “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 hostile environment harassment on the basis of any protected category is also prohibited discrimination.

(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 unwelcomed.

(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, reclassifications, etc., in exchange for sexual favors.

(7) Awarding educational or employment benefits, such as grades or duties or shifts, recommendations, reclassifications, etc., to any student or employee with whom the decision maker has a sexual relationship and denying such benefits to other students or employees.

- “Sexual orientation” means heterosexually, homosexuality, or bisexuality.

- “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.

- Harassment in the form of hostile environment harassment on the basis of any protected category is also prohibited discrimination.

Retaliation
It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

The compliance officer/Coordinator for purposes of this policy is the District Title 5/EEO/ADA Compliance Officer, 31 Gough Street, San Francisco, CA 94103, (415) 241-2294. Information concerning the provisions of the applicable laws and complaint procedures is available from the District Title 5/EEO/ADA Compliance 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 American 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. For more information, contact the Office of Student Wellness and Affairs.
Students with Disabilities
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 verified disabilities. For further information call the Disabled Students Programs and Services (DSPS) at (415) 452-5481.

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 educational opportunity. When the severity of the disability of an otherwise qualified student precludes successful completion of a course required for graduation from CCSF, despite an earnest effort on the part of the student to complete the course and despite provision of academic accommodations and/or auxiliary aids, a course substitution shall be considered. The District will maintain specific criteria and procedures to implement the policy. DSPS should be contacted (452-5481) for additional information regarding course substitutions.

Drug Usage
City College is a Drug-Free College.
The locations 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 more information, contact the Office of Student Wellness and Affairs.

For information about health and legal dangers of using alcohol and/or drugs you can go to the following place:
- Students may visit the Student Mental Health Services in the Student Health Center, Ocean Campus, or call 239-3110 or 239-3148.

Petitions for Waiving College Regulations
A student may petition the Office of Admissions, Records and Outreach, Conlan Hall, Room 107, to waive a local college regulation.

Privacy of and Access to Student Records
City College of San Francisco protects the privacy of student records and maintains the right of students to inspect and review their records.

City College has established guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Should the College be unable to resolve the complaint of a student concerning the accuracy or clarity of the student’s records, the student has the right to file a complaint with The Family Educational Rights and Privacy Act Office of the U.S. Department of Education.

Privacy of Student Records
The California community college student has a legal right to privacy of records. A student record is defined as “any item of information directly related to an identifiable student...which is maintained by a community college...” However, applicable law provides for certain exceptions. Appropriate District employees are authorized to collect only that information which is relevant to a student’s admission, registration, academic history, career, student benefits and services, extracurricular activities, counseling and guidance, discipline or matters related to student conduct.

In addition to restrictions on the collection of information about students, there are significant restrictions on the release of student information. Except under limited circumstances, District employees do not have the authority to release student records except to the student. In general, District employees should consider information they acquire about students, in their capacity as employees, to be confidential information.

In any area where records are filed, we maintain a student record log to record who asked for and received student information in accordance with applicable law. In each area, a dean or his/her designee is responsible for maintaining the student record log. A student record log is maintained in the following areas:

Kind of Record-Log Maintained By
Admissions and Records-Dean of Admissions, Records, Outreach Counseling Records-Dean of Counseling Disabled Student Records-Dean of Matriculation and Counseling Financial Aid Information-Dean of Financial Aid Student Conduct and Discipline, Complaints, Appeals, Records-Dean of Student Wellness and Affairs Student Health Records-Associate Dean of Student Health Services.

Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

1. Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement
with the record setting forth his or her view about the contested information.

3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
   - School officials with legitimate educational interest;
   - Other schools to which a student is transferring;
   - Specified officials for audit or evaluation purposes;
   - Appropriate parties in connection with financial aid to a student;
   - Organizations conducting certain studies for or on behalf of the school;
   - Accrediting organizations;
   - To comply with a judicial order or lawfully issued subpoena;
   - Appropriate officials in cases of health and safety emergencies; and
   - State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

The following categories of information about students are considered “directory information” pursuant to section 76240 of the Education Code: student’s name, address, telephone number, date and place of birth, field of study, participation in activities and sports officially recognized by the San Francisco Community College District, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. The District may limit or deny the release of specific categories of directory information based upon a determination of the best interest of students. Directory information may be released at the discretion of the College to persons or agencies which the College deems to have legitimate reason for access to the information. To prevent disclosure, written notification must be delivered personally to the Office of Admissions and Records.

Information other than directory information will not be released without the student’s written consent unless the College is required to do so by law as, for example, in the case of a court order. Questions about policies and procedures concerning privacy of records and rights of access to them may be referred to the Dean of Admissions and Records.

Electronic Communication Privacy Statement
The college expects electronics communication privacy protections comparable to those traditionally given to paper mail and telephone communication.

Persons who have questions about the collection or dissemination of student information may call the Dean of Admissions & Records at 239-3291 or the Dean responsible for maintaining the information.

Regulations Governing Student and Other Organizations or Persons Desiring to Conduct Noninstructional Activities on Campus
Under State law and local regulations, the Administrative Staff of City College of San Francisco is responsible to the Governing Board and the Chancellor of the San Francisco Community College District for the organization, operation, and supervision of a sound educational program designed to provide transfer, general, and occupational education; essential student personnel services; and extracurricular activities. To discharge this responsibility, the Administrative Staff is required under the California State Education Code and the regulations of the Board of Governors of the California Community Colleges and the Governing Board of the San Francisco Community College District to take all steps necessary to prevent the conduct on campus of any activity that interferes with instruction or is otherwise inimical to the welfare of the student body or of individual students.

City College has therefore established various regulations, including those governing the following: student activities and government; noninstructional student meetings held on campus; guest speakers at such meetings; the use of City College facilities by student or other organizations or movements; and the distribution, posting, or other use of bulletins, circulars, and publications of any kind on campus. These regulations, like all others in effect at City College, have been established in conformance with the responsibilities assigned to and under the authority vested in the Administrative Staff under State law and College District regulations.

Student Governance: Policies, Regulations, and Procedures Governing Students, Student Organizations, and the Use of Facilities
Section I. General Provisions
Part A. Enactment Procedures
The policies, regulations, and procedures governing students, student organizations, and the use of facilities at City College of San Francisco are established as follows:

1. Guidelines are set forth by the College Administration.
2. The guidelines are reviewed by the Chancellor of City College in order to ensure conformance with State codes and local policies and regulations.
3. Upon approval by the Chancellor, the guidelines are submitted to the Governing Board of the College, with a request for approval.

The guidelines become effective upon approval by this agency.

Part B. Procedure for Revision
The policies, regulations, and procedures stated in the following pages were established in accordance with the procedure described above, and may be revised only in accordance with that procedure or to meet legal requirements.

Part C. Definition of the Term “Student”
The term student, as used in connection with the foregoing College policies, regulations, and procedures is defined as follows: a person...
officially registered in at least one course at City College of San Francisco.

Section II. Students and Student Organizations

Part A. Student Government
1. Student Government
   Under State law and the Governing Board policy, the Chancellor of City College may authorize the establishment and continuance of the Associated Students, approve its membership fees, and delegate to it, as set forth in the Education Code and in the Constitution of the Associated Students, the specified fiscal and legislative powers and responsibilities concerning the affairs of its membership.

2. Fiscal Policy of the Associated Students
   The Chancellor of City College is responsible for the fiscal soundness of the Associated Students of City College of San Francisco. It is his/her responsibility to ensure that the financial operation of the Associated Students is in accordance with the provisions of the laws of the State of California and the policies of the Governing Board of the College.

Part B. Student Organizations
1. Registration of Student Organizations
   An organization not prohibited by law may become a registered on-campus student organization by complying with the registration procedures and membership regulations established by the Student Council of the Associated Students.

2. Policy Regarding Discrimination in Choice of Members
   Membership regulations of student organizations must specify that eligibility for membership shall not be determined through discrimination based on race, age, physical disability, sexual orientation, creed, color, or sex. Questions of discrimination on these and other bases shall be reviewed by the Associate Dean, Student Activities. The Dean’s decision may be appealed to the Associate Dean of Student Advocacy, Rights and Advocacy.

3. Sponsors of Registered Student Organizations
   The Chancellor of City College may appoint sponsors for and establish regulations concerning sponsorship of registered student organizations.

4. Standards of Conduct and Discipline
   Student organizations are required to comply with College policies, regulations, and procedures. Members of these organizations are subject to disciplinary action for violation of such policies, regulations, or procedures.

5. Use of the Name of City College of San Francisco
   Only a duly registered on-campus student organization may use the name of City College of San Francisco as a part of its own name. A student organization may advocate its own views and the name of City College of San Francisco as a part of its own

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 group on campus, and should be present during the
address. A substitute should be appointed if the sponsor cannot be present.

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 free-speech area. Chairpersons of on-campus organizations should sign up for such special events at least three College days in advance, but a week's notice is recommended.

e. Students desiring to use the free-speech area for impromptu use or special events must

   i. sign up for the time period available, and

   ii. indicate the general topic to be discussed or entertainment activity to be scheduled.

f. If the schedule governing the use of the free-speech area cannot be followed, the following rules will apply:

   i. If a student does not arrive at the area for a scheduled appearance, another student may be permitted to sign up for the time not being used. In such instances, however, at least ten minutes must be allowed for the scheduled event to take place before anyone may sign up for the unexpired time.

   ii. A scheduled activity must be allowed to continue at the free-speech area until the next scheduled event, at which time the podium must be vacated promptly.

   iii. If time becomes available during the day because of cancellation of a scheduled event, a student scheduled for another time may be permitted to sign up for the area in addition to his scheduled activity, but may not deliver his initial scheduled address until the time originally scheduled.

   g. A speaker scheduled to use the free-speech area should permit another student or students to speak in reply to his/her remarks while he/she is using the area, without the others signing up in advance as scheduled speakers. However, this provision does not apply to students denied the right to use the area because of prior disciplinary action by the administration (see Section 4 above).

   h. If verification is needed to demonstrate priority for use of the free-speech area, the Associate Dean, Student Activities, will issue special scheduled cards to verify student sign-ups for particular periods and dates.

   i. If necessary, and then only if a serious disturbance arises at the free-speech area, campus police or other persons delegated by the administration are authorized to ask for the identity of persons claiming the right to use the area.

   j. For rules for the distribution of literature, commercial free speech rights, the manner of collecting funds on the City College campus, or for additional information, contact the Office of the Associate Dean, Student Activities.

5. Use of Bulletin Boards and Distribution of Materials on Campus

Individual students or authorized student organizations desiring to distribute or post bulletins, circulars, or publications on the City College of San Francisco campus must obtain permission from the Associate Dean, Student Activities. Materials originating from sources outside City College must bear the official approval of the Associate Dean, Student Activities. College bulletin boards and tack boards may not be used for commercial purposes.

6. Violation of Regulations

Students who violate the preceding regulations regarding student governance and the use of bulletin boards and distribution of materials on campus will be subject to disciplinary action.

7. Observance of Regulations Governing the Student Activities Program

Officially registered students desiring to take part in an activity of the Associated Students of City College of San Francisco or of any other organization sponsored by City College may do so only in conformance with the rules and regulations of the Associated Students, the particular organization, and the College.

Part D. Use of College Facilities

Under the California Education Code sections 82537 to 82548 and the Administrative Regulations of the San Francisco Community College District, organizations or persons not directly connected with the City College of San Francisco may use campus facilities only under certain limited conditions, and must make application for such use through the Office of Facilities and Planning of the San Francisco Community College District. Under the preceding law and regulation, ad hoc student groups are subject to the policy governing organizations and groups not directly connected with City College.

Regulations Governing Solicitation at City College of San Francisco-Ocean Campus

Members of the public are welcome to speak and/or distribute written materials within the designated areas of each location subject to the time, place, and manner regulations and posting/distribution guidelines.

The following regulations are established to govern solicitation by off-campus organizations and individuals to table, display materials, petition, engage in public address, distribute literature and/or post flyers on CCSF's Ocean Avenue campus.

1. Before setting up a table or display, engaging in public address, distributing literature, seeking signatures on a petition and/or posting flyers, all solicitors shall report to the Office of Student Activities to sign in to notify the Associate Dean of Student Activities of the solicitor's presence on campus, and to acknowledge receipt of these regulations. This notice does not involve any application or approval process, and therefore, the ability to use the designated area cannot be denied. This notice is only intended to provide CCSF with knowledge of the solicitor's presence on campus so that CCSF can notify the appropriate members of its
2. The designated areas for solicitors to table, set up displays, seek signatures on a petition and/or engage in public address at Ocean Campus are RAM PLAZA located between Smith Hall and the Student Union, the CLOUD SCIENCE MALL located between Cloud Hall and Science Hall, and the WELLNESS CENTER AMPHITHEATRE located outside of the Community Health and Wellness Center and the Student Union. The solicitor must REMAIN in these specified areas only.

3. Tables and display materials may be set up only in the above designated areas on Ocean Campus. Solicitors must provide their own signage, tables, chairs, and materials. Free gifts (other than food and drink) may be distributed. Literature/newspapers and/or other items cannot be sold, nor can donations be solicited from any student, faculty, or classified staff in the designated areas or anywhere on the Ocean Campus.

4. The use of sound amplification is only allowed in RAM PLAZA and the WELLNESS CENTER AMPHITHEATRE. Solicitors shall not use any means of amplification that creates a noise or diversion that disturbs the orderly conduct of the College, campus, or classes taking place at that time. No sound amplification of any kind is allowed in the CLOUD SCIENCE MALL.

5. Solicitors who wish to distribute literature only (i.e. who do not also want to set up a table or display, petition and/or engage in public address) may do so in the above designated areas as well as on the sidewalks and pathways along Cloud Circle, leading to Cloud Hall, Science Hall, and Batmale Hall from Cloud Circle, leading to Science Hall from Phelan Avenue, leading from Parking Lot H between Smith Hall and Conlan Hall to Cloud Circle and leading from Judson Avenue in front of the Diego Rivera Theatre, between the Visual Arts and Creative Arts Buildings to Cloud Circle. Solicitors may not distribute literature in any other areas, including parking lots, the sports facilities, any construction zones and the areas surrounding the Student Health Center, the Arts Extension Building and/or the Orfalea Family Center.

6. Solicitors MAY NOT walk up to pedestrians and force them to take literature, follow pedestrians to classes or elsewhere on campus, or obstruct the flow of traffic of pedestrians walking to and from buildings. No solicitor shall touch, strike, or impede the progress of pedestrians, except for incidental or accidental contact, or contact initiated by a pedestrian.

7. Any solicitor who is distributing literature must retrieve and remove or properly discard any literature that is discarded or dropped in or around the area in which the solicitor is distributing literature prior to leaving that area.

8. Solicitors should refer to the Posting Guidelines before hanging materials. Such Posting Guidelines are available at the Student Activities Office.

9. Solicitors are expected to conduct themselves in a respectful manner toward all students and college personnel and to follow a code of conduct which prohibits the following:
   a. Abuse or any threat of force or violence directed toward any member of the College or to an authorized College visitor while on College property
   b. Willful misconduct that results in the injury or death to a student or College personnel or injury to property belonging to a member of the College or to an authorized College visitor while on the property.
   c. Unauthorized entry to or use of College facilities, supplies, or equipment
   d. Obstruction or disruption of classes, administration, or authorized College activities
   e. Violation of College rules and regulations including those concerning the use of college facilities, or the time, place, and manner of public expression or distribution of materials
   f. Disorderly conduct that interferes with the College's primary educational responsibility
   g. Failure to comply with these regulations and the directions of College officials, staff, or campus police to enforce these regulations.

These regulations are specific to Ocean Campus, but apply to all locations of CCSF. For locations other than Ocean Campus, solicitors must contact the applicable dean at the respective campus.

Consequences of failure to comply with the above regulations include:
1. Written warning; if after a warning, failure to follow regulations continues, the solicitor will not be allowed access to CCSF for a period of four (4) school months or the rest of the semester, whichever is longer.
2. If failure to follow any of the above continues after the four month or semester suspension, access to CCSF will be denied.

Posting and Distribution of Guidelines
City College of San Francisco, pursuant to applicable law, provides for the posting and distribution of literature on campus by off-campus organizations and/or individuals. The following guidelines have been established to facilitate effective and organized dissemination of information on the Ocean Campus.

Posting:
1. Items for posting may be no larger than 11”x17”, and the use of recyclable materials is recommended.
2. Each item must clearly state on its face the name of the individual or organization posting the item, the date of the event advertised, if any, and the date the item was posted.
3. Posted items will be removed from the bulletin boards two weeks after the date the item was posted or after the date for the event advertised on the item had passed, whichever is earlier. If a bulletin board has no space available after such removal of expired items, any items that do not show a date of posting on their face or an event date will be removed.
4. Flyers that are in a language other than English must include English description, summary, or translation in the flyer, or have a separate flyer that provides the information in English and they must be posted side by side.
5. Tacks or pushpins should be used to post items-tape, glue, nails and industrial staples are prohibited.
6. No more than one item per event or organization, if the item posted is a general announcement, may be posted on each board.
7. Posting is allowed only on boards established for that purpose as listed below.
8. Items posted on buildings, poles, garbage containers, trees, campus directional signs or anywhere other than the approved bulletin boards listed below will be removed.
9. Bulletin boards are located at the following sites:
   a. Arts Extension: 2 boards directly opposite the main entrance on the main floor
• Batmale Hall: 2nd floor, 4th floor, 5th floor, 6th floor, 7th floor
• Cloud Hall: 1st floor, 2nd floor, 3rd floor
• Conlan Hall: 1 board opposite room 104
• Creative Arts: 1 board near west side entrance on the 1st floor
• Smith Hall: 2 wooden boards on wheels
• Student Union: 1 board across from room 209, 2 in upper level and 1 in lower level

Distribution
1. All off campus organizations and/or individuals wishing to distribute literature must report to the Office of Student Activities to sign in to notify the Associate Dean of Student Activities of the solicitor’s organizations and/or individuals.
2. Distributors are required to provide the following information: name of organization, contact name, and dates and times of distribution.
3. Any persons who have not signed in before distributing literature on campus are subject to disciplinary action by the Associate Dean of Student Activities.
4. Solicitors who wish to distribute literature only (i.e. who do not also want to set up a table or display and/or engage in public address) may do so Ram Plaza, the Wellness Center Amphitheater and the Cloud Science Mall as well as on the sidewalks and pathways along Cloud Circle, leading to Cloud Hall, Science Hall, and Batmale Hall from Conlan Hall to Cloud Circle, and leading from Judson Avenue in front to the Diego Rivera Theatre to Cloud Circle. Solicitors may not distribute literature in any other areas, including parking lots, the sports facilities, any construction zones and the areas surrounding the Student Health Center, the Arts Extension Building and/or the Orfalea Family Center.

For further information and assistance, contact the CCSF Student Activities Office Student Union Room 205, 239-3212.

Student Conduct and Discipline
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. For more information, contact the office of Student Affairs and Wellness.

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 assignment, evaluated task in a dishonest way, such as by having improper access to answers. Plagiarism is defined as the unauthorized use of the language and thought of another author and representing them as your own;
4. Dishonesty, such as theft or the unlawful taking of property from the rightful owner, or knowingly furnishing false information to the District, or forgery, alteration, or misuse of District documents, records, or identification;
5. Willful misconduct which results in injury or death to a student or District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District; or injury to property belonging to a member of the District community or to an authorized District visitor while on District property;
6. Unauthorized entry to or use of District facilities, supplies, equipment, including computing, networking or information resources;
7. Obstruction or disruption of classes, distance learning courses and websites, computer laboratories or study facilities such as the Library or the Learning Assistance Center, student activities, administration, disciplinary procedures, governance processes, or other authorized District activities;
8. The use, sale, distribution or possession of, or presence on campus while under the influence of alcoholic beverages, narcotics, or other dangerous or hallucinogenic drugs or substances including marijuana and lysergic acid diethylamide (LSD) or any controlled substance (except as expressly permitted by law and evidenced by medical authorization) or sale, distribution of any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code;
9. Willful or persistent smoking in any area where smoking has been prohibited;
10. Violation of District rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials;
11. Violation of the District’s Sexual Harassment Policy (see appropriate sections of the Catalog for a complete version of the Policy);
12. Violation of the District’s Computer Usage Policy (see appropriate sections of the Catalog for a complete version of the Policy);
13. Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the District’s primary educational responsibility;

14. Possession while on District property or at any District sponsored function, of any of the following weapons (except for persons given permission by the Chancellor or designee as members of law enforcement operations); any instrument or weapon of the kind commonly known as black-jack, fire bomb, billy club, sandclub, metal knuckles; any dirk, dagger, or knife having a blade longer than two inches; any switchblade longer than two inches, any razor with an unguarded blade; any firearm (loaded or unloaded) such as a pistol, revolver, rifle, automatic or semi-automatic weapon; any metal pipe or bar used or intended to be used as a club; or any other item, such as a chain, used as a threat to do bodily harm;

15. Failure to comply with directions of District officials, faculty, staff or campus police officers who are acting in performance of their duties;

16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

17. Per California Education Code (78907), the use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students. Any person, other than a student, who willfully violates this section shall be guilty of a misdemeanor.

Disciplinary sanctions for the above offenses shall include, but are not limited to, warning; verbal and/or written reprimand; a failing grade in an assignment, test, or class in proven cases of cheating or plagiarism or other academic dishonesty; disciplinary probation; ineligibility to participate in extra-curricular activities; removal from classes by the instructor for no more than two class meetings; removal from an instructional laboratory, study facility, or other supervised student activity by the designated site supervisor for no more than two sessions or meetings; suspension from classes by the Chancellor (or designee) for up to the remainder of the school term or from all classes and activities of the 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.

Student Complaints

A student complaint is an allegation by a student against

1. another student(s)
2. a classified staff member(s)
3. a faculty member(s)
4. an administrator(s)

That 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 against another student(s) should be addressed in writing with the Office of Student Wellness and Affairs and will be handled by the Dean of Student Wellness and Affairs and his/her staff. Student complaints against a classified staff member(s) and/or an administrator(s) should be addressed with the Office of Student Wellness and Affairs for accurate referral to the appropriate supervisor.

Student complaints are governed by the following procedure:

Informal Process for Complaint Against a Faculty Member

1. A complaint should first be raised directly with the faculty member concerned.
2. If a direct meeting does not resolve the complaint, or if either party is unable or unwilling to meet, the complaint should be taken to the faculty member’s supervisor.
3. The supervisor may take the following action including, but not limited to:
   a. Investigating the complaint.
   b. Meeting with any party separately or facilitating a joint meeting.
   c. Recommending appropriate action to any party.
   d. Recommending an evaluation of the faculty member to the Chancellor.
e. Redirecting the matter as appropriate.

4. If the supervisor fails to resolve the complaint within 20 semester instructional days then the student may file a formal complaint in accordance with the process set forth below. Semester instructional days include only regular business days during the Fall and Spring semesters, and not summer sessions.

5. If, after the failure of the supervisor to resolve the complaint at the informal level, the student fails to file a formal complaint within an additional 20 semester instructional days then the matter will be considered dropped unless renewed by the student within the first 20 semester instructional days of the next semester.

**Formal Process for Complaint Against a Faculty Member**

1. If any party is dissatisfied with the result of the informal process, that party may appeal the matter to the Dean of Student Wellness and Affairs whose role is to channel the complaint to the appropriate Vice Chancellor and to the Academic Senate. If any party chooses to pursue the matter to the formal level, all parties shall be given written notice of that fact.

   Any party who appeals a complaint to the formal level must complete a form which describes:
   
   a. The specific nature of the complaint and its history;
   b. All efforts which have been made to resolve the complaint;
   c. What the appealing party would consider a fair and appropriate resolution of the complaint.

2. Upon receiving a formal complaint, the appropriate Vice Chancellor and the Academic Senate shall each appoint one member to a committee whose function shall be to hear and decide the matter.

3. In reaching its decision, the committee may take any action which could have been taken pursuant to the informal process, except that the committee may not redirect the matter.

4. The findings and decision of the committee must be made in writing and provided to the student, the faculty member, and the member’s supervisor, and must encompass some or all of the following results:
   
   a. Resolution of the complaint to the satisfaction of all parties.
   b. Dismissal of the complaint with or without the consent of all parties.
   c. Recommendation of appropriate action to the faculty member’s supervisor.
   d. At the committee’s discretion, its decision and the underlying student complaint may be inserted into the faculty member’s personnel file.

5. Formal complaints should be resolved as quickly as possible. Except under unusual circumstances, the written findings and decision of the committee should be provided within forty [40] semester instructional days of its receipt of the formal complaint.

6. Any student or faculty member involved in a student complaint may, by his/her own initiative, provide representation of their choice.

Notice: Student complaints may have serious consequences for the faculty member concerned. Students should recognize that differences in personality, opinion, and perception do occur, and can often be resolved by discussions between the parties. Whenever possible, students are encouraged to address such differences directly with the faculty member.

**Student Grade and File Review**

**Function And Purview**

The Student Grade and File Review Board, composed of students, faculty and administrators, reviews individual student grievances respecting course grades and file contents. After reviewing a particular grievance, the Board recommends appropriate action to the Chancellor, the instructor and the student. The Board acts as arbitrating body and does not have the power to change grades directly. Students should be aware that there is also a Grading Policy Committee that addresses general grading practices and policies at the College.

**Review Procedures: Policies, Grades, And Files**

1. **Review of Policies**
   
   The Student Grade and File Review Board reviews and proposes revision, when necessary, of policies, regulations and procedures affecting student grade and file grievances.

2. **Review of Grades**
   
   If a student thinks a discrepancy exists between the grade given by an instructor and the grade he/she believes was achieved, the student should follow the steps of the appeal procedure below.

   **Important:** For midterm grades, step two of the procedure below must be completed within ten (10) calendar days after receipt of the grade; and for final grades, step two of the procedure below must be completed within forty-five (45) calendar days from the start of instruction in a student's next regular semester of attendance (fall or spring), or no later than one year from the last day of instruction in the semester in which the grade was given.

**Appeal Procedure:**

**STEP 1:**

A student wishing to appeal a grade must first discuss the issue with the instructor in an office-hour conference. If, for any reason, the student is unable to confer with the instructor, he/she must then consult with the department chair of the particular department. Every effort should be made to resolve the issue at this level.

**STEP 2:**

If the student wishes to have a grade reviewed further after completing Step One, he/she should obtain a Petition for Grade Review from the Office of Student Admissions, Records and Outreach, Conlan Hall, Room 107. This petition requires that the student explain the grading issue in writing (typed and double-spaced) and present this written explanation to the instructor, the department chair, and the school dean in turn. Each of these three individuals is expected to attempt to resolve the issue. If the issue remains unresolved, the student submits his/her petition to the Assistant Dean of Admissions and Outreach who will verify that the petition has been submitted in a complete and timely manner. The Assistant Dean of Admissions and Outreach 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 Assistant Dean of Student Admissions and Outreach 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
Every student has the right to review his or her City College files. File reviews are conducted in the office in which the file is kept by a court of law. When the student believes that material contained in his or her file(s) is inappropriate or inaccurate, the student may bring the matter to the attention of the department chair or dean in charge of the file(s) and ask for a correction of the file(s). If the department chair or dean in charge of the file(s) is unable, for any reason, to comply with the student's request for correction, the student may submit a typewritten request for file correction to the Assistant Dean of Student Admissions and Outreach. This request must explain specifically which documents are inappropriate or inaccurate, why the student considers them so, and what specific correction is requested.

This request will be reviewed by the Assistant Dean of Admissions and Outreach and, if deemed appropriate, will be forwarded to the Grade and File Review Board. The Board will review the request in the same manner as petitions for grade reviews, that is, through the subcommittee process (see 3 above) and will submit a recommendation to the Chancellor.

Further information and assistance may be obtained from the Assistant Dean of Admissions and Outreach, Conlan Hall, Room 107.

**CCSF Bookstores**

**Purchasing Textbooks, Supplies, And Equipment**

In accordance with State law and local regulation, City College does not supply textbooks. The cost of these varies according to students’ programs. Students are expected to secure textbooks, laboratory books, workbooks, pens, pencils, and paper for most courses. In addition, in some courses, students are expected to provide tools, equipment, clothing, materials, or pay a special materials fee. An estimate of the cost of additional materials or fees for any class may be obtained from the appropriate department or center.

The San Francisco Community College District Bookstore Auxiliary operates several bookstores to serve the City College population. Textbooks and many supplies for City College courses may be purchased and/or rented 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 [www.ccsfshop.com](http://www.ccsfshop.com).

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 with sworn officers readily identified by the uniforms which include their distinctive patch and gold or silver star. The Department also employs security officers, called Campus Control aides, who wear a slightly different uniform w/SFCCPD patch and silver shields. The Department operates 7 day a week year-round from 5:30am to 12:30 am from its main headquarters located at City College, Ocean Campus, Cloud Hall room 119, telephone number (415) 239-3200. During closed hours, the college is patrolled by SFPD.

The San Francisco Community College Police Department is responsible for the overall law enforcement protection and duties as well as parking enforcement district-wide, excluding the Airport Campus, Fort Mason and designated lease locations. Under a memorandum of understanding, these area come under the jurisdiction of SFPD. Officers patrol City College Locations via marked emergency police vehicles, bicycle and foot patrols ensuring public safety for the campus community. The San Francisco Community College Police Department's website id located at [www.ccsf.edu/Departments/Public_Safety](http://www.ccsf.edu/Departments/Public_Safety) or linked from the main City College of San Francisco’s website at [www.ccsf.edu](http://www.ccsf.edu).

**City College Student Police**

The City College Chief of Police, working in partnership with the City College Administration of Justice Studies Program, authorizes the operation of a Student Officer Program. The purpose of the program
is to assist the educational development of the City College students interested in the field of Law Enforcement.

Student Officers are approved into the program by the Administration of Justice Studies Coordinator, and must meet and maintain specific criteria. City College student officers assist the police department in several areas including, but not limited to, parking enforcement, safety escort, traffic control, special events and student code of conduct matters. Student offices operate under the oversight of a police department liaison.

The City College Student Program is designed as an internship and individuals in the program do not receive direct compensation except for particular assignments. The Student Officer Program provides over several thousand hours of service to the campus community.

**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. For more information contact the Office of Students Wellness and Affairs.

**Student Lockers**

Lockers in the gymnasiums are assigned to students in physical-education courses. Students must remove the contents of these lockers, together with padlocks, not later than Monday during the final examination period each semester.

Lockers are also assigned to students in various laboratory courses. Students must follow the department regulations in using these lockers.

**Student Parking**

The campuses of City College are easily accessible by public transportation. Students are encouraged to use MUNI and BART or to carpool.

The Ocean Campus has a limited number of parking spaces available for student parking. Students are required to pay a fee for either a semester or daily parking permit. Sales of semester parking permits (decals) are available on a first come, first served, basis before the start of each semester. Daily parking permits are available in all student lots and during day classes, student parking is restricted to the main reservoir area and parking lot “S” (previously the location of the South Gym). Information regarding the rules and regulations for student parking, including fees for semester decals and rates for daily parking are available through the Student Accounting Office in Conlan Hall, Room 104. For information call (415) 239-3345 or refer to the Class Time Schedule.

Other locations of City College of San Francisco have NO on-site parking or very limited parking for students. For student parking information for all other locations, call the San Francisco Community College Police Department at (415) 239-3200.

**Visitors on Campus**

Visitors to the campus are welcome. Vehicle parking in all parking lots is by permit only. Vehicles without a permit will be ticketed. Day School visitors are allowed to park in main reservoir parking and parking lot “S” (previously the location of the South Gym), with the purchase of a one-day permit. After 5:00 p.m., visitors may park in all lots (except Cloud Circle, Marston Road, and Science Road) with the purchase of a one-day parking permit. Information and directions are available from the Information Center located in the lobby of Conlan Hall. Visitors are required to observe College rules and regulations. A copy of the rules and regulations are available in Conlan Hall, Room 104 and Cloud Hall, Room 119 (Campus Police Office). Violation of any of these regulations are grounds for automatic revocation of the right to remain on campus. Prior permission must be obtained from the instructor before visiting classrooms. Since auditing of classes is prohibited, visits must be limited.

**CCSF Computer Usage Policy**

This policy is displayed to users via Message of the Day (MOTD) in the first two weeks of each semester at their logon to the CCSF HP/UX 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](http://www.ccsf.edu/Catalog/Admin/nondiscrim.html)

Any user who files a complaint or otherwise protests against discrimination has the right to be free from any retaliatory action because of the complaint or protest. The CCSF administrator who receives a complaint of discrimination should inform the complainant of this right and that the complainant may file an additional complaint if he or she experiences retaliatory conduct.

Examples of misuse include, but are not limited to, the following activities:

**Breaking into another person's account**
1. Using a computer account that you are not authorized to use by the ITS Department.
2. Obtaining a password for a computer account that is not your own account.
3. Using the Campus Network to gain unauthorized access to any computer systems.
4. Attempting to circumvent data protection schemes or uncover security loopholes. This includes creating, running, and/or distributing programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
5. Masking the identity of an account or machine. This includes, but is not limited to, sending e-mail anonymously.

**Harassment**
1. Using e-mail to harass others.
2. Posting on Internet services information that may be slanderous or defamatory in nature. This includes, but is not limited to, posting of said type material on Usenet News.
3. Displaying sexually explicit, graphically disturbing, or sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals.

**Commercial Use**
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**
Violating terms of applicable software licensing agreements or copyright laws.

**Changing Files**
1. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner. Files owned by individual users are to be considered private property, whether or not they are accessible by other users.
2. Modifying another user's files, which is illegal under California Computer Crime Laws.

**System Misuse**
1. Sending mass e-mail to a large number of people on the system. It is acceptable, however, to use organization or department mailing lists, listservs, to send e-mail to groups of people on the system.
2. Knowingly or carelessly performing an act that will interfere with the normal operation of computer systems, including running, installing, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes programs known as computer viruses and worms.
3. Deliberately wasting/overloading system resources, such as:
   - Printing resources – This includes, but is not limited to, printing multiple copies of a document or printing out large documents that may be available online, or that might impact significantly on other users printing resources.
   - System file space – Storing or transferring of large files or using a large amount of file space in the temporary file system area which degrades overall system performance or preclude other users right of access to disk storage also constitute misuse of resources. The ITS Staff may remove or compress disk files that are consuming large amounts of disk space, with or without prior notification.
Additional System Information
Batch jobs or background tasks should be consistent with individual academic goals or institutional academic goals. Jobs that do not appear to coincide with the academic goals of the institution may be "killed" without warning.

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.
Academic Freedom

The following academic freedom statement is an excerpt from Board Policy 6.06. Those interested in the complete statement should refer to http://www.ccsf.edu/Board.

The District is unequivocally and unalterably committed to the principle of academic freedom in its true sense which includes freedom to study, freedom to learn and freedom to teach and provide educational professional services to students.

Academic freedom encompasses the right of an instructor to discuss in the classroom pertinent subjects within his or her field of professional competency and consistent with course objectives, and for counselors, librarians and other academic employees to provide appropriate student services within their fields of professional competency and consistent with sound educational principles.

Interference with or censure of an academic employee by District officials or by outside individuals or groups because of the employee's proper treatment of pertinent subjects or provision of proper educational professional services to students is precluded by the principle of academic freedom.

Faculty cannot, however, expect academic freedom to be unlimited, for the right to exercise any liberty implies a duty to use it responsibly. Academic freedom does not give faculty freedom to engage in indoctrination. Nor can faculty invoke the principle of academic freedom to justify non-professional conduct.

Credits And Grades

Unit of Work

Title 5 Section 55002.5 establishes the ratio of student work to credit hours (unit) for credit, degree applicable and credit, nondegree-applicable course. One credit hour of community college work (one unit of credit) requires a minimum of 48 hours of lecture, study, or laboratory work.

Semester and Quarter Units

Most universities and colleges in the United States use the semester or quarter system and hence grant credit in semester units (s.u.) or quarter units (q.u.). For example, City College uses the semester system and grants credit in semester units; some California State University campuses and most University of California campuses use the quarter system and grant credit in quarter units.

Two semester units are equivalent to three quarter units. Therefore, to convert semester units to quarter units, multiply the number of semester units by 3/2 (or 1.50); to convert quarter units to semester units, multiply the number of quarter units by 2/3 (or 0.667).

Academic Record Symbols and Standards

A system of letter grades and grade points is used to indicate the quality of work done by students. The meaning of each evaluative symbol, with its value in grade points, is as follows:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B = Good</td>
<td>3</td>
</tr>
<tr>
<td>C = Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D = Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F = Failing</td>
<td>0</td>
</tr>
<tr>
<td>FW = Failing/Withdrawal</td>
<td>0</td>
</tr>
</tbody>
</table>

The “FW” grade symbol is an indication that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, AND that the student has not received District authorization to withdraw from the course under extenuating circumstances. The “FW” symbol may not be used if a student has qualified for and been granted military withdrawal "MW". If an “FW” is used, its grade point value equals zero (0), and it will be calculated into the GPA in the same manner as an “F” grade.

P = Pass (At least satisfactory, C or better. Units awarded not counted in grade point average.)

NP = No Pass (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.

Pass (P)/No Pass (NP) Courses

Formerly known as: Credit (CR)/No Credit (NC) Courses

Certain courses offered at City College of San Francisco are designated as pass/no pass courses. Such courses are shown in the catalog with the statement "P/SP only" meaning that only grades of P and SP are given for the course. Other courses are designated as optional pass/no pass courses. Such courses are shown in the catalog with the statement "P/SP only available" meaning the course may be taken on a pass/no pass or on a letter grade basis; i.e., the pass/no pass option is available. Note: 1) pass/no pass courses are counted toward graduation and for transfer and 2) in an optional pass/no pass course the student must file a petition with the Office of Admissions and Records to take the course on a pass/no pass basis no later than the deadline date established in the Calendar of Instruction. (See Calendar of Instruction for this date.) Petition forms are available from the Office of Admissions and Records. Students may also select "Pass/No Pass" grading option on-line through WebSTARS at http://www.ccsf.edu. In the absence of a "Petition for Pass/No Pass" students will be evaluated on a letter-grade basis. The "NP" symbol shall be used only in calculating units attempted for and dismissal.

Although City College does not limit the number of units a student may take on a Pass/No Pass basis, students planning to transfer should inquire of the transfer institution its policy on pass/no-pass course work. Some institutions may require a letter grade in course work used to satisfy specific requirements for admission and/or major preparation.

Noncredit Grading

Many noncredit classes do issue grades. Grading options, as written on the Course Outlines of Record, are:

- Letter-General (A, B, C, NP)
- Pass/Satisfactory Progress/No Pass (P/SP/NP)
- Letter-CCSF High School (A, B, C, D, F, +/-)
- Ungraded or No Grade

Grades are issued in noncredit career-technical/vocational classes, including Automotive, Business, Community Studies, Fashion, Health, Labor Studies, Trade Skills, and Vocational ESL. Each department determines which grading option is appropriate for the course; all classes/sections use the same grading mode.

Students on financial aid receive grades in all their noncredit classes, even if grades are not usually assigned in those courses.

Students earn final letter grades in the high school classes in Transitional Studies which lead to the CCSF High School Diploma as approved by the California Community Colleges Chancellor's Office
Grades are not issued in Child Development, Consumer Education, DSPS, Older Adult, and Parenting classes, some Transitional Studies and some Health classes that are not career-technical/vocational in nature.

**Other Symbols**

Symbol = Definition

"E" = Exclusion

"I" = Incomplete

"MW" = Military Withdrawal

"RD" = Report Delayed

"W" = Withdrawal

**"E" Exclusion.** The "E" symbol shall be used to denote grades of D, F, or NP the student has chosen to exclude from his or her academic history.

**"I" Incomplete.** A student may be given a final grade of Incomplete only if illness or other unavoidable circumstances prevent him/her from taking the final examination or satisfying the other requirements in a course.

A student must make arrangements for an Incomplete with the instructor for the course. The instructor will file a record of Incomplete with the Office of Admissions & Records and give the student a copy. This record shall note the condition(s) for removal of the Incomplete and the grade to be assigned if the work is not completed.

The instructor determines when the student must submit work to remove the grade of Incomplete. The instructor must submit the Removal of Incomplete form by the following deadlines:

<table>
<thead>
<tr>
<th>Incomplete Received</th>
<th>Incomplete must be Removed by the last Day to Submit Grades for the Following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester</td>
<td>Spring semester</td>
</tr>
<tr>
<td>Spring semester</td>
<td>Fall semester</td>
</tr>
<tr>
<td>Summer semester</td>
<td>Fall semester</td>
</tr>
</tbody>
</table>

A final grade shall be assigned when the work stipulated has been completed and evaluated. If the student fails to meet the condition(s) of the removal of incomplete or when the time limit for completion has expired, the predetermined grade shall be assigned (i.e. "F" in the case of I/F).

A student should make arrangements for the removal of an Incomplete with the instructor for the course. In the absence of the instructor, the student should contact the department chair.

If a student is, due to extenuating circumstances, unable to complete the work by the deadlines specified in the table above, the student may, after contacting the instructor, petition the Associate Dean of Student Advocacy, Rights and Responsibilities for an Extension of an Incomplete.

An Incomplete shall not be used in calculating units attempted nor for grade points, but shall be used in calculating units for purposes of evaluating probation and dismissal.

**Late Withdrawal.** Students seeking late withdrawals after the established withdrawal deadline must request the late withdrawal within two (2) calendar years of the last day of the semester in which the student was enrolled in the course. Late withdrawals are only permitted if the request is due to extenuating circumstances which are "verified cases of accidents, illnesses or other circumstances beyond the control of the student" (Title 5, 55024(a)(2)) that occurred between the last day for an official student- or instructor-initiated withdrawal and the final examination for the course. Extenuating circumstances may include institutional error, health, jury duty, military service, accident, family emergency, incarceration, extended litigation, or work conflicts. Students incurring extraordinary hardships that prevent a request within the time frame of two (2) calendar years may file with the Admissions and Records Office a Petition for Waiving College Regulations.

**"MW" Military Withdrawal.** "Military Withdrawal" shall be assigned to students who are members of a reserve or active military unit and received orders to report to active duty, requiring a withdrawal from all courses. This does not apply to Basic Training assignments. The student must bring a copy of their orders to the Office of Admissions and Records located in Conlan Hall, Room E107, prior to departure, if possible, to have their military withdrawal processed. All courses will be withdrawn without fee assessment. Military Withdrawal does not count against a student for the purposes of progress probation and academic dismissal calculations.

**"RD" Report Delayed.** Only the Office of Admissions and Records may assign the "RD" symbol. This symbol is to be used when, for reasons beyond the control of the student, there is delay in reporting the student's grade. "RD" is to be replaced by a permanent symbol as soon as possible. The "RD" symbol shall not be used in calculating units attempted, nor for grade points.

**"W" Withdrawal.** If a student withdraws from a class or if an instructor withdraws a student from a class between the last day to drop and the last day for withdrawal, a "W" symbol will appear on the student's permanent record. (See Calendar of Instruction for specific dates.) If a student stops attending a class after the last day for a student-initiated or instructor-initiated withdrawal, the instructor must report a grade symbol (consistent with the grading policies) other than "W". The "W" symbol shall not be used in calculating units attempted nor for grade points, but shall be used in calculating units for purposes of evaluating probation and dismissal.

If a student drops a class prior to the last day to drop, no notation will appear on the student's permanent record. (See Calendar of Instruction for specific dates.)

**Excessive Withdrawals.** Students who have withdrawn from the same course three times and received a "W" on his/her record will not be allowed to register for the same course without filing a Petition for Exemption to Withdrawal Policy. (California Code of Regulations, T5 Section 55024 (a))

Petitions for Exemption to Withdrawal Policy are available in the office of Student Affairs, Conlan Hall 106

**Remedial Coursework Limitation**

Remedial coursework is defined as credit, nondegree-applicable basic skills courses. Section 55035 of Title 5 of the California Code of Regulations imposes a 30 unit limit on remedial coursework. Students are exempted from this limitation if they are enrolled in an ESL course or are identified by the district as having a learning disability. If neither of these exemptions apply, students who reach this 30 unit limit are restricted to taking only noncredit courses, nondegree-applicable courses which do not involve remediation, and those degree-applicable credit courses which do not have basic skills prerequisites or advisories on recommended preparation. It is our district's policy that students who have completed 30 units of remedial coursework shall be automatically given a 10 unit waiver of this limitation.

**Course Prerequisites, Corequisites, and Advisories**

City College has established prerequisites, corequisites, and advisories to maintain academic standards and ensure student success. The CCSF Governing Board recognizes that if these requisites are established...
unecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success. Therefore, the San Francisco Community College District, in compliance with Title 5 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 another course other than another communication or computation skills course.
4. **Placement level:** A Mathematics, English, or English as a Second Language course placement level determined by the College placement assessment process, which consists of the use of State-approved assessment instruments, validated cut-scores, and multiple measures.
5. **Program prerequisites:** A pre/corequisite to enrollment in a program such as Nursing, Culinary Arts and Hospitality Studies, or Aircraft Maintenance Technology.
6. **Health and safety:** A pre/corequisite to enrollment in a course or program in which health and safety of the student or others may be endangered if the pre/corequisite is not met.
7. **Recency:** A pre/corequisite skill-level that a student must possess within a specific time period prior to enrollment in a course or program.

**Advisories on Recommended Preparation:** A condition of enrollment that a student is advised, but not required, to meet before or concurrently with enrollment in a course or educational program. Students are strongly encouraged to follow the advisories since having the recommended preparation will greatly increase the likelihood of success in the target course.

**Limitation on Enrollment:** A condition of enrollment that a student must meet (in addition to any prerequisites and corequisites) prior to enrolling in the following types of courses:

1. **Performance courses:** Courses in this area include intercollegiate athletics, theatre arts (drama), and music, for which an audition or tryout may be required.
2. **Honors courses:** These courses require a specific scholastic aptitude prior to enrollment.
3. **Blocks of courses or sections:** A “block” refers to at least two or more courses or sections of courses in which enrollment is limited to a specific group of students. Examples at CCSF include the African American Achievement Program and the Puente Project.

**Challenge of a Prerequisite or a Corequisite**
A student who does not meet a stated prerequisite or corequisite to a course may be dropped on the first day of school. However, the student may file a petition to Challenge a Prerequisite or Corequisite on one or more of the grounds listed below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question.

**Grounds for challenge:**
A. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
B. The student possesses the skills/knowledge necessary to protect the health or safety of himself and others despite not meeting the stated health and safety prerequisite.
C. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
D. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite 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 demonstrate that grounds exist for the challenge. A student who wishes to challenge a pre/corequisite should file a petition as early as possible prior to the first day of class.

**Instructions:**
1. Obtain a Petition to Challenge a Prerequisite or Corequisite from the Office of Matriculation Services (Conlan Hall, Room 204) or the chair of the department of the course.
2. The student should file the completed petition at the appropriate department office (see the petition form) as early as possible before the first day of school, but must file no later than the end of the add/drop period. The department office will give the student a date-stamped copy of the petition and provide him/her with a decision by the end of the add/drop period.
3. If the challenge is upheld, the student will be eligible for the course; the student should retain the approved petition as proof of his/her eligibility. If the challenge is denied, the student will not be eligible for the course and will be required to drop if he/she has already registered for the course.
4. The student must file the approved petition to the Office of Matriculation for final processing. The department will keep a copy of the petition for its own records.
5. A student may appeal a decision to the Vice Chancellor of Student Development or the Vice Chancellor of Academic Affairs.

**Challenge of a Limitation on Enrollment**
Any limitation on enrollment may be challenged by a student on the grounds listed below. The student shall bear the initial burden of demonstrating that grounds exist for the challenge. The District shall resolve the challenge in a timely manner. If the challenge is upheld, the student shall be allowed to enroll in the course. If no space is available.
in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term.

Grounds for Challenge of a Limitation on Enrollment
A student may challenge a limitation on enrollment in a course if:

A. the course is required in order for the student to receive a degree or certificate and no other course is offered during the semester of the challenge to meet the requirement, and

B. the student's graduation from the degree or certificate program will be delayed if (s)he is unable to enroll in the course during the semester of the challenge.

Procedure for Challenging a Limitation on Enrollment:
1. Obtain a Petition to Challenge a Limitation on Enrollment from the Office of Matriculation Services (E-204) or the department chair of the course.
2. The student should file the petition with the department chair prior to the first day of class, but must file no later than the end of the add/drop period in order for the petition to be considered.
3. The student must attach a current CCSF Student Educational Plan indicating that the course is required to receive a degree or certificate. The student must prove that his graduation will be delayed by one or more semesters if (s)he is not allowed to enroll in the course. The department chair will retain a copy of the petition and forward a copy to the Office of Matriculation Services.
4. The department chair will provide the student with a decision by the end of the add/drop period and give the student a copy of the petition with the decision indicated. If the challenge is denied, the student will not be eligible for the course and will be dropped if already enrolled in the course.
5. The student may appeal the department chair’s decision to the Dean of Matriculation Services.

Grades and the Grade Point Average
A student’s grade point average (GPA) shows numerically the relationship between the number of units attempted and the grade points received. It may be determined by dividing the number of grade points earned by the number of units attempted. Grades of F, NP, W, I, IP, EX and MW do not affect a student’s grade point average.

A 4.00 quotient indicates an A average; 3.00, a B average; 2.00, a C average; 1.00, a D average; 0.00, an F average.

Students grade point averages are used in various ways. For example, a requirement for graduation from the College is that a student must have completed a minimum of 60 semester units of lower-division college work in which he has maintained an average final grade of C (2.00 grade point average) or higher in all lower-division courses he has attempted for grade points. The College also uses grade point averages in awarding various scholarships and in determining whether students have an overall cumulative grade point average in all City College units of 2.00 or higher. For removal from progress probation when the percentage of all units in which a student has enrolled and for which the student has been given a “W,” an “INC.,” or a “NP” is 50% or more.

Removal from Probation: For removal from academic probation, a student must have an overall cumulative grade point average in all City College units of 2.00 or higher. For removal from progress probation, a student must have been given marks of “W,” “INC.,” or “NP” in less than 50% of all City College units in which the student has enrolled.

Dismissal:
Academic Dismissal: A student who has been on probation is subject to academic dismissal if the student has been on either academic probation or on progress probation or on both academic and progress probation for more than four consecutive semesters. If students are academically dismissed, a notation of “Academic Dismissal” will be placed on the permanent academic record. Consecutive semesters means four semesters in a row of the student’s attendance at City College. Summer sessions are not counted as regular semesters when semesters are being counted for academic dismissal.

Appeal of Academic Dismissal and Request for Reinstatement:
Students may appeal academic dismissal and petition to be reinstated so they may continue their enrollment. Such petitions will be considered in cases of verified unusual circumstances. Students may request information or a Petition to Appeal Academic Dismissal and Request Reinstatement from the office of Office of Student Advocacy, Rights and Responsibilities (Conlan Hall, Room 106). If students are reinstated, their reinstatement will be conditional based upon a review of the academic record at the end of each semester. Readmitted students will be subject to the continued requirements of the academic probation and academic dismissal regulations.

Financial Aid Probation: The rules for financial aid probation, academic progress, or disqualification may be different. Please see the appropriate section in the Catalog under Financial Aid.

Grade Reporting
Midterm Grades and Final Grades are made available to students through WEB4 at http://www.ccsf.edu.

Repetition of Credit Courses
Repetition of credit courses is allowed under the following general circumstances:

1. When the course has been designated as repeatable.
2. To permit a student to alleviate a substandard grade of D, F, NP, or NC.
3. When the district determines that there has been a significant lapse of time since the course was taken.
4. When the district finds that the student's grade is, at least in part, the result of extenuating circumstances.
5. When the student is repeating a course in occupational work experience.
6. When a student with a disability is repeating a special class for students with disabilities.
7. When repetition is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
8. When there has been a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure.

Details of each circumstance are included below.

There are special limitations on student enrollment in active participatory courses that are related in content in the areas of physical education and visual and performing arts. Details of these limitations are also included below.

Before repeating any course, students must seek the advice of his or her counselor. Students should be aware of the following:

1. When a student repeats a course, the original grade is not removed and therefore remains a part of the permanent record.
2. When a student repeats a course in which he or she has received a grade, any withdrawal with a "W" counts as a repetition.
3. When a student repeats a course to alleviate a substandard grade, the original grade remains a part of the permanent record but will not be used in calculating the student's CCSF grade point average.
4. When course repetition is approved based on extenuating circumstances, the original grade remains a part of the permanent record but will not be used in calculating the student's CCSF grade point average.
5. When a student repeats a course in circumstances other than alleviating substandard coursework or approved extenuating circumstances, the original grade and any subsequent grades are used in calculating the student's CCSF grade point average.
6. Course repetition may affect a student's financial aid or other benefit status. Please check with the appropriate office.
7. Some transfer institutions, unlike CCSF, may calculate all grades in the overall grade point average.
8. Students may repeat a course even after graduation from CCSF.
9. Courses that were excluded through the Academic Renewal process are counted in the course repetition limitations.

Petitions for Course Repetition are available in the Office of Student Affairs, Conlan Hall, Room 106.

Repeatable Courses

Repeatable courses are courses in which any student who has completed a course can re-enroll in it, up to a certain limit. There are very few courses that may be designated as repeatable. Effective Fall 2013, Title 5 Section 55041 permits only the following to be repeatable:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree
- Intercollegiate athletics courses
- Intercollegiate academic or vocational competition courses that are part of a district sanctioned competitive activity

Repeatable courses are identified in the College Catalog, along with their repetition limits. Repeatable courses may be taken for a total of four enrollments, unless further limits exist for the specific course. Any enrollment that results in a letter grade or "W" counts towards this limitation. Students do not need to file a petition to re-take a repeatable course.

Alleviating Substandard Coursework

Students receiving a substandard grade of D, F, NP, or NC may repeat a course up to two times in an effort to alleviate the substandard grade. Students do not need to file a Petition for Course Repetition in this situation. Any repetition that results in a letter grade, or a withdrawal resulting in W (including such withdrawals in semesters before the ones in which the D, F, NP, or NC were received), counts towards this two repetition limit.

Significant Lapse of Time

A student receiving a satisfactory grade may repeat a course one time if the district determines that there has been a significant lapse of time of no less than 36 months since that grade was obtained. This section applies when one of the following conditions is met:

1. A recency prerequisite has been established for a course or a program.
2. Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question. Note: The minimum 36-month lapse of time requirement may be waived if a student documents that repetition is necessary for his or her transfer to the institution of higher education.

Students must complete a Petition for Course Repetition to repeat a course due to significant lapse of time.

Extenuating Circumstances

Students may repeat a course when the district determines that their previous grade, whether satisfactory or substandard, was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Students must complete a Petition for Course Repetition and provide documentation of the extenuating circumstances.

Occupational Work Experience

Occupational work experience courses may be repeated a maximum of 8 units per semester; general work experience courses may be repeated for a maximum of 6 units per semester. The cumulative maximum for work experience credit is 16 units. The repetition limit for a particular work experience course is printed in the College Catalog. Grades received in all repetitions of a work experience course will be counted in calculating the grade point average.

Students with Disabilities

The Disabled Students Programs & Services Department is allowed to offer special classes with content that addresses the educationally-related functional limitations of students with disabilities pursuant to Title 5 of the California Code of Regulations and state and federal nondiscrimination laws. Any number of repetitions of these classes may be allowed as a disability-related accommodation based on an individualized determination by the Disabled Students Programs & Services Department that one of the following circumstances applies:

(a) When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class;
(b) When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes; or
(c) When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

Students enrolled in these courses may repeat them without petition.

**Legally Mandated Training Requirement**

Students may repeat a course when repetition is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Students may repeat these courses any number of times. Students wishing to repeat a course to meet a legally mandated training requirement must file a Petition for Course Repetition so that they can provide documentation of the requirement for training.

**Significant Change in Industry or Licensure Standards**

Students may repeat a course when there has been a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Students may repeat these courses any number of times. Students wishing to repeat a course to meet these employment or licensure requirements must file a Petition for Course Repetition so that they can provide documentation of the significant change in industry or licensure standards.

**Enrollment Limitations on Physical Education and Visual or Performing Arts Courses**

Per Title 5 Section 55041, effective Fall 2013, students may not enroll more than four times in active participatory courses that are related in the areas of physical education or visual and performing arts, which includes art, dance, music, and theatre. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances.

Courses that are related in content are identified as "families of courses" in the departmental course listings in the College Catalog. Enrollment limitations are also noted in the course descriptions.

**Academic Renewal/Exclusion**

A student may petition to have previous substandard college grades of "D," "F" or "FW" 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. At least one year must have elapsed since the last "D" or "F" or "FW" grade to be excluded.
2. A student must have completed at an accredited college at least 12 degree-applicable semester units with a grade point average of at least 3.0, at least 18 degree-applicable semester units with a grade point average of 2.5, or at least 24 degree-applicable semester units with a grade point average of at least 2.0. These units must be earned subsequent to the last grade of "D" or "F" or "FW" to be excluded.
3. A maximum of 24 units can be excluded from the grade point average. Academic renewal will be granted only once.

Students are reminded of the following:

- Exclusion by academic renewal is limited to courses taken only at CCSF.
- Some destination transfer institutions may not accept academic renewal and may recalculate the grade point average. Students who plan to transfer to other institutions should contact the receiving transfer institution and ask how they apply grade exclusions (academic renewal).
- Once an Associate degree has been awarded at City College, courses taken prior to the awarding of the degree cannot be excluded.
- Transcripts only from accredited institutions will be accepted for purposes of the grade-point-average calculation.
- 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 might have been used to satisfy the requirements of academic renewal.

Students who wish to have grades excluded under the Academic Renewal Policy must request an Academic Renewal/Exclusion petition from the Office of Admissions and Records, Conlan Hall, Room 107. 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 or transfer. Because Academic Renewal may affect educational goals (such as graduation and transfer), students must see their counselors for assistance with the Academic Renewal petition which requires a counselor signature.

**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 through the online self service option available on the CCSF Home Page. See below for instructions on how to request for both types of transcripts.

For official transcripts:

- Click on the myCCSF link located on CCSF home page.
- Under the For Students column, click on WEB4 link.
- Log in with your student ID and PIN number.*
- Click on Student Services and Financial Aid.
- Click on Student Records.
- Click on Order Your Official Transcript.
- Read and follow the instructions on each page carefully.
- Submit your order. If payment is required, follow directions for submitting payment.

For free unofficial transcripts:

- Click the myCCSF link located on the CCSF homepage.
- Under the For Students column, click on WEB4 link.
- Log in with your student 10 number and PIN number.*
- Click on Student Services and Financial Aid.
- Click on Student Records.
- Click on Academic Transcript.
- Click the Submit Button.
- To print a copy of your unofficial transcript, use your browser print option.

* If you forgot your PIN number, enter your student 10 or as an option your SSN; click on the III forgot my PIN" button. You will be required to answer your personal question. If you do not remember your answer, click on the "Forgot Answer" link. A replacement PIN will be sent to your email on file. For questions, please email corrects@ccsf.edu.

If you have records predating Fall 1998 and the system cannot locate you, a written request may be submitted to the Transcripts Office:

CCSF
Attn: Transcript Office
When requesting an Academic Transcript of Record the following information must be included:

- Student's full name while attending CCSF
- Current mailing address
- Telephone number
- Present full name if different while attending CCSF
- Birth date
- CCSF Student ID number
- Date last attended at CCSF, i.e., Spring 1998
- First Date of attendance at CCSF, i.e., Fall 1996
- Where the Academic Transcript of Record is to be mailed
- When the Academic Transcript of Record should be sent, i.e., after this semester's grades are posted, after degree/certificate has been posted
- A listing of all courses currently in progress at CCSF
- Number of copies requested
- Student's signature
- Date

It is strongly recommended that students wishing to transfer to another college/university complete and submit a request well in advance of the date in which the transcript is needed. Processing time during peak periods may take up to four (4) weeks. Academic transcripts are reviewed and processed as they are submitted.

Processing Fee
The first two requested official and/or unofficial Academic Transcript of Records are free of charge. A processing fee of $5.00 is assessed for each transcript after the first two.

Rush Service
Students may contact the Transcript Department and request Rush Services for the issuance of Academic Transcript of Records. Normal processing time for this service is 2 or 3 business days and 4 or 5 business days during peak period. The fee for this service is $10.00 per requested copy.

Transfer of Grade Points to City College
City College counts the grade point average of transferable units earned at other universities or colleges toward the combined grade point average of 2.00 required for graduation. The combined grade point average takes into account both the cumulative grade point average at City College of San Francisco and the grade point average of transferable units.

Transfer of Coursework to City College
Students may use coursework completed at other institutions to fulfill program, general education, and/or elective unit requirements for the Associate Degree or certificate programs at City College of San Francisco. Specifically, students may use lower and/or upper division transfer coursework to fulfill any or all of the following:

- specific program requirements for a certificate, or major
- general education graduation requirements
- unit requirement for graduation (minimum of 60 semester units)

The unit requirement may be met with courses from regionally accredited (e.g., accredited by Western Association of Schools and Colleges) colleges or universities. Students are subject to the residence requirement for the Associate Degree, regardless of the number of units transferred into the college.

Program and general education requirements must be evaluated through the course equivalency process. Course equivalency is determined by the chair(s) of the department(s) offering comparable courses, and is communicated by them to the Office of Admissions and Records (A&R) via the “Course Equivalency/Comparability” form. Student inquiries with either a specific department or with A&R should occur prior to petitioning for graduation.

Credit by Examination
According to Section 55050 of Title 5 of the California Code of Regulations, community college governing boards are authorized to grant credit by examination, under certain circumstances:

a. City College of San Francisco may grant credit to any student who satisfactorily passes an examination approved or conducted by proper authorities of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the college catalog.
b. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
c. Units for which credit is given shall not be counted in determining the minimum 12 semester hours of credit that must be taken at CCSF to meet the residence requirement. (See Associate Degree Graduation Requirements.)

1. Credit by CCSF Examination
Students may be eligible for credit by examination if they are enrolled and in good standing, have not earned a grade point average below 2.00, and have not attempted the course. Permission to challenge a course by examination is granted by the appropriate department chair, who also determines which courses are eligible for credit by examination. 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. Credit by exam may not be available in all CCSF departments.

Students may petition for credit by examination for selected courses offered at City College of San Francisco in accordance with the following policies and procedures:

1. Determination of eligibility for credit by examination:
   a. The student must be currently enrolled at City College.
   b. All enrollment and or nonresident tuition fees must be paid in full and any holds on registration must be cleared prior to petitioning for credit by examination.
   c. The student must be in good standing, and cannot be on academic or progress probation.
   d. The student must meet the requirements for the individual course as specified in the current City College catalog.
   e. The student may not have already completed nor currently be enrolled in a course more advanced than that for which credit by examination is requested.
   f. The student must not have previously enrolled in and received an evaluative symbol (e.g., letter grade, W, P/NP) for the course for which credit by examination is requested.
   g. The student must not have previously attempted the course credit by examination and failed.

2. Maximum credit allowable:
   a. The maximum number of units creditable by examination toward the Associate degree is 45 semester units.
b. A student will not be permitted to receive a certificate or an associate degree using credit by examination for more than three quarters of the units completed at City College.

c. A student will not be permitted to fulfill the general education or major requirements for the Associate degree using credit by examination for more than three quarters (75%) of the units completed at City College.

3. Limitations:

a. Credits awarded by examination are not applicable in meeting unit load requirements for veterans or social security benefits, scholastic honors, financial aid, or graduation residency requirements.

b. Only one course in a direct series of courses may be awarded credit by examination, e.g., MATH 90, MATH 95, or MATH 110A or MATH 110B, not more than one of these courses. A student with the appropriate knowledge may take the examination in MATH 110B and receive four semester units for this course; however, the student cannot take examinations in all four courses above and be awarded 16 semester units of credit by examination. (The Allied Health and Nursing Programs are exempted from this policy.)

c. Students who plan to transfer to another college or university are advised that other institutions may have restrictions on how they accept credit by exam.

d. Credit by examination is awarded the grade of "P" (pass) or "NP" (no pass), which does not factor into the student’s cumulative G.P.A.

4. Process to petition:

a. Contact department chair to inquire if credit by exam is available for the course.

b. Complete Petition for Credit by Examination form.

c. Pay applicable fee. Note: The fee for credit by exam will not be more than the current enrollment fee for the course.

d. Take the examination given by the department chair or designee.

5. Transcript: A grade of "P" (pass) or "NP" (no pass) will be noted on the student's transcript at the end of the semester.

2. Credit by AP, CLEP and IB Examinations

Students may be eligible for credit by AP, CLEP, and IB examinations if they are enrolled and in good standing, have not earned a grade point average below 2.00, and have not attempted the course(s) for which they are seeking credit by exam.

Credit under AP, CLEP, and IB programs is usually granted only to students with no college work completed. Students who have completed college work prior to taking the examinations should consult the individual Departments for approval. (Students who plan to transfer to a four-year institution should contact the transfer institution regarding the acceptability of AP, CLEP, and IB credit, or should consult a CCSF counselor.)

1) Advanced Placement Test (AP)

City College will grant subject credit for most College Board Advanced Placement examinations, depending on the exam score obtained by the student. Credit awarded by CCSF applies to the associate degree. Transfer students must consult with senior colleges and universities to determine how AP credit will be awarded by the receiving institution.

*See table for City College equivalencies for AP scores

California State University (CSU) and University of California will accept certain AP exams to meet statewide general education requirements (for details, go to www.ccsf.edu/artic and select CSU, then Resources, or UC, then Resources). Individual CSU or UC campuses may accept additional AP exams for credit and/or apply them towards graduation requirements. Students should check with the specific CSU or UC campus for information on how the campus applies AP exam credit.

2) College Level Examination Program (CLEP)

City College will grant general education credit toward graduation for some CLEP examinations. Generally, students must pass the examinations with a score of 500 or above (Paper and Pencil Testing) or a score of 50 or above (Computer Based Testing).

*See table for City College general education credit for CLEP examinations

California State University (CSU) will accept certain CLEP exams to meet statewide general education requirements (for details, go to www.ccsf.edu/artic and select CSU, then Resources). Individual CSU campuses may accept additional CLEP exams for credit and/or apply them towards graduation requirements. Students should check with the specific CSU campus for information on how the campus applies CLEP exam credit. University of California (UC) campuses do not accept CLEP credit.

3) International Baccalaureate (IB)

City College will grant general education credit toward graduation for some International Baccalaureate Higher Level (HL) examinations. Students must pass the examinations with a score 5, 6, or 7 to earn City College of San Francisco credit.

*See table for City College general education credit for IB examinations

California State University (CSU) and University of California will accept certain IB exams to meet statewide general education requirements (for details, go to www.ccsf.edu/artic and select CSU, then Resources, or UC, then Resources). Individual CSU or UC campuses may accept additional IB exams for credit and/or apply them towards graduation requirements. Students should check with the specific CSU or UC campus for information on how the campus applies IB exam credit.

Credit by Petition for Noncredit Courses

Effective July 1, 2009, Credit by Petition for Noncredit Courses is no longer available, regardless of when the noncredit courses were completed. Students who wish to receive credit for knowledge or skills attained in noncredit courses may be able to use the Credit by Examination process. Credit awarded to students who petitioned prior to July 1, 2009 will continue to be honored.

Dean's Honor List

In the fall and spring semesters, the College recognizes students who have attained high scholastic achievement. Students registered for and completed a minimum of twelve (12) semester units for the semester (only those courses where A-F grades were assigned are counted) with a grade point average of 3.30 or higher, and are in good academic standing are placed on the Dean's Honor List. Good academic standing is defined as having a cumulative grade point average of 2.00 or higher and not being on academic and/or progress probation. If a student is on the Dean's Honor List, it will be noted on the student's unofficial/official transcript.

Graduation with Honors

Students who have maintained a grade point average between 3.30 and 3.49, inclusive, will be graduated with honors. Those who have maintained a grade point average between 3.50 and 3.74, inclusive, will be graduated with high honors. Those who have maintained a grade point
average between 3.75 or higher will be graduated with highest honors. In determining whether students will qualify for honors at graduation, the Office of Admissions and Records does not count units, grades, or grade points earned in physical education. If a student graduates with Honors, a notation will be placed on the student’s unofficial/official transcript. Students with transferable units from another accredited college or university will have the grade point units earned count toward graduation with honors. Such students, however, will not be granted higher honors than those earned at City College of San Francisco. Students should arrange to have transcripts from other colleges or universities sent to the Office of Admissions and Records in order to have transferable units counted toward graduation with honors.

**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**

Students who wish to enroll in English courses at CCSF must take the CCSF English Placement test first. Call the Testing Office @ 415 239-3129 for information.

**Placement Testing Waiver**

An alternate way of satisfying the assessment component is to waive placement testing if you have already taken specific tests and/or courses. Submit proof of any of the following criteria and a completed Placement Testing Waiver Form to the Office of Matriculation and Assessment, Conlan Hall 204, 50 Phelan Ave., San Francisco, CA 94112, in person or by mail, or via email at prereq@ccsf.edu. Students from colleges outside of California or from private colleges seeking Waiver from the testing process may be referred to the English Eligibility Coordinator in Batmale Hall 514.

Courses below English 1A or placement tests from other institutions are not accepted as prerequisites for CCSF English courses. Transfer students who enrolled in but did not successfully complete English 1A (or the college-level transfer course in composition) must take the English Placement test to enroll in English classes at CCSF.

The English Eligibility Coordinator, in consultation with the Department Chair, will rule on all matters of equivalency in connection with English courses students have taken elsewhere.

**Placement Challenges.** Students may retake the English Placement Test (http://www.ccsf.edu/NEW/en/future-students/future-credit-students/take_a_placementtest/test_retake_policy.html) or meet with the English Eligibility Coordinator in Batmale 514 to schedule a written essay challenge exam. Access the English Eligibility website at https://sites.google.com/a/mail.ccsf.edu/eligibility/.
**CCSF Credit For Advanced Placement Test Scores**

CCSF’s Advanced Placement (AP) Examination Policy may differ from that of other colleges and universities. Applying AP credit for transfer can be complicated. Students are strongly advised to speak with a counselor for details.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
<th>CCSF General Education</th>
<th>CCSF Units Awarded</th>
<th>Course Equivalence - Only if needed for CCSF Major or Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Art</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art History</td>
<td>3/4/5</td>
<td>Area E</td>
<td>3</td>
<td>Art 101</td>
</tr>
<tr>
<td>Studio Art: Drawing</td>
<td>3/4/5</td>
<td>Area E</td>
<td>3</td>
<td>Consult with Department Chair</td>
</tr>
<tr>
<td>Studio Art: 2-D</td>
<td>3/4/5</td>
<td>Area E</td>
<td>3</td>
<td>Consult with Department Chair</td>
</tr>
<tr>
<td>Studio Art: 3-D</td>
<td>3/4/5</td>
<td>Area E</td>
<td>3</td>
<td>Consult with Department Chair</td>
</tr>
<tr>
<td><strong>Biology</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>3/4/5</td>
<td>Area C</td>
<td>4</td>
<td>Consult with Department Chair</td>
</tr>
<tr>
<td><strong>Chemistry</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>3/4/5</td>
<td>Area C</td>
<td>4</td>
<td>Consult with Department Chair</td>
</tr>
<tr>
<td><strong>Computer Science</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>CS “A” test</td>
<td>3</td>
<td>Area A</td>
<td>3</td>
<td>CS 111A or 110A</td>
</tr>
<tr>
<td>CS “A” test</td>
<td>4/5</td>
<td>Area A</td>
<td>3&amp;3</td>
<td>CS 111A or 110A &amp; CS 111B</td>
</tr>
<tr>
<td>CS “AB” test</td>
<td>2</td>
<td>Area A</td>
<td>3</td>
<td>CS 111A or 110A</td>
</tr>
<tr>
<td>CS “AB” test</td>
<td>3</td>
<td>Area A</td>
<td>3&amp;3</td>
<td>CS 111A or 110A &amp; CS 111B</td>
</tr>
<tr>
<td>CS “AB” test</td>
<td>4/5</td>
<td>Area A</td>
<td>3&amp;3&amp;3</td>
<td>CS 111A or 110A &amp; CS 111B &amp; CS 111C</td>
</tr>
<tr>
<td><strong>Economics</strong></td>
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<tr>
<td>Macroeconomics</td>
<td>3/4/5</td>
<td>Area D</td>
<td>3</td>
<td>Econ 1</td>
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<tr>
<td>Microeconomics</td>
<td>3/4/5</td>
<td>Area D</td>
<td>3</td>
<td>Econ 3</td>
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<td><strong>English</strong></td>
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<tr>
<td>Language &amp; Composition</td>
<td>3/4/5</td>
<td>Area B</td>
<td>3</td>
<td>English 1A</td>
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<tr>
<td>Literature &amp; Language Comp.</td>
<td>3/4</td>
<td>Area B</td>
<td>3</td>
<td>English 1A</td>
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<td>Literature &amp; Language Comp.</td>
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<td>Area B</td>
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<td>English 1A &amp; 1B</td>
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<td>4</td>
<td>Consult with Department Chair</td>
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<tr>
<td><strong>Geography</strong></td>
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<tr>
<td>Human Geography</td>
<td>3/4/5</td>
<td>Area D</td>
<td>3</td>
<td>Consult with Department Chair</td>
</tr>
<tr>
<td><strong>Government and Politics</strong></td>
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<tr>
<td>United States</td>
<td>3/4/5</td>
<td>Area D or F</td>
<td>3</td>
<td>Pols 1</td>
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<tr>
<td>Comparative</td>
<td>3/4/5</td>
<td>Area D</td>
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<td>Pols 2</td>
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<td>3&amp;3</td>
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<td>Areas D &amp; E</td>
<td>3&amp;3</td>
<td>Hist 4A &amp; 4B</td>
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<td>World History</td>
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<td>No equivalent</td>
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<tr>
<td><strong>Language other than English</strong></td>
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<tr>
<td>Chinese Language &amp; Culture</td>
<td>3/4/5</td>
<td>Areas A &amp; E</td>
<td>6</td>
<td>Take Foreign Language Placement Test and Consult with Department Chair</td>
</tr>
<tr>
<td>French Language &amp; Culture</td>
<td>3/4/5</td>
<td>Areas A &amp; E</td>
<td>6</td>
<td>See above</td>
</tr>
<tr>
<td>German Language &amp; Culture</td>
<td>3/4/5</td>
<td>Areas A &amp; E</td>
<td>6</td>
<td>See above</td>
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<tr>
<td>Italian Language &amp; Culture</td>
<td>3/4/5</td>
<td>Areas A &amp; E</td>
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<tr>
<td>Japanese Language &amp; Culture</td>
<td>3/4/5</td>
<td>Areas A &amp; E</td>
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<td>See above</td>
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<td>Latin</td>
<td>3/4/5</td>
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<td>3</td>
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<td>CCSF Units Awarded</td>
<td>Course Equivalence - Only if needed for CCSF Major or Certificate</td>
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<tr>
<td>Russian Language &amp; Culture</td>
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<td>Areas A &amp; E</td>
<td>6</td>
<td>Take Foreign Language Placement Test and Consult with Department Chair</td>
</tr>
<tr>
<td>Spanish Language &amp; Culture</td>
<td>3/4/5</td>
<td>Areas A &amp; E</td>
<td>6</td>
<td>See above</td>
</tr>
<tr>
<td>Spanish Literature &amp; Culture</td>
<td>3/4/5</td>
<td>Area E</td>
<td>6</td>
<td>See above</td>
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<tr>
<td><strong>Mathematics</strong></td>
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<tr>
<td>Calculus AB</td>
<td>3</td>
<td>Area A &amp; Math Grad. Requirement</td>
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<td>Math 100A</td>
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<tr>
<td>Calculus AB</td>
<td>4/5</td>
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<td>4 or 3</td>
<td>Math 110A or Math 100A</td>
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<tr>
<td>Calculus BC</td>
<td>3/4</td>
<td>See above</td>
<td>4 or 3</td>
<td>Math 110A or Math 100A</td>
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<tr>
<td>Calculus BC</td>
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<td>See above</td>
<td>(4 &amp; 4) or 3</td>
<td>(Math 110A &amp; 110B) or Math 100A</td>
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<tr>
<td><strong>Music</strong></td>
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<td>Music Theory</td>
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<td>Area E</td>
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<td>None</td>
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<td><strong>Physics</strong></td>
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<tr>
<td>Physics 1</td>
<td>3/4/5</td>
<td>Area C</td>
<td>3</td>
<td>Consult with Department Chair</td>
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<tr>
<td>Physics 2</td>
<td>3/4/5</td>
<td>Area C</td>
<td>3</td>
<td>Consult with Department Chair</td>
</tr>
<tr>
<td>Physics C Mechanics</td>
<td>3/4/5</td>
<td>Area C</td>
<td>3</td>
<td>Consult with Department Chair</td>
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<tr>
<td>Physics C Elect. &amp; Magnetism</td>
<td>3/4/5</td>
<td>Area C</td>
<td>3</td>
<td>Consult with Department Chair</td>
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<tr>
<td><strong>Psychology</strong></td>
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<td></td>
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<tr>
<td>Psychology</td>
<td>3/4/5</td>
<td>Area D</td>
<td>3</td>
<td>Psyc 1</td>
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<tr>
<td><strong>Statistics</strong></td>
<td></td>
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<tr>
<td>Statistics</td>
<td>3</td>
<td>Area A &amp; Math Grad. Requirement</td>
<td>3</td>
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<tr>
<td>Statistics</td>
<td>4/5</td>
<td>See above</td>
<td>4</td>
<td>Math 80</td>
</tr>
</tbody>
</table>
### CCSF Credit For College Level Examination Program (CLEP) Test Scores

The following credit and general education equivalencies are based on statewide guidelines for California community colleges. Students who seek course equivalency credit should consult with the department chair for the proposed equivalent course.

<table>
<thead>
<tr>
<th>CLEP Examination</th>
<th>CCSF GE Area</th>
<th>Passing Score</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>Area D</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>American Literature</td>
<td>Area E</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>Area E</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>Area C</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Calculus</td>
<td>Area A</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Area C</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>Area A</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra-Trigonometry</td>
<td>Area A</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>English Literature</td>
<td>Area E</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>French Level II</td>
<td>Area E</td>
<td>59</td>
<td>3</td>
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<tr>
<td>German Level II</td>
<td>Area E</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>History, United States I</td>
<td>Area D</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>History, United States II</td>
<td>Area D</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>Area D</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>Area E</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>Area D</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>Area D</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>Area C</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>Area A</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>Area D</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>Area D</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Level II</td>
<td>Area E</td>
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<td>3</td>
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<tr>
<td>Trigonometry</td>
<td>Area A</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>Area D or Area E</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>Area D</td>
<td>50</td>
<td>3</td>
</tr>
</tbody>
</table>

### CCSF Credit For International Baccalaureate (IB) Test Scores

The following credit and general education equivalencies are based on statewide guidelines for California community colleges. Students who seek course equivalency credit should consult with the department chair for the proposed equivalent course.

**Test Scores of 5, 6 or 7**

<table>
<thead>
<tr>
<th>IB Examination</th>
<th>CCSF GE Area</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology HL</td>
<td>Area C</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry HL</td>
<td>Area C</td>
<td>3</td>
</tr>
<tr>
<td>Economics HL</td>
<td>Area D</td>
<td>3</td>
</tr>
<tr>
<td>Geography HL</td>
<td>Area D</td>
<td>3</td>
</tr>
<tr>
<td>History (any region) HL</td>
<td>Area D</td>
<td>3</td>
</tr>
<tr>
<td>Language A1 (any language, except English) HL</td>
<td>Area E</td>
<td>3</td>
</tr>
<tr>
<td>Language A2 (any language, except English) HL</td>
<td>Area E</td>
<td>3</td>
</tr>
<tr>
<td>Language A1 (any language) HL</td>
<td>Area E</td>
<td>3</td>
</tr>
<tr>
<td>Language A2 (any language) HL</td>
<td>Area E</td>
<td>3</td>
</tr>
<tr>
<td>Language B (any language) HL</td>
<td>Area E</td>
<td>3</td>
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<tr>
<td>Mathematics HL</td>
<td>Area A</td>
<td>3</td>
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<tr>
<td>Physics HL</td>
<td>Area C</td>
<td>3</td>
</tr>
<tr>
<td>Psychology HL</td>
<td>Area D</td>
<td>3</td>
</tr>
<tr>
<td>Theatre HL</td>
<td>Area E</td>
<td>3</td>
</tr>
</tbody>
</table>
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.

**Regular Faculty and Administrators**

**A**

**ABAUNZA, VALERIE M.,** Continuing Student Counseling  
B.A., San Francisco State University; M.S., San Francisco State University

**ABEL, JENNIFER, English as a Second Language**  
M.A., San Francisco State University; B.A., Diploma, University of Cape Town, South Africa

**ABENSOHN, STEVEN L., Computer Science**  
B.A., University of Pennsylvania; M.S., University of California, Berkeley; M.S., San Francisco State University

**ABMA, DEANNA, Articulation Officer**  
B.S., California State Polytechnical University, Pomona; M.S.W., San Diego State University

**ADAMIAN, EILEEN, English as a Second Language**  
B.A., University of California, Los Angeles; M.S., California State University, Los Angeles

**ADAMS, MARY, Social Sciences/History**  
B.A., M.A., Ph.D., University of California, Berkeley

**AGUIAR, GLENN E., Mathematics**  
B.A., San Francisco State University; C.Phil., University of California, Berkeley

**AKANA, SUSAN, Biological Sciences**  
B.A. University of California, Santa Cruz; Ph.D. University of California, Berkeley

**ALANIZ, MICHELE, Library and Learning Resources**  
B.A., University of California, Berkeley; MLIS, San Jose University

**ALARY, DOMINIQUE, English as a Second Language**  
B.A., University of California, Santa Cruz; M.A., San Francisco State University

**ALIOTO, DARLENE F., Department Chair, Social Sciences**  
B.A., University of San Francisco; M.A., San Francisco State University

**AMSLER, MARY, English**  
B.A., Tufts University; M.S., University of Chicago; Ed.D., Harvard University

**ANINOAO, JUAN JR., English as a Second Language**  
B.A., M.A., San Francisco State University; Ph.D., Stanford University

**ANTONICH, MISHA, Broadcast Electronic Media Arts**  
A.A., University of Maryland, European Division - Munich Campus; Theaters Arts Degree, Berlin Theater School; B.A., M.A., San Francisco State University

**ARACK, PATRICIA, English as a Second Language**  
B.A., University of Oregon; M.A., San Francisco State University

**ARCENEAUX, JACQUES, Foreign Languages**  
B.A., University of Memphis; M.A., Ph.D., University of Wisconsin, Madison

**ARCHER, DANIEL, English**  
B.A., M.A. California State University, San Francisco

**ARMSTRONG, JAMES C., Chemistry**  
B.A., Harvard University; M.S., University of California, Berkeley
ASEBEDO, ANNA, Department Chair, Art
A.A., American River College; B.A., University of California, Davis; M.F.A., University of Colorado, Boulder

ATKINSON, NATHAN, Visual Media Design
B.A., California Polytechnic State University, Pomona

AVILA, ALMA, Coordinator, Community Health Worker Program/Health Education
B.S., Golden Gate University; M.P.H., San Jose State University;

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PADELL, MARGARET,

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PAGES, JAMES,

PAGES, JOHN,

PAGE, RONALD,

PAGES, KAREEN,

PAGES, RONALD,

PAECEY, RONALD,

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PAGES, ROBERT,

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<tr>
<th>Name</th>
<th>Department</th>
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<tr>
<td>RODRIGUEZ, DORA</td>
<td>Disabled Students Programs and Services</td>
<td>B.A., M.A., San Francisco State University</td>
</tr>
<tr>
<td>ROMAN-MURRAY, CARMEN R.</td>
<td>English as a Second Language</td>
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<td>ROMANO, LISA C.</td>
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<tr>
<td>ROSALES-URIBE, MARIA</td>
<td>Transitional Studies</td>
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<tr>
<td>ROSEN, EDWARD</td>
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<td>ROSENBERG, STEPHANIE</td>
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<td>B.A., University of Texas, Austin; B.A., San Francisco State University</td>
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<td>RUIZ, MARVIN A.</td>
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<td>RUSALI, MIA</td>
<td>Business</td>
<td>M.B.A., University of Phoenix</td>
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<td>SABOLBORO, JESSICA</td>
<td>Behavioral Sciences/Sociology</td>
<td>B.A.(2), M.S., San Francisco State University</td>
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<td>SAGINOR, KAREN</td>
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<td>SANCHEZ, MARGARET A.</td>
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<td>SANFORD, CURT</td>
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<td>SANIEE, FARIBORZ</td>
<td>Engineering and Technology</td>
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<tr>
<td>SANTOS, DON</td>
<td>Art</td>
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<td>SANTOS, SAMUEL</td>
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<td>SAPIENZA, JOHN PAOLO</td>
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<td>SAPIENZA, MITRA D.</td>
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<td>SUCEDO, GABRIEL ANSELMO</td>
<td>Physical Education &amp; Dance</td>
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<td>SAUVE, JAMES</td>
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<td>B.A., Whitman College; M.A., Claremont Graduate School</td>
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<td>SCHALL, SUSAN</td>
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<td>SCHATZ, JASON</td>
<td>Computer Science</td>
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<td>SCHMIDT-FONSECA, GRISELLE</td>
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<td>SCHNEIDER, LYNN</td>
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<td>SCHOLNICK, NADIA F.</td>
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<td>SCHUBERT, LOUIS</td>
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<td>SCHURICHT, ROBERT</td>
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<td>SCHUSTEFF, AARON</td>
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<td>SCHWEITZER, DAVID</td>
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<td>SCOTT, DIANA G.</td>
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<td>SCRAFFORD, BARBARA</td>
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<td>SECKMAN, JOHN</td>
<td>Visual Media Design</td>
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<td>SELLECK, DENISE</td>
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<td>SILVA, Leticia</td>
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<td>SILVER, ELIZABETH</td>
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<tr>
<td>SIMOTAS, MICHELLE L.</td>
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<td>SKINNER, JANET</td>
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<td>SLATES, CYNTHIA A.</td>
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ABUSAAD, RONI W., Interdisciplinary Studies
B.A., Bethlehem University; M.A., Malta University; M.A., University of California, Berkeley; Ph.D., Gent University

ACKER, RUTH, English as a Second Language
M.A., England

ADAMS, JACOB, Social Sciences

ADOMOKOM, LORI, English as a Second Language
M.A., San Francisco State University

AFSHAR, GOLNAR, Engineering and Technology
B.S., University of California, Irvine; Ph.D., Georgetown University

AGUILAR, FERNANDO, English as a Second Language
B.A., M.A., San Francisco State University

AJIRUDDIN, OLGA, Nursing, Registered
B.S., University of Phoenix

ALCORN, DEANNA, Visual Media Design
B.A., Kent State University

ALDIS, KEITH, Health Care Technology
B.A., San Francisco State University

ALFORD, MARKLIN, Automotive/Motorcycles/Construction & Building Maintenance
B.A., Sonoma State University

ALLEN, KENNETH, Health Care Technology
B.A., University of California, Santa Barbara; EMT-Paramedic

ALLEN, RICHARD, Health Care Technology
B.A., San Francisco State University; EMT-Paramedic

ALPERIN, JOSHUA, Library and Learning Resources
MLS, San Jose State University

ALPHONSO-GIBBS, JOHN, Engineering and Technology
B.S., Rensselaer Polytechnic Institute; M.E., Howard University

ALTENBACH, SUSANNE, Physical Education & Dance
M.A., University of California, Berkeley

ALTIERI, ELISABETH, Health Care Technology
A.S., City College of San Francisco; B.A., San Francisco State University

ALTIN, MARK, Broadcast Electronic Media Arts
M.A., Berklee College of Music in Boston

ALVARADO, SALVADOR, Transitional Studies
B.A., B.S., Universidad Autonoma de El Salvador

ALVAREZ-BIANCHI, DINORAH, Language Center
B.A., San Francisco State University; B.A., Mexico; CERT, City College of San Francisco

ALVIS, ROSA, Physics
B.A., California; B.A., University of California, Davis; M.S., San Francisco State University; Ph.D., University of California, Davis

ANCHETA, REBECCA, Behavioral Sciences
B.A., University of California, Santa Barbara; Ph.D., University of California, San Francisco

ANDREWS, MICHAEL, English as a Second Language

APARICIO, HUGO, Business
A.A., City College of San Francisco; B.A., San Francisco State University; M.B.A., Golden Gate University

ARGENTI, MARY, Music
B.A., Dominican College; M.A., San Francisco State University

ARMSTRONG, KAREN, Fashion
B.A., San Francisco State University

ARQUETTE, EDWARD J, Automotive/Motorcycles/Construction & Building Maintenance
B.A., Phoenix University, Arizona; Vocational Education Credentials, University of California, Berkeley

ARRIGOTTI, PAUL, Mathematics
B.S., Saint Mary’s College of California; M.S., California State University, Hayward

ARROYO-NEVES, MARTHA, Library and Learning Resources
B.A., San Francisco State University; MLIS, San Jose State University

ARRUDA, ELISABETH, Women’s Studies
B.A., Boston College; M.A., San Francisco State University

ARSALANE, PAUL, Diagnostic Medical Imaging
A.S., City College of San Francisco; Physician Assistant, University of California, Davis; M.S.H.S., TUI University

ATAIE NOVGHAB, ABDOLLAH, Engineering and Technology
B.S.E.E, U. of Science and Technology, Tehran; M.S.E.E, Boston University, Massachusetts, ENGD, NE University, Boston, Massachusetts.

ATKINSON, LYNNE, Physical Education & Dance
B.A., San Jose State University; M.A., San Francisco State University

ATWOOD, SUSAN, Business
A.A., College of San Mateo; B.A., California; B.A., University of San Francisco

AUGSJOOST, CYNTHIA, English as a Second Language

AUYEUNG, MABEL, Child Development & Family Studies
B.A., M.A., University of Hong Kong; M.S., University of Wisconsin; M.Ed., San Francisco State University

AVRUS, ELAINE, Learning Assistance
M.A., University of Colorado, Denver

AXT, ANITA, Foreign Languages
A.A., B.A., University of California, Berkeley; M.A.T., College of Notre Dame; M.A., San Francisco State University

AZARMI, REZA, Child Development & Family Studies
A.A., Contra Costa College; B.A., Isfahan University, Iran; M.A., San Francisco State University; M.P.A., University of San Francisco

B

BABIN, JOANNE, Speech Communication
B.A., M.A., University of Pacific

BACKUS, ERICA, English

BADLER, RANDOLPH D., Behavioral Sciences
B.A., Sonoma State University; M.A., Duquesne University; Ph.D., Professional School of Psychology at San Francisco

BADRAN, CAROL, Health Education
B.S., University of California, Davis; M.P.H., University of California, Berkeley
BAGBY, CHARLOTTE, Library and Learning Resources  
B.A., University of California, Santa Barbara; MLIS, University of California, Berkeley

BAITY, JENNIFER, Contract Education  
M.S., Columbia University

BAKER, BROOK, Administration of Justice/Fire Science  
A.A., City College of San Francisco; A.S., City College of San Francisco

BALDOCCI, MARTHA, Foreign Languages  
M.A., Universita degli Studi di Bologna, Italy

BALESTRIERI, STEVEN, Administration of Justice/Fire Science  
A.S., College of San Mateo

BALTRIP, JULIA, Visual Media Design  
B.A., University of California, Berkeley

BARENS, NICOLE, English as a Second Language  
B.A., University of California, Santa Cruz; M.A., San Francisco State University

BARNES, WILLIAM A, Social Sciences  
Ph.D., University of Michigan; J.D., Boalt Hall School of Law, University of California Berkeley

BARRESI, PATRICK, Health Education  
B.A., University of Akron; M.P.H., University of South Carolina, Columbia

BARNETT, CHARLES, Business  
B.S., Stonehill College; M.A., San Francisco State University

BARRIOS LEBLANC, MARIA JOSEPHINE, Foreign Languages  
Ph.D., Philippines

BARRIOS, ANGELITA, Nursing, Registered  
B.A., Philippines

BARTHOLOMEW, MURIEL I., Foreign Languages  
B.A., Barnard College; M.A., San Francisco State University

BARTON, GAIL G., Physical Education & Dance  
A.A., City College of San Francisco; B.A., M.A., San Francisco State

BASNAGE, TERESA, English  
B.A., University of Pennsylvania; M.S., University of Pennsylvania

BATTLE, WILLIAM, Evening/Instructional Support  

BAUM, RICHARD, Social Sciences  
M.A., University of California, Santa Barbara

BAUTISTA, DANIELLE, Nursing, Registered  
B.A., University of California, Irvine

BAULCH, ANTHONY, Fashion  
M.F.A., University of California, Berkeley

BEAVERS, ANNA, Business  
B.A., California State University, San Bernardino; M.B.A., Golden Gate University

BEGONIA, DAN, Behavioral Sciences  
B.A., M.A., San Francisco State University

BEIGHLEY, SHANNON, Culinary Arts and Hospitality Studies  
A.A., Cuesta College

BELL, ELISE, Computer Networking and Information Technology  
B.A., University of California, Davis

BELL, MAE, Nursing, Licensed Vocational  

BEMIS, JEANETTE, Health Education  
B.S., Eastern Washington University; M.A., San Francisco State University

BENHAMP, URSULA, Foreign Languages  
B.A., M.A., San Francisco State University

BENSHOOF-HOLLER, MARGARET E., English as a Second Language  
B.A., M.A., University of Colorado

BERGER, JACQUELINE, English  
B.A., Goddard College; M.F.A., Mills College

BERNARD, LAWRENCE, Mathematics  
BPHIL, Wayne State University; MED, Wayne State University

BERNSTEIN, HARRY, Music  
B.A., University of California, Los Angeles; M.A., University of Chicago; D.M.A., Stanford University

BEYER, KARYN, Broadcast Electronic Media Arts  
B.A., University of California, San Diego; M.A., San Francisco State University

BICHLER, GREGORY, Physical Education & Dance  
MSS, United States Sports Academy

BIDEgain, XARRE, Foreign Languages  
B.A., San Francisco State University; M.A., San Francisco State University

BIEHN, JENNIFER, Business  
B.A., University of Washington; M.A., Washington

BILBAO, NANCY, English as a Second Language  
M.A., University of San Francisco

BIRMINGHAM, NANCY, Nursing, Registered  
B.S., Northeastern University

BIXLER, CAMILLA, English as a Second Language  
B.A., San Francisco State University; M.A., San Francisco State University

BLACKWELL, ANGELA, Institute for International Students  
M.A., San Francisco State University

BLAU, LAURENCE A., Business  
B.A., University of California, Santa Barbara; J.D., University of San Francisco; LL.M. (tax), University of Florida College of Law

BLEA, ANTHONY, Music  
B.A., Manhattan School of Music; M.A., SF Conservatory of Music

BLISS, KATHRYN, English  
B.A., Notre Dame De Namur University; M.A., Notre Dame De Namur University

BLOCK, ANGELA, Behavioral Sciences  
B.S., University of Santa Clara; M.A., California State University, Hayward

BLUNDELL, SOLON F. (FRED), Mathematics  
S.B., Massachusetts Institute of Technology; M.S., University of Alabama, Huntsville; Ed.M., Holy Names University; Ph.D., Boston University

BOHAN, JANET, Computer Networking and Information Technology  
B.A., University of California, Santa Cruz

BOJNOWSKI, MARIE, Library and Learning Resources  
M.A., San Jose State University

BOLLER, ROBERT, Speech Communication  
M.A., University of Hawaii

BOLLINGER, MICHAEL, Astronomy  
B.S., San Francisco State University; M.S., San Francisco State University

BOND, JILL, English as a Second Language  
B.A., University of Wisconsin, Madison; M.A., University of Maryland

BONGALON, BEVERLY, Health Care Technology

BOREYKO, VALERY, Physical Education & Dance  
M.A., Soviet Union

BOSTROM, DENISE, Cinema  
B.A., Bennington College; M.F.A., New College of San Francisco
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<td>English as a Second Language</td>
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<td>Health Care Technology</td>
<td>B.A., New Hampshire; B.A., University of New Hampshire; B.S., University of New Hampshire</td>
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<td>CALDARARO, NICCOLO</td>
<td>Biological Sciences</td>
<td>B.A., University of California, Berkeley; M.A., San Francisco State University; Ph.D., Center for Psychological Studies</td>
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<td>CALLOWAY, JOHN</td>
<td>Music</td>
<td>B.A., City University of New York; M.A. San Francisco State University; Ed.D., University of San Francisco</td>
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<td>CALVO, JUAN</td>
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<td>CAMARGO, YELENA</td>
<td>Foreign Languages</td>
<td>M.A., Moscow State University, Moscow, Russia</td>
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<td>CANEP, SHARI</td>
<td>Architecture</td>
<td>B.A., Boston University; B.A., Sonoma State University; CERT, University of California, Los Angeles</td>
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<td>CARDINALE, FRANK</td>
<td>Fire Science Technology</td>
<td>B.S., California State University, Long Beach</td>
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<td>CARLSON, JOHN</td>
<td>Cinema</td>
<td>B.A., University of Wisconsin, Milwaukee; M.A., San Francisco State University</td>
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<td>CARPENTER, JANET</td>
<td>Art</td>
<td>B.A., Wellesley College, Wellesley; M.A., University of Kansas, Lawrence; Ph.D., University of Kansas, Lawrence</td>
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<td>CARRASCO REYES, MARIA</td>
<td>Biological Sciences</td>
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<td>CASEY, DANIEL</td>
<td>Contract Education</td>
<td>B.A., University of California, Berkeley</td>
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<td>CASTAGNOLA, MATTHEW</td>
<td>Administration of Justice/Fire Science</td>
<td>A.A., City College of San Francisco</td>
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<td>CASTRO-ROJAS, CARMEN</td>
<td>Health Education</td>
<td>B.A., Colorado College, Colorado Springs; M.A., San Francisco State University</td>
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<td>CAVANAUGH, JOHN</td>
<td>Health Care Technology</td>
<td>A.A., Saint Louis University; B.A., M.S., Bellevue University; EMT-Paramedic</td>
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<tr>
<td>CECIL, MALCOLM</td>
<td>Broadcast Electronic Media Arts</td>
<td>M.A., McGill University, Montreal Canada; Ph.D., Concordia University, Montreal Canada</td>
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<th>Name</th>
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<td>CABAHUG, ELMA</td>
<td>English as a Second Language</td>
<td>B.A., University of San Carlos; M.A., San Francisco State University</td>
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<td>CADELINIA, SAMUEL</td>
<td>Business</td>
<td>A.A., College of San Mateo</td>
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<td>CADOPPI, CAROLE</td>
<td>Foreign Languages</td>
<td>B.A., San Francisco State University; M.A., University of California, Berkeley</td>
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<td>Name</td>
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<td>Celik, Can</td>
<td>Engineering and Technology</td>
<td>B.S., M.S., Aachen University of Technology, Germany; M.B.A., University of Hagen, Germany</td>
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<tr>
<td>Celojko, Mary</td>
<td>Photography</td>
<td>B.A., Cleveland Institute of Art; B.A., Ohio; B.F.A., Cleveland Institute of Art</td>
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<td>Cerone, Phillip</td>
<td>English as a Second Language</td>
<td>M.A., San Francisco State University</td>
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<td>Chacon, Cintia</td>
<td>Foreign Languages</td>
<td>B.A., M.A., San Francisco State University</td>
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<td>Cham, James F.</td>
<td>English as a Second Language</td>
<td>B.A., M.A.Ed., Concordia Teachers College; M.Div/Colloquy, Concordia Seminary; Ed.D., University of San Francisco</td>
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<td>Chan, Andrew</td>
<td>English as a Second Language</td>
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<td>Chan, Frances</td>
<td>Health Education</td>
<td>B.S., California Polytechnic State University</td>
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<td>Chandler, Vincent</td>
<td>Speech Communication</td>
<td>M.A., San Francisco State University</td>
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<td>Chapman, Carole</td>
<td>Library Information Technology</td>
<td>B.A., University of California, Sta Barbara; M.S., San Jose State University</td>
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<td>Charlton, Kathleen</td>
<td>Health Care Technology</td>
<td>B.S., Nursing, California State University, San Francisco</td>
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<td>Chatterjee, Neela</td>
<td>English as a Second Language</td>
<td>B.A., University of California, Berkeley; M.A., San Jose State University</td>
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<td>Chavoshian, Ali-Reza</td>
<td>Interdisciplinary Studies</td>
<td>B.A., College of Translation, Tehran, Iran; M.A., Lynchburg College; M.A. &amp; Ph.D., The Wright Institute, Berkeley, CA</td>
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<td>Chen, Grace</td>
<td>Mathematics</td>
<td>M.A., SUNY Buffalo; Ph.D., SUNY Buffalo</td>
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<td>Chenard, Stephanie</td>
<td>Business</td>
<td>M.B.A., Alliant International University</td>
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<td>Chien, Annie</td>
<td>Nursing, Registered</td>
<td>A.A., City College of San Francisco; B.A., University of California, Berkeley; B.S., University of California, San Francisco; M.S., San Francisco State University</td>
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<td>Chin, Eddie Y.</td>
<td>English as a Second Language</td>
<td>B.A., San Francisco State University; M.A., University of San Francisco; J.D., University of California</td>
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<td>Ching, Gary</td>
<td>Architecture</td>
<td>B.Arch, California College of Arts and Crafts</td>
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<td>Choto, Gustav</td>
<td>Architecture</td>
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<td>Health Care Technology</td>
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<td>Choy, Keith</td>
<td>Transitional Studies</td>
<td>B.A., University of California at Santa Cruz; M.A., Golden Gate University</td>
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<td>Campuses</td>
<td>B.A., California; B.A., California; B.A., University of California, Berkeley; B.A., University of San Francisco; CERT, California; CERT; San Francisco State University; M.A., San Francisco State University; M.A., University of San Francisco</td>
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<td>Christianson, Erik</td>
<td>Speech Communication</td>
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<td>Chu, Emily</td>
<td>Chemistry</td>
<td>B.A., San Jose State University; M.A., San Francisco State University</td>
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<td>Chui, Eddie</td>
<td>Music</td>
<td>B.A., Arizona State University; M.A., California State University, East Bay</td>
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<td>Asian American Studies</td>
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<td>Clark, Christopher</td>
<td>Visual Media Design</td>
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<td>Visual Media Design</td>
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<td>Behavioral Sciences</td>
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<td>Visual Media Design</td>
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<td>Conrad, Diva</td>
<td>Business</td>
<td>B.A., San Francisco State University; M.A., University of San Francisco</td>
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<td>Constant, Charles</td>
<td>Social Sciences Ph.D., University of California, Berkeley</td>
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<td>Social Sciences</td>
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<td>Library and Learning Resources</td>
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<td>Theatre Arts</td>
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<td>Corsini, Deborah</td>
<td>Fashion</td>
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<td>Cortesio, Anna</td>
<td>English as a Second Language</td>
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COSTARIDES, HARILAOS V., English
B.A., Emory University; M.A., Portland State University
COSTELLO, PATRICIA, English as a Second Language
B.A., University of Southern California; M.A., San Francisco State University
COULTER, IRENE, Nursing, Licensed Vocational
A.S., Merritt College
COUSINEAU, KATHRYN, Architecture
B.A., Stanford University; B.F.A., M.F.A., San Francisco Art Institute; M.A., Dominican University
COVARRUBIAS, MANUEL, Engineering and Technology
A.S., City College of San Francisco; B.S.E.E., San Jose State University; M.S.E.E., California State University; Northridge
COWART, ALICIA, Earth Sciences
B.S., San Francisco State University
CRAIG, TORINA, Labor & Community Studies
B.A., California; B.A., Mills College; M.S., San Francisco State University
CREER, MATTHEW, Music
B.A., San Francisco State University; B.A., Mills College
CRISPI, ILANA, Art
B.A., Brown University; M.F.A., Mills College
CROCKETT, ANDREW, English
A.A., Bakersfield College; B.A., California State University; Bakersfield; B.A., University of Arizona; M.A., University of Arizona; MED, University of Arizona; Ph.D., University of Arizona
CRUZ, GEORGE, Aircraft Maintenance Technology
B.S., Southern Illinois University at Carbondale
CUellar, JOSE B, Latin American and Latino/a Studies
A.A., Golden West College, Huntington Beach, CA; B.A. Cal State University, Long Beach; M.A. & Ph.D., University of California, Los Angeles
CUNNINGHAM, JAMES, Physical Education & Dance

D
DADDY, KWAKU S., Music
B.A., M.B.A., San Francisco State University
DAJANI, LINA, English as a Second Language
B.A., Birzeit University, West Bank; M.A.T., University of Illinois, Champaign, Urbana
DALEY, JACK, Business
B.A., University of California, Santa Cruz
DAMM, MAREK, Contract Education
M.A., San Francisco State University
DARBY, SAM, Business
Bachelor of Arts, Stanford University; Master of Business Administration, University of California, Berkeley
DARCK, JEFFREY, Mathematics
B.S., M.S., California State University, Hayward
DAUS-MAGBUAL, RODERICK, Asian American Studies
DAVIS-MARTIN, JACQUELYNN, English
B.A., Allegheny College; M.A., Rutgers U. St University of New Jersey
DAVIS, BRIAN, Nursing, Registered
M.S., University of Phoenix
DAVIS, ILDIKO, Dental Assisting
DAVIS, KAREN, Cinema
B.S., University of California, Berkeley; M.F.A., San Francisco State University
DAWE, A. TIMOTHY, Physics
B.S., M.S., San Francisco State University
DAY, TERRY, Behavioral Sciences
B.S. Howard University, Ph.D., The Wright Institute
DEA, EDMUND, Fire Science Technology
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DEAR, JERRY, Library Information Technology
A.A., City College of San Francisco; B.A., San Francisco State University; MFA University of Southern California; MLIS San Jose State University
DEBOER, MARIETTA, Disabled Students Programs and Services
B.A., Antioch University
DECKER, THOMAS, Art
A.B., University of California, Berkeley; M.F.A., San Jose State University
DEGANI, NADEREH, Photography
B.F.A., M.F.A., Academy of Art College
DEGIROLAMO, GERALD, Administration of Justice/Fire Science
A.A., City College of San Francisco; B.S., M.A., San Francisco State University
DEL GRANDE, DAVID, Automotive/Motorcycles/Construction & Building Maintenance
Certificate, Skyline College; Journeyman Auto Mechanic
DELACORTE, ERIKA, English as a Second Language
B.A., Bryn Mawr College; M.S.W., Fortham University; M.A., San Francisco State University
DELCARLO, CHRISTINE, Nursing, Registered
B.S., San Francisco State University
DELL'AGOSTINO, DAVID A, Social Sciences
B.A., California State University, Chico; M.A., University of California, Santa Barbara; M.A., San Francisco State University, San Francisco
DELLIMORE, RHEA, Culinary Arts and Hospitality Studies
A.A., City College of San Francisco; B.A., University of California, Berkeley; B.S., University of California, Berkeley
DENNEHY, ANN, English as a Second Language
B.A., Connecticut College, Connecticut; M.A., San Francisco State University
DERRICK, JO ANN, Business
DIAMOND, JOSEPH, English as a Second Language
M.A., United States International Un
DESAI, MAHARAJ, Philippine Studies
B.F.A., Parsons School of Design, New York; M.A., USIU, San Diego
DIAZ, EDWARD, Physical Education & Dance
B.A., B.S., M.S., California State University, East Bay
DIERKHISING, JOSEPH, Culinary Arts and Hospitality Studies
A.A., Solano Community College
DVORSON, BETTY, Speech Communication
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EAMES, EMILY, Chemistry

EASTBURN, JESSICA, Art
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EGGERS-WILLIAMS, DELORES, Child Development & Family Studies

ELEMENT, JOZEF, Engineering and Technology
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ELVEKROG, MARGARET, Chemistry

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ELZIE, ANDREA, Campuses
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ELZIE, PAMELA, Health Education
B.S., M.A., University of San Francisco

ENCISO, FRANZ, Music
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ENG, CHELSEA, Physical Education & Dance
M.A., Stanford University

ENGLANDER, SUE, Social Sciences
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ENGLE, JOSEPH, Administration of Justice/Fire Science
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EPPLE, DOROTHY, Engineering and Technology
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EVNOCHIDES, FAWNEE, English as a Second Language
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E

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FUNSCHE, CHRISTINE, Physical Education & Dance
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G

GABBERT, MARGARET, Continuing Education
B.A., California College of the Arts; B.A., University of Pacfic
GABLER, BURTON, English as a Second Language
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GAGLIARDI, FRANK, Automotive/Motorcycles/Construction & Building Maintenance
B.A., M.A., San Francisco State University
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A.A.S., Fashion Inst. of Technology
GAMBINI, LAURA, Foreign Languages
A.A., City College of San Francisco; B.A., M.A., San Francisco State University; Ph.D., University of California, Berkeley
GANADE-TORRES, KIMBERLY, Health Education
GARDINER, JEFFREY, English
B.A., University of Connecticut; M.A., Ph.D., University of Iowa
GARY, MARCUS, Architecture
B.A., University of California, Berkeley; M.S., Stanford University
GATI, SALLY, English as a Second Language
B.A., M.A., University of California, Los Angeles
GAVRYSOVA, NATALIYA, Mathematics
Ph.D., Soviet Union

GEE, JANET, Women's Studies
A.A., City College of San Francisco
GEIS, BAYARD, Instructional Computer Lab
B.A., Kent State; M.S., Holy Names
GEBURD, JOEL, Foreign Languages
B.A., College of William And Mary
GEORGE, KATHLEEN, Older Adults
B.S., State University of New York, Cortland
GEORGIOU, STEVE T, English
M.A., San Francisco State University; M.A, Ph.D., Graduate Theological Union, Berkeley
GERASIMOVA, GALINA, Disabled Students Programs and Services
A.S., City College of San Francisco
GEYER, ANNA, Cinema
B.A., University of California, San Diego; M.F.A., Cal Arts
GIAMBATTISTA, LOUIE, Computer Science
A.A., City College of San Francisco; B.A., University of California, Berkeley; M.B.A., Southern Methodist University
GIANG, CASIANO, JENNIFER, Asian American Studies
B.A., Sonoma State University; M.A., San Francisco State University
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<td>Contract Education</td>
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<td>English as a Second Language</td>
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<td>B.A., Trinity College, Dublin; B.A., Maynooth College; M.A., University of Ireland</td>
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<td>GIULIANI, J</td>
<td>Environmental Horticulture &amp; Floristry</td>
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<td>Foreign Languages</td>
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<td>Child Development &amp; Family Studies</td>
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<td>Physical Education &amp; Dance</td>
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<td>Biological Sciences</td>
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<td>Philippine Studies</td>
<td>B.A., University of the Philippines; M.A., University of Sydney, Australia</td>
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<td>GOODMAN, JUDY</td>
<td>Disabled Students Programs and Services</td>
<td>B.F.A., University of Wisconsin; M.A., Emerson College</td>
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<td>GORDON, RICHARD</td>
<td>Photography</td>
<td>B.A., University of Chicago</td>
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<td>GORMAN, MARGARET</td>
<td>Older Adults</td>
<td>B.A., Georgetown University; B.A., Rhode Island</td>
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<td>GORMLEY, JIM</td>
<td>Transitional Studies</td>
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<td>GOSECO, MARCIA</td>
<td>Business</td>
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<td>GOURDREAU, BETH</td>
<td>Health Care Technology</td>
<td>A.S., City College of San Francisco; EMT-Paramedic</td>
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<td>GRAHAM, THOMAS</td>
<td>Journalism</td>
<td>B.A., San Jose State University</td>
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<td>GRANOFF, SHEILA</td>
<td>English as a Second Language</td>
<td>B.A., University of California, Santa Cruz; M.A. (2), San Francisco State University</td>
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<td>GRAVENER, JOHN</td>
<td>English</td>
<td>B.A., M.A., California State University, Fullerton</td>
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<td>GRESSANI, DIANE</td>
<td>Behavioral Sciences</td>
<td>B.A., University of California, Berkeley; M.A., Antioch University</td>
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<td>GRIMALDI, JOHN</td>
<td>Fire Science Technology</td>
<td>A.A., Chabot College</td>
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<td>GRIMES, PAUL</td>
<td>English as a Second Language</td>
<td>B.A., Yale University; M.A., San Francisco State University</td>
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<td>GROSS, PETER</td>
<td>Fire Science Technology</td>
<td>A.A., De Anza College</td>
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<td>GRUENIG, THOMAS</td>
<td>Business</td>
<td>B.S., San Jose State University; J.D., U.C. Berkeley; M.A., U.C. Berkeley; Ph.D., U.C. Berkeley</td>
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<td>GUADAMUZ, MARIA</td>
<td>Latin American and Latino/a Studies</td>
<td>Ph.D., University of California, Los Angeles</td>
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<td>GUILLEN-NUNEZ, EDITH</td>
<td>Health Education</td>
<td>B.A., Colgate University; M.S., Nova Southeastern University</td>
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<td>GUO, SUJUAN</td>
<td>English as a Second Language</td>
<td>B.A., Peking University, China; M.A., The Chinese University of Hongkong, Hongkong</td>
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<td>HABEGGER, VALERIE A</td>
<td>Transitional Studies</td>
<td>B.A., M.A., San Francisco State University</td>
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<td>HAEG, FRANK</td>
<td>Business</td>
<td>B.S., University of Minnesota; Certificate Public Administration, University of California Berkeley</td>
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<td>HAGIWARA, NINA</td>
<td>Library and Learning Resources</td>
<td>B.F.A., University of Hawaii, Manoa; M.F.A., San Francisco State University; MLIS, San Jose State University</td>
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<td>HAGIWARA, TANAKO</td>
<td>Physical Education &amp; Dance</td>
<td>B.A., Hastings College of Law; B.A., University of California, Berkeley</td>
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<td>HAHN, JUERGEN</td>
<td>Foreign Languages</td>
<td>Ph.D., Duke University</td>
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<td>HALFORD, DANIEL</td>
<td>English as a Second Language</td>
<td>B.A., M.A., Fordham University, NYC</td>
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<td>HALL, THOMAS</td>
<td>Diagnostic Medical Imaging</td>
<td>A.A., City College of San Francisco; B.A., University of California, Berkeley; Graduate Degree, University of California, San Francisco</td>
</tr>
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<td>HANSON, KRISTA</td>
<td>Foreign Languages</td>
<td>B.A., M.A., Ph.D., University of California, Berkeley</td>
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<td>HANZIMANOLIS, MARGARET</td>
<td>English</td>
<td>Ph.D., South Africa</td>
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<td>HARRISON, GARY</td>
<td>Engineering and Technology</td>
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<tr>
<td>HARDEN, DAVID</td>
<td>Computer Science</td>
<td>B.S., Stanford University; M.A., Fuller Theological Seminary; M.S., Stanford University</td>
</tr>
<tr>
<td>HARDIMAN, DAVID</td>
<td>Music</td>
<td>A.A., City College of San Francisco; B.A., California State University, Hayward University; M.A., San Francisco State University</td>
</tr>
<tr>
<td>HARPER, GREGORY</td>
<td>Earth Sciences</td>
<td>B.S., University of Nebraska, Lincoln; M.A., University of California, Berkeley; Ph.D., University of California, Berkeley</td>
</tr>
<tr>
<td>HARRINGTON, TIMOTHY</td>
<td>Visual Media Design</td>
<td>B.A., California Polytechnic State University, Pomona; B.A., M.F.A., Savannah College of Art And Design</td>
</tr>
<tr>
<td>HARRIS-SINTAMARIAN, EMANUELA</td>
<td>Art</td>
<td>M.F.A., San Jose State University; M.F.A., University of Delaware</td>
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<tr>
<td>HARWOOD, SETH</td>
<td>English</td>
<td>B.A., Missouri; B.A., University of Iowa; M.F.A., University of Iowa</td>
</tr>
</tbody>
</table>
HAWKINS, ROBERT, Speech
Communication
B.A., San Francisco State University; M.A., San Francisco State University

HAYES, JORDAN, English
B.A., Oberlin College; M.A., San Francisco State University

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CERT, City College of San Francisco

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HO, CHARLES, Biological Sciences

HO, MIAO-CHUAN, Computer Networking and Information Technology
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HOLZ, DAYNA, Library and Learning Resources

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B.A., M.A., San Francisco State University

HONG, WILLIAM, Computer Networking and Information Technology
B.A., San Francisco State University; B.A., University of California, Berkeley; M.B.A., San Francisco State University

HONGO, JO-ANNE, Engineering and Technology
B.S., San Francisco State University; M.S., San Francisco State University

HOROWITZ, MANLY, Library and Learning Resources
B.A., M.A., University of California, Berkeley; MLS, San Jose State University

HORTA, MICHAEL, Fire Science Technology
A.A., City College of San Francisco

HOSODA, CHRISTINE, Physical Education & Dance
A.A., City College of San Francisco; B.S., University of California, Davis; M.A., Saint Marys College of California

HOSSEINI, SEPIDEH, English as a Second Language

HOUGH, TONYA, Photography
B.S., University of Oregon; M.F.A., San Jose State University

HOWE, CHRISTOPHER, English as a Second Language
B.A., Colorado State University; M.A., Colorado State University

HSIAO, JUPEI, Mathematics
B.A., California; B.A., University of California, Irvine; M.A., San Francisco State University

HSU, WEI-JANE, English as a Second Language
B.A., National Taiwan Normal University; M.A., San Francisco State University

HUANG, DARVIN, Engineering and Technology
B.S., Michigan State University

HUGHES, JEANNE-MARIE, Physical Education & Dance
B.A., Mills College

HUGHES, PETER, Business
B.S., Richard Stockton State College; M.B.A., Golden Gate University

HUNDELEY, AARON, Physical Education & Dance
A.A., Butte College; B.A., Canisius College; B.A., California State University, Sacramento

HUNG, CHUN-HOL, Instructional Computer Lab
M.S., San Francisco State University

HUNTZINGER, ANNE K., English as a Second Language
B.A., M.A., Oral Roberts University, Tulsa, OK

HURLEY, KATHLEEN M., Diagnostic Medical Imaging
A.A., City College of San Francisco; B.A., M.A., San Francisco State University

HURWICH, DAVID, Visual Media Design
B.F.A., Carnegie Mellon University
IBRAHIM, HANAN, Computer Science
B.A., United Arab Republic-Egypt

IGU, ESTHER, Nursing, Registered
B.S., San Francisco State University

IMSON, GRACE, Transitional Studies
A.A., San Jose State University; B.S.C.E., Mathematics; M.A., Saint Louis University

ISENSEE, RIK, Student Health Services
B.A., University of California, Santa Cruz; M.A., San Francisco State University; M.S.W., University of Hawaii, Manoa

ISHIBASHI, JEAN, Interdisciplinary Studies
B.A., University of Wisconsin, Madison; M.A., Stanford University; Ph.D., University of California, Berkeley

ISRAEL, KINNERET R., Interdisciplinary Studies
B.A., University of California, Santa Cruz; M.A., University of Texas, Austin

ITELSON, STEVE, Mathematics
B.S., Harvey Mudd College; M.A., San Francisco State University; Fellow, Society of Actuaries

IVANOV, DMITRIY, Mathematics
Ph.D., Stanford University

JA, Interdisciplinary Studies

JABBAR, ABDUL, Interdisciplinary Studies
D.R., Ohio

JACKSON, Ida, Business
A.A., City College of San Francisco

JACKSON, JUDITH M., Fashion
B.A., M.A., San Francisco State University

JACKSON, LANCE, Visual Media Design
B.F.A., Washington University St. Louis, Missouri

JACKSON, LAWRENCE, Business

JACKSON, LILIA, Nursing, Licensed Vocational
B.A., Phillipines

JAMES, ARLENE J., Transitional Studies
B.A., University of California, Berkeley

JANDALI, AMEENA, Interdisciplinary Studies
B.A., Illinois; M.A., University of California, Berkeley

JAQUISH, MELISSA, English as a Second Language
B.A., Indiana

JAZAERI, AMIN, Physics
M.S., George Mason University; Ph.D., George Mason University

JEH, WESLEY, Mathematics
M.A., University of California, Los Angeles

JENNINGS, CARLOS, Earth Sciences
M.A., San Francisco State University

JENSEN, CAROL A., Business
B.A., University of California at Santa Barbara; M.B.A. University of California at Los Angeles

JOHNSON, BARBARA, Administration of Justice/Fire Science
B.A., California; B.A., San Jose State University

JOHNSON, MICHAEL S., Foreign Languages
B.A., Gallaudet University, Washington, D.C.; M.S., Western Maryland College

JOHNSON, ROBERT, Physics
A.A., City College of San Francisco; B.S., M.S., San Francisco State University

JONAS, TIMOTHY, Visual Media Design

JONES, KEITH, Business
M.S., San Francisco State University; M.B.A., University of California, Berkeley

JONES, PHELICIA, Health Education
B.A., Notre Damee Namur University

JONES, TAMIKA, Computer Networking and Information Technology

JOSEPH, GERALDINE, Dental Assisting
B.V.E., San Francisco State University

JUE, TRACY, English as a Second Language
B.A., University of California, Davis; M.A., San Francisco State University

JUILLY, ANNETTE, Fashion
A.A.S., Fashion Inst. of Technology; B.A., Sonoma State University

JUNO, MARY, Administration of Justice/Fire Science
A.S., Grossmont College; B.A., San Francisco State University; M.S., Scotland

JURATOVAC, NICOL, Fire Science Technology
A.A., City College of San Francisco; B.A., University of California, Berkeley; Dr., University of California, Berkeley

K

KACI, OURIDA, Physics
B.A., Algeria; M.A., Algeria

KAILATH, PRIYA, English as a Second Language
B.A., Pitzer College, Claremont; M.A., San Francisco State University

KALMAR, FRANK, Culinary Arts and Hospitality Studies
B.A., San Francisco State University

KANESHIRO, DAWN, Art
B.A., University of California, Santa Barbara; M.F.A., Mills College

KAPLAN, JUDI, Disabled Students Programs and Services
B.A., University of California, Santa Barbara; M.S., San Francisco State University

KAPP, MARY J., English as a Second Language
B.A., Southern Illinois University; M.A., San Francisco State University

KARAPETYAN, LYUDMILA, Mathematics
B.A., A.M., Azerbaijan State Pedagogical Institute

KIRBY, DEAN, English as a Second Language
B.A., University of California, Santa Cruz; M.A. (2), San Francisco State University

KARSHTEDT, ILYA, Mathematics
B.S., Union of Soviet Socialist Rep; M.S., Union of Soviet Socialist Rep

KASED, RAMA, Health Education
M.A., San Francisco State University

KASTEN, ANGELIKA, English as a Second Language
B.A., M.A., Justus Liebig University, Gießen, Germany

KAUFMAN, EDWARD, Lesbian, Gay, Bisexual, and Transgender Studies
B.A., University of California, Davis; M.S.W., San Francisco State University

KAUSHIK, DOROTHY, Nursing, Licensed Vocational
B.Sc.N., M.Sc.N., RN, RM, University of Mardas, India

KELLY-BRENNAN, BRIAHN, Health Care Technology
B.A., B.S., University of Massachusetts, Amherst

KELLY, DEBORAH, Health Care Technology
B.A., University of Washington, Washington DC; M.A., Ohio State University

KELLY, MAX, Visual Media Design
B.F.A., The Art Institute of Chicago; M.F.A., California State University, San Francisco

KELLY, PRISCILLA, English
Ph.D., Carnegie-Mellon University
<table>
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<tr>
<th>Name</th>
<th>Degree(s)</th>
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<td>KENNEDY, SHARON</td>
<td>Health Care Technology</td>
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<td>KENNEDY, THOMAS W.</td>
<td>English as a Second Language</td>
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<td>B.A., St. John’s College, Santa Fe, NM; M.A., San Francisco State University</td>
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<td>KEY, RONALD</td>
<td>English</td>
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<td>KILLIAN, DOROTHY PEREZ</td>
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<td>Engineering and Technology</td>
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<td>LAND, KIRKWOOD M.</td>
<td>Engineering and Technology</td>
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<td>B.S., University of California, Davis; M.A., University of California, Riverside; Ph.D., University of California, Los Angeles</td>
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<td>LANDAU, GREG</td>
<td>Latin American and Latino/a Studies</td>
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<td>Latin American and Latino/a Studies</td>
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<td>A.A., Solano Community College; B.A., University of California, Davis; M.A., University of California, Santa Barbara</td>
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<td>LANDINI, LOUIS F.</td>
<td>Administration of Justice/Fire Science</td>
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<td>J.D., San Francisco Law School</td>
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<td>LANGLAND, GREG</td>
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<td>B.S., University of Cincinnati, Cincinnati, OH; Ph.D., University of Cincinnati, College of Medicine, Cincinnati, OH</td>
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<td>LASANT, NINA</td>
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<td>LAWS, ALONZO</td>
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<td>LAWSON, DANIEL L.</td>
<td>Administration of Justice/Fire Science</td>
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<td>B.A., University of San Francisco; M.P.A., College of Notre Dame; Ph.D., University of San Francisco</td>
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<td>LAWSON, DUNCAN</td>
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<td>LE, DIEP</td>
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<td>LEE, CARALINDA</td>
<td>Foreign Languages</td>
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<td>LEE, JOSEPHINE C.</td>
<td>Health Education</td>
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<td>LEE, MADISON</td>
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<td>LEE, MEI HSLA</td>
<td>English as a Second Language</td>
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<td>B.A., National Taiwan University, Taiwan; M.A., Chinese Culture University, Taiwan; M.A., San Francisco State University</td>
</tr>
</tbody>
</table>
LEE, SOONDUK, Disabled Students
Programs and Services
B.S., Ewha University, Seoul, South Korea; M.S., Golden Gate University

LEECH, MARLA, Broadcast Electronic Media Arts
B.A., University of California, Davis; M.A., San Francisco State University; M.F.A., New College of California

LEGER, ELIZABETH, Art
M.F.A., San Francisco Art Institute

LEHNER, ACE, Photography
M.A., M.F.A., California College of the Arts

LEIVA, ISAIA, Computer Networking and Information Technology
A.S., City College of San Francisco

LEU, TERESA, Health Education
B.A., San Jose State University

LEUNG, KAREN, Engineering and Technology
B.S., University of California, Davis; EDD, University of California, Davis

LEVY, CAROL A., Art
B.F.A., Syracuse University, New York; M.F.A., Art Institute of Chicago

LEVY, HOPE, Older Adults
B.A., George Washington University; M.A., San Francisco State University

LEW, RAYMOND, Engineering and Technology
A.S., City College of San Francisco

LEW, RAYMOND, Engineering and Technology
B.A., University of California, Berkeley

LEW, RAYMOND, Engineering and Technology
B.S., University of California, San Diego; M.A., San Francisco State University

LEWIS, MARGARET, Child Development & Family Studies
B.A., State University of New York, Albany, NY

LEWIS, TODD, English as a Second Language
B.A., University of North Carolina; M.A., TESOL, San Francisco State University

LI, XIN HUA, English as a Second Language
B.A., Xian Foreign Language Institute, China; M.A., San Francisco State University

LIEBERMAN, CAROLINE, Older Adults
B.S., Purdue University, Lafayette, IN

LIFLAND, JESSICA, Journalism
B.A., B.F.A., Cornell University; M.A., Ohio University

LIGHT, KEN, Photography
B.A., Ohio State University; M.F.A., San Jose State University

LIM, DARRELL, Physics
M.S., San Francisco State University

LIM, JIMMY L., Biological Sciences
B.S., University of San Francisco; O.D., University of California School of Optometry, Berkeley

LIU, JEAN C., Business
B.S., Chung Yuan College of Science Engineering, Taiwan; M.S., University of Kansas, Lawrence; M.A., San Francisco State University

LIU, YING, Biological Sciences
B.S., University of California, Berkeley

LO, CHELSEA, English as a Second Language
B.A., University of California, Berkeley

LO, LELAND, Aircraft Maintenance Technology
A.S., City College of San Francisco; F.A.A., College of San Mateo

LO, VALERIE, Asian American Studies
M.A., San Francisco State University

LOEWEN, AMY, English as a Second Language

LOFKVIST MOSELEY, GRENDL, Visual Media Design
B.A., University of California, Berkeley

LOH, YING-TSU, Engineering and Technology
B.S., University of California, San Diego; Ph.D., Purdue University

LOHR, JANET, Art
B.S., Portland State University, Oregon; M.Ed., University of Oregon, Eugene; M.A., San Francisco State University

LONG, JAMES, English as a Second Language
B.A., M.A., University of California, Berkeley; M.A., San Francisco State University

LONG, WILLIAM E., Administration of Justice/Fire Science
B.A., M.A., San Francisco State University

LOPEZ, TRINA, Cinema
B.F.A., University of Arizona; M.F.A., San Francisco State University

LOPIPERO-LANGMO, PEGGY, Biological Sciences
M.P.H., University of California, Berkeley

LOUIE, LOUISE, Institute for International Students

LOUIE, VAN, English as a Second Language
M.A., San Francisco State University

LOVADINO CROCOMO, CARLA, Institute for International Students
B.A., Unimet University Metodista, Piracicaba; M.A., San Francisco State University

LOVETT, LI MIAO, General Counseling
B.A., Stanford University; M.A., California Institute of Integral Studies

LOWE, RONDA, Health Care Technology
B.S., St. Louis College of Pharmacy; CA Licensed Pharmacist

LOWRY, JAMES, Business
B.A., U Mississippi Medical Center; M.B.A., San Francisco State University

LU, QUAN, English as a Second Language
M.A., Ed.D, University of San Francisco

LUCKEY, BERNADEINE, Child Development & Family Studies
B.A., John F. Kennedy University, Orinda, CA; M.S.W, San Francisco State University

LUCEY, LEON, Learning Assistance

LUKE, FELIPA, Art
A.A., Sacramento City College

LUMSDEN, LIJIA, Interdisciplinary Studies
B.A., Mills College

LUTTRELL, MAXIMILIAN, Computer Science
B.A., University of California, Los Angeles; B.A., University of California, Los Angeles

LUZARDO, GUILLERMO, Architecture
B.A., Venezuela; M.S., Stanford University

LYONS, STEPHANIE, Concert/Lectures
B.A., Seattle University; M.A., San Francisco State University

M

MACHADO, BEN, Biological Sciences
M.S., Portland State University

MACK, BEVERLY, Health Education
B.S., San Francisco State University

MACKOWSKY, NANCY, English as a Second Language
B.A., University of Maryland; B.S., University of California, San Francisco; M.A., San Francisco State University
MAESTRI, ROBERT, Physical Education & Dance
B.A., University of California, Berkeley

MAGALLANES, JESUS, Fire Science Technology
B.A., University of California, Berkeley

MAHANEY, RUTH, Social Sciences
B.A., DePauw University, IN; M.A., Indiana University, Bloomington

MAIA, LUCIANO, Continuing Education
B.A., Brazil

MALACHOWSKI, MICHAEL, Biological Sciences
Ph.D., University of California, Berkeley

MALE, JEANETTE, Physical Education & Dance
M.F.A., Mills College

MALONE, MICHAEL, Transitional Studies
B.A., University of Southern California in Humanities

MANDEVILLE, SCOTT, Business
B.A., University of California, Berkeley

MANNU, GIANLUIGI, Study Abroad Program
M.A., Italy

MANUKOVA, SOPHIA, English as a Second Language
B.A., Teachers’ Training College, Rostov-Don, Russia; M.A., Foreign Languages Institute, Moscow, Russia; Ed.D., Pedagogical Institute, Moscow, Russia

MAOUJODI, ABDELHAK, Mathematics
M.A., San Francisco State University

MARQUEZ, KATHLEEN, Outreach & Recruitment Services
A.A., City College of San Francisco; B.A., California; B.A., San Francisco State University

MARSHALL, ROBERT A., Business
B.S., Miami University, Oxford; M.S., University of Wisconsin, Madison

MARSHALL, VIRGINIA, Business
M.A., San Francisco State University

MARTIN, MELODY, Transitional Studies
B.A., Shaw University; M.S., Long Island University

MARTINEZ-BEILDECK, GABRIEL, Child Development & Family Studies
M.S., San Francisco State University

MARTINEZ, ROSE, Business

MARVIN, SUSAN, English as a Second Language
B.A., University of New Hampshire, Durham, NH; M.A., Holy Names University, Oakland, CA

MASSALSKI, ANDREA, Photography
B.A., Temple University

MASTERS, JESSICA LYNN, Computer Science
B.S., Colgate University; M.S., Ph.D., University of California at Santa Cruz

MATEEN, SUFYAN, Computer Networking and Information Technology
B.S., Chicago State University

MATHES, VALERIE, Social Sciences

MAXIMO, ARCADIA, Automotive/Motorcycles/Construction & Building Maintenance
B.A., Notre Dame De Namur University

MAXWELL, MICHAEL, Mathematics
M.A., University of Michigan; Ph.D., University of Michigan

MAYNARD, LYNDA, Fashion
B.A., San Jose State University

MC GUIRE, JOHN, Physical Education & Dance

MCALPIN, GAE, English as a Second Language

MCARTHUR, RUSSELL, Earth Sciences
M.A., University of California, Berkeley

MCCARTHY, CHARLES, Music
B.A., San Francisco State University

MCCAULEY, KERRY, Transitional Studies
B.A., San Francisco State University

MCCLAIN, LAURENE WU, Asian Studies
B.A., University of California, Berkeley; M.I.A., Columbia University; J.D., University of California, Berkeley

MCCLELLAND, JEFF, English as a Second Language
M.A., San Francisco State University

MCCLUSKEY, KATHERINE, English as a Second Language
A.A., Santa Rosa Junior College; B.A., University of California, Berkeley; M.A., San Francisco State University

MCCRAY, IDA, Health Education
B.A., M.Ed., San Francisco State University

MCCURN, SHARON CHAPPLE, Transitional Studies
A.S., City College of San Francisco; B.A., M.A., San Francisco State University

MCKEEVER, MICHAEL, Social Sciences

MCMAHAN, FRANK, Health Care Technology

MCMAHON, CHRISTINE, English

MCMAHON, MARTIN, Transitional Studies
B.A., Middlebury Coll; M.B.A., Golden Gate University

MCMURRAY, ADRIA-ANN, Business
B.A., University of California, Berkeley; J.D., New College of California, San Francisco

MCNEAL, MARILYN, Business
B.A., English Literature, University of Pittsburgh; M.A., Media Studies, New School University

MCNEES, JOHN, Automotive/Motorcycles/Construction & Building Maintenance
B.A., Occidental College

MCPETERS, MELISSA ANN, Transitional Studies
B.A., University of Oregon; M.A., California State University, Dominguez Hills

MEADE, LADAWN, Computer Science

MEDINA, GINA, Student Health Services
M.A., University of California, San Francisco

MEHTA, SONYA, Concert/Lectures
B.A., University of California, Berkeley

MEIS, VINCENT, Campuses
M.A., San Francisco State University

MELENDEZ, CARLOS, Architecture
B.S., California Polytechnic State University, San Luis Obispo; M.S., San Jose State University

MELNICK, TERRI, Health Care Technology
MSW, University of California, Berkeley

MESTER, TONI, Older Adults
B.A., State University of New York, Albany; M.A., University of Michigan, Ann Arbor

MEUNIER-FIEBELKORN, MURIEL, Child Development & Family Studies
M.A., Pacific Oaks College

MICHAELIS, MATT, Social Sciences
A.A., Riverside Community College; B.A., University of California, Santa Barbara; M.A., University of California, Irvine
MICHELUCCI, MABEL, Extended Opportunity Programs and Services
MICKELSON, LINDA, Child Development & Family Studies
MIDDLETON, DENNIS D., Business
MILLER-BOWEN, VIRGINIA, Art
MILLER, DAVID J., Business
MILLS, ANNA, English
MIRANDA, GUA DAUPE, Health Care Technology
MITCHELL, PATRICIA, English as a Second Language
MOBERG, ERIC, English
MOGHTANEI, Abbas, Computer Science
MOLINARE, TIM, Engineering and Technology
MONROY, JENNIFER, Business
MONROY, MARIA, Business
MONTESANO, PHILIP M., Social Sciences
MONTGOMERY, CHAD ERIC, Mathematics
MOORE, CHARLES, Extended Opportunity Programs and Services
MOORE, JANET, Fashion
MOORE, MIK, Behavioral Sciences
MORABITO, SALVATORE, Foreign Languages
MORAL E S, MARIELLA, Physical Education & Dance
MORALES, MICHAEL, Social Sciences
MOREL, RENÉE C., Foreign Languages
MORELL, AMY, Fashion
MORDAN, JOSEPH, Continuing Education
MORRELL, AMY, Fashion
MORTEN, MADELINE, Nursing, Licensed Vocational
MOSTASISA, THERESA, Nursing, Licensed Vocational
MUEßER, GERALD A., Music
MULLHOLLAND, PATRICE, English as a Second Language
MULLER-MOSELEY, CLAIRE, Culinary Arts and Hospitality Studies
MULLIN, MICHAEL, Fire Science Technology
MUNGUIA, LINDA, Nursing, Registered
MUNROE, JEFFREY, Photography
MURAJDA, TRICIA, Behavioral Sciences
MURALIDHARAN, DAYA, Social Sciences
MURPHY, HARRIET, Health Care Technology
N
NAKASHATA, ALICE, Child Development & Family Studies
NAVARRO, FRANCOISE J., Foreign Languages
NELSON, LORI, English
NEUMANN, ROBERT, English as a Second Language
NEWBALL, WILBUR, Mathematics
NEWBERRY, WYNN, English as a Second Language
NEWMAN, SAMUEL, Engineering and Technology
NG, ANTHONY, Health Care Technology
NG, JOEL, Physics
NGUYEN, SEAN, Mathematics
NGUYEN, VANG, Mathematics
NORONHA, FRANCISCO, Business
NIUMEITOLU, FUIFULUPE, Asian American Studies
B.A., State University of New York; M.A., San Francisco State University

NICOLAS, EDISSA, English
B.A., Mills College; B.A., Rhode Island; M.F.A., Mills College

NORMAN, SHEILA, Child Development & Family Studies
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NOWICKI, PAUL, Architecture
B.A., University of California, Berkeley

NUNLEY, PATRICIA, Child Development & Family Studies
B.S., San Francisco State University; M.A., Mills College Oakland, CA

NUTTALL, ALLAN, Business
BGS, Chaminade University-Honolulu

NZEWI, ESTHER, Behavioral Sciences
B.A., Chestnut Hill College, Philadelphia, PA; M.A., Montclair State University, New Jersey; M.A., Ph.D., New York University, NY

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O’BRIEN, ANDREA, Social Sciences
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O’CONNOR, MARY, English
M.A., San Francisco State University

O’CONNOR, MAUREEN, Health Care Technology
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B.A., University of California, Berkeley; B.A., University of California, Berkeley; CERT, City College of San Francisco

O’NEAL, JOSHUA, Interdisciplinary Studies
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O’NEIL-ANNIS, KELLEY, English as a Second Language
B.A., Slippery Rock University, Pennsylvania; M.A., San Francisco State University

OCCENA, BRUCE, Health Education
B.A., University of California, Berkeley; M.P.H., M.B.A., University of Hawaii

ODA-BURNS, THERESA, Disabled Students Programs and Services
B.A., St Marys College Ca; B.A., University of California, Los Angeles; B.A., University of California, Los Angeles

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OLMSTED, DAN, Cinema
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ORDONA, TRINITY, Lesbian, Gay, Bisexual, and Transgender Studies
B.A., University of California, Berkeley; Ph.D., University of California, Santa Cruz

ORILLE, SHIRLEY, Business
B.A., University of California, Berkeley; M.B.A., Golden Gate University

OSNOVIKOV, MARINA, Nursing, Registered
B.S., San Francisco State University

OSTERHOF, SUSAN, Child Development & Family Studies
B.S., University of Michigan, Ann Arbor, MI

OWEN, WILLA, Child Development & Family Studies
B.A., Bard College, New York; M.A., San Francisco State University

OWYANG, GREGORY, Administration of Justice/Fire Science
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OXSEN, RICHARD G., Social Sciences
B.A., University of San Francisco; M.A., San Francisco State University

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PADAM, DEEPIKA, Architecture
M.Arch., University of Michigan, Ann Arbor

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PALLA, DAVID G. (VIKA), Interdisciplinary Studies
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PANG, FRANCIS W., Automotive/Motorcycles/Construction & Building Maintenance
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PARATLEY, ANITA, Fire Science Technology
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PARAYNO, MICHAEL, Asian American Studies
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PARKER, JAMES, English as a Second Language
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PARODI, MICHAEL, Physical Education & Dance
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PASTE, FRANCESCA, Continuing Education
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PASCO, DANNY, Philippine Studies
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PEARCE, RICHARD, Health Care Technology
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PEYHOUSE, ALICE, Astronomy
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PIPER, MARK, Latin American and Latino/a Studies
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PIRILT, ERWIN, Culinary Arts and Hospitality Studies
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B.A., University of Washington; M.A., San Francisco State University

REINHARD, GEOFFREY G., English as a Second Language
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RESUS, ARACELI, Philippine Studies

RETTUS, SARA, Social Sciences
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REUBEN, ROBERT, Visual Media Design
B.A., University of California, Los Angeles

REVLOCK, THEODORE, Architecture
B.Arch, Spring Garden College; Grad. Dipl. Des., Architectural Association

RIAZATI, FARZAN, Mathematics

REZNIKOV, GAYLE, Health Education
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RICHARDS, JOHNETTA, African American Studies

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RICHARDSON, RONALD, English
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RILEY, SHEILA, English as a Second Language
B.A., St. Mary’s College of California; M.A., Lone Mountain College
RINCON, ABBY, Health Education  
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M.P.H., University of California, Berkeley

RIORDAN, RICHARD F., Health Care Technology  
A.S., City College of San Francisco; B.S., San Jose State University

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B.A., M.A., University of California, Berkeley  
Ph.D., University of California, San Francisco

RIVERA, EDUARDO, Aircraft Maintenance Technology  
A.S., City College of San Francisco; A.S., City College of San Francisco

RIZZO, SEVERIN, Automotive/Motorcycles/Construction & Building Maintenance  
B.A., University of San Francisco; M.B.A., San Francisco State University; Schools of Law, Juris Doctor, University of San Francisco

ROAKE, ANNE, Physical Education & Dance  
M.A., Calif State College Dominguez

ROBBINS, JAN SIMONE, Older Adults  
B.A., Adelphi University, Garden City, New York; M.A., University of San Francisco

ROBINSON, KURT, English as a Second Language  
B.A., University of California, Berkeley; M.A., San Francisco State University

ROCHMIS, JON, Journalism  
B.A., University of California, Berkeley; M.A., University of San Francisco

ROCKWELL, JOHN, Physical Education & Dance  
B.A., Stanford University

RODRIGUEZ, RICHARD, Art  
B.F.A., California College of Arts and Crafts;  
M.F.A., Mills College

RODRIGUEZ, PABLO, Transitional Studies  
B.A., M.A., San Francisco State University;  
M.A., University of San Francisco

ROHDE, HELENA, Nursing, Registered  
M.A., San Francisco State University

ROITMAN, KARINA, Mathematics  
B.A., San Francisco State University; B.A., University of California, Santa Barbara

ROMAINE, DIANNE, Older Adults  
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ROMERO, CARLOS, Extended Opportunity Programs and Services  
A.A., City College of San Francisco; B.A., University of California, Santa Barbara;  
M.S., San Francisco State University

ROMERO, MANUEL, Automotive/Motorcycles/Construction & Building Maintenance  
B.A., Universidad del Atlantic; M.A., San Francisco State University

ROSE, ARTHUR, Business  
B.A., Rutgers U. St University of New Jersey

ROSE, MARILYN, Radiation Oncology Technology  
B.A., Sonoma State University

ROSE, MURIELLE, Behavioral Sciences  
M.A. San Jose State University

ROSENBAUM, LEANNA, Instructional Computer Lab

ROSENBERG, JERROLD S., Social Sciences  
B.A., University of Rochester; M.A., University of San Francisco

ROSENFIELD, SHELLI, English as a Second Language  
JD, University of San Francisco; M.A., San Francisco State University

ROSENTHAL, ALICE, Campuses  
M.A., Sogetsu School of Tokyo & Floristry

ROSENZWEIG, LYNN, Fashion  
B.F.A., New York City The New School

ROTH, ELLIOT, English as a Second Language  
B.A., Columbia University; M.A., Hunter College; C.U.N.Y.

ROTH, ROBIN H., Health Education  
B.A., Antioch University, Yellow Spring, Ohio; M.S., San Francisco State University

ROTHE, MARIANNE, English as a Second Language  
M.A., University of Mainz, Germany

RUBIN, STEPHEN, Computer Networking and Information Technology

RUBIN, SYLVIA, Fashion  
B.A., SUNY Binghamton University

RUDD, JENNIFER, Culinary Arts and Hospitality Studies  
A.S., City College of San Francisco

RUGG, CANDICE, Nursing, Registered  
B.A., Samuel Merritt College

RUSH, GEORGE, Physical Education & Dance

RUSH, HELEN, Business  
A.A., City College of San Francisco; B.A., San Francisco State University

RUSSAKOVSKII, YEGENIY, Mathematics  
B.S., M.Ed., Ph.D., Kharkov State University, Ukraine

RUSSELL, KAY, Art  
B.S., Kent State University, Kent, OH; M.F.A., Miami University, Miami, OH

RUSTIGAN, HIROMI, Foreign Languages  
B.A., Aoyamagakuin University; M.A., San Francisco State University

RYAN, KATE, Mission Campus  
B.A., University of San Francisco; M.A., University of San Francisco

RYAN, LAWRENCE, Administration of Justice/Fire Science  
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S

SAAVEDRA, MANUEL, Disabled Students Programs and Services  
B.A., University of San Buenaventura, Colombia: M.A., Pontifical Bolivarian University, Colombia

SABEE, CHRISTINA, Speech Communication  
Ph.D., Northwestern University

SAENZ, FRANCISCO, Automotive/Motorcycles/Construction & Building Maintenance  
B.A., San Francisco State University

SAKAI, YAYOI, Environmental Horticulture & Floristry  
M.A., Sogetsu School of Tokyo

SALAN, MEGUMI, Nursing, Registered

SAMSON, MATTHEW, Fire Science Technology  
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SAN MIGUEL, MARCELA S., Transitional Studies  
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SANCHEZ, JORGE, Interdisciplinary Studies  
B.A. University of California, Los Angeles, M.A., San Diego State University; Ph.D., College of Michigan

SANDKUHLER, IRIS, Campuses  
B.F.A., Ohio State University; M.F.A., Ohio State University

SARKEESIAN, ANITA, Speech Communication
SATO, KEIKO, Foreign Languages
B.A., University of Japan, Tokyo; M.A., San Francisco State University

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B.A., Stirling University, Scotland

SAUNDERS, KATHARINE G., Mathematics
A.B., University of California, Berkeley; M.A., University of California, Los Angeles

SAXON, BRIAN, Nursing, Registered
B.A., University of California, Irvine; B.S., San Francisco State University

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B.A., LL.B., Punjab University, Pakistan; M.A., San Francisco State University

SCHAEFER, IRENE, Business
B.A., San Francisco State University M.A.; San Francisco State University

SCHERFER, JOHANNA, English
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SCHLEGEL, JACOB, Chemistry
B.S., Ohio State University; Ph.D., University of California, Berkeley

SCHOPP, SHARON, Fashion
B.S., So. Illinois University. At Carbond; M.A., Atlantic University

SCHOTT, STUART, Transitional Studies
B.A., San Francisco State University

SCHROERLUCKE, DAVID, Mathematics
B.A., M.A., University of Louisville

SCHULTZ, GABRIELLA, Title 5/EEO/ADA Compliance Office
B.A., Massachusetts; B.A., San Francisco State University; M.A., San Francisco State University

SCHULTZ, HENRY W., Behavioral Sciences
B.A., M.A., University of Detroit; M.A., San Francisco State University

SCHULZ, INGRID, Cinema
M.A., San Francisco State University

SCHWARTZ, HARVEY, Labor & Community Studies
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SCHWARTZ, MARVIN L., English as a Second Language
B.B.A., Hofstra University, Hempstead, NY; J.D., Georgetown University, Washington, DC

SCHWARZER, SUSANNE, Foreign Languages
B.A., New Jersey; B.A., University of California, Davis; DR, University of California, Davis; M.A., Arizona State University

SCOTT, KENYATTA, Contract Education
B.A., Mississippi; B.A., Mississippi College

SCOTT, RODGER, Transitional Studies
B.A., M.A., Texas Tech University; Ph.D., University of New Mexico, Albuquerque

SEID, PATRICIA, English as a Second Language

SELLIN, SANDRA, Nursing, Registered
B.A., M.A., National University

SENGUPTA, SUSMITA, Biological Sciences
M.Sc., Ph.D., University of Calcutta, India

SETTLES, MICHAL, Business
B.A., Morehead State University, Morehead, KY; M.Ed., Howard University, Washington, DC; Ed.D., University of San Francisco

SEUFERT, TIMOTHY, Business
B.S., University of Southern California

SHAH, VISHNUPIYA, Physical Education & Dance
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B.M., University of Nebraska; M.A., University of California, Davis

SHANAHAN, MEGAN, Health Care Technology
A.A., Napa Valley Community College; B.S., San Francisco State University

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SHAO, BIN, Mathematics
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SHAW, BARBARA, English as a Second Language
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SHAW, DEBORAH A., Theatre Arts
B.A., University of San Francisco; M.A., San Francisco State University

SHEA, LORNA, Culinary Arts and Hospitality Studies
A.S., City College of San Francisco

SHEETZ, NUALA, English as a Second Language
B.A., Connecticut College; M.A., Boston University

SHEIKH, MOAZZAM, Interdisciplinary Studies
B.A., Punjab University, Lahore, Pakistan; B.A., San Francisco State University; M.LIS., San Jose State University

SHERMAN, KEVIN, Cinema
B.A., San Francisco State University; M.A., San Francisco State University

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B.A., Brown University; B.A., California; B.A., Rhode Island; M.A., University of California, Berkeley

SHOCKEY, JENNIFER, Interdisciplinary Studies
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SHOEMAKER, LEE, Older Adults
B.A., University of California, Berkeley; M.A., San Francisco State University

SHRAYBER, MARK, Behavioral Sciences

SHUAIBE, HANEFAH, Child Development & Family Studies

SHVARTZ, OLGA A., Disabled Students Programs and Services
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SKLAR, MAXWELL, Mathematics
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SMITH, DENNIS, Computer Networking and Information Technology
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SMITH, JOSHUA, Health Care Technology
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SMITH, LANI, Library and Learning Resources

SMITH, MITCHELL, English
B.A., New York University; M.A., University of California, Santa Barbara

SMITH, NATALIE, Fashion
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SMITH, NICOLA, English
B.A., University of California, Berkeley; M.A., Stanford University

SMITH, RONDA, Business
B.A., M.A., Sonoma State University

SMITH, RYAN, Physics
Ph.D., University of Colorado, Boulder

SNYDER, JONATHAN, Study Abroad Program
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SPANO, GIORGIO, Foreign Languages
Lauree, La Sapienza University, Rome

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STEPANEK, GAIL, Physical Education & Dance
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M.S., Teachers College

SULLIVAN, MOIRA, Cinema
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SWENSON, LISE, Cinema
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TURNER, JUDITH, Child Development & Family Studies  
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MD, Soviet Union  

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WALKER-MACLEAN, MARY CHERYL, English as a Second Language  
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WANG, JACOB, Child Development & Family Studies
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WEBB, NANCY, Computer Science

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WELLS, WALLACE, Campuses
A.A., Bakersfield College; B.S., Los Angeles State University; J.D., University of California, Hastings College of the Law

WEN, BI YUN, Foreign Languages
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WILLIAMS, KIRSTIN, Physical Education & Dance
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WILLIAMS, MARIA, Business

WILLIAMSON, KATHERINE, Mathematics
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WILLIAMSON, KOVAK, Business
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WILSON, EMILY, Transitional Studies
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