Catalog Update for 2021-22 College Catalog
Last Updated: December 21, 2021

Policy Updates

- **Revision to Excused Withdrawal policy on page 484:**

"EW" Excused Withdrawal. "Excused Withdrawal" shall be assigned when students are permitted to withdraw from a course(s) due to specific, verified events beyond the control of the student that affect their ability to complete a course(s). Petitions for Excused Withdrawal will be accepted up to 2 years after the completion of the semester in which students are requesting an Excused Withdrawal. The student must supply a personal statement providing a justification for the petition and supporting documentation along with the petition to verify these events to Office of Admissions & Records.

- **Revision to Acceptable Reasons for an Excused Withdrawal policy on page 485:**

Acceptable Reasons for an Excused Withdrawal
In accordance with Title 5, section 55024 (e), the governing board of a district shall adopt an EW procedure based upon verifiable documentation supporting the request. An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- Job transfer outside the geographical region;
- Illness in the family where the student is the primary caregiver;
- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer);
- The student is the subject of an immigration action;
- Death of an immediate family member;
- Chronic or acute illness;
- Verifiable accidents; or
- Natural disasters directly affecting the student;
- Other (e.g. institutional error, jury duty, family emergency, extended litigation, or work conflicts).

Verifiable documentation can include, but is not limited to, a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student's completion of a course is impractical. The Chancellor's Office defines impractical as impossible due to reasons beyond the student's control. The determination shall be made by the local college's admissions and records office.

A student may request to use an EW for only one course or all courses in a term, depending on the reason for the request. It is possible that a student, based on an illness for example, is not able to participate in an in-person course, but is able to continue with online courses. The College should use individual case facts to determine the continuity of some courses and not others.

- **Removal of Late Withdrawal Policy on page 485 Effective Spring 2022:**
  The policy below is being removed and it will no longer apply effective Spring 2022.

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.

Degree and Certificate Requirements Section

ADT Petition

Due to the emergency of the global pandemic, CCSF considers a COVID-related break in attendance as being an approved educational leave as per Title 5 40401.
Please confirm that the student meets all the following conditions to request a Catalog Rights Policy Modification:

- Student is petitioning for an ADT this academic year 2021-22
- Student was enrolled at CCSF during academic year 2019-20 (Fall and/or Spring)
- Student had an enrollment interruption after 2019 due to the COVID-19 pandemic

Note: This addendum is only applicable for students who meet all the above conditions during the pandemic. This catalog rights modification does not exempt students from the new CSU General Education Area F requirement, and students exercising pre-2021-22 catalog rights may need to complete an Area F course prior to CSU graduation. The ADT Petition Addendum can be emailed along with the student's ADT petition to graduate@ccsf.edu for review.

Programs

The following programs shall be considered included in the 2021-22 College Catalog, with the effective dates noted below.

Department	Program	Effective Date
African American Studies	Associate of Arts in Black/African American Studies- NEW	Spring 2022
African American Studies	Certificate of Achievement in Black/African American Studies - NEW	Spring 2022
Architecture	Certificate of Achievement in Architectural Drafting Technology - NEW	Fall 2021
Asian American Studies	Associate of Arts in Asian American Studies - NEW	Spring 2022
Automotive, Motorcycle, Construction & Building Maintenance	Certificate of Completion in Custodial Training - REVISED	Spring 2022
Computer Networking & Information Technology	Certificate of Achievement in JavaScript Specialist - NEW	Fall 2021
Computer Networking & Information Technology	Certificate of Achievement in NextGen Automotive and IT Technician - NEW	Fall 2021
Computer Science	Certificate of Achievement in Build Automation for DevOps & QA - NEW	Fall 2021
Computer Science	Certificate of Achievement in Database Administration - NEW	Fall 2021
Culinary Arts and Hospitality Studies	Associate in Science in Hospitality Management for Transfer - NEW	Fall 2021
English	Certificate of Achievement in Humanities: Ideas, Religions, and the Arts - NEW	Spring 2022
English as a Second Language (ESL)	Certificate of Achievement in Guided Pathways ESL Milestone in Business - NEW	Spring 2022
English as a Second Language (ESL)	Certificate of Achievement in Guided Pathways ESL Milestone in Mathematics - NEW	Spring 2022
Health Care Technology	Associate of Science in Medical Administrative Assisting - REVISED	Fall 2021
Health Care Technology	Associate of Science in Medical Assisting - REVISED	Fall 2021
Health Care Technology	Certificate of Achievement in ECG Technician - NEW	Spring 2022
Health Care Technology	Certificate of Achievement in Emergency Medical Technician - NEW	Spring 2022
Health Care Technology	Certificate of Achievement in Medical Assisting - REVISED	Fall 2021
Health Care Technology	Certificate of Achievement in Medical Biller - REVISED	Fall 2021
Health Care Technology	Certificate of Achievement in Medical Clinic Assisting – REVISED	Fall 2021
Health Care Technology	Certificate of Achievement in Medical Evaluation Assistant – REVISED	Fall 2021
Health Care Technology	Certificate of Achievement in Medical Receptionist - REVISED	Fall 2021
Philippine Studies	Associate of Arts in Philippine Studies – NEW	Spring 2022
Philippine Studies	Certificate of Achievement in Philippine Studies – NEW	Spring 2022
Photography	Certificate of Achievement in Reportage Photography - REVISED	Fall 2021
Physical Education and Dance	Certificate of Achievement in Dance Group Fitness & Conditioning - NEW	Spring 2022
Physical Education and Dance	Certificate of Achievement in Dance--African Heritage Dance Performance- NEW	Spring 2022
Physical Education and Dance	Certificate of Achievement in Dance-Classical Dance Performance - NEW	Spring 2022
Physical Education and Dance	Certificate of Achievement in Dance-Social Dance Forms - NEW	Spring 2022
Physical Education and Dance	Certificate of Achievement in Personal Training - NEW	Spring 2022
Physical Education and Dance	Certificate of Achievement in Yoga - NEW	Spring 2022
Social Sciences	Associate in Arts in Economics for Transfer - REVISED	Fall 2021

Associate of Arts in Black/African American Studies (AA)

The African American Studies major is an interdisciplinary program that studies the history, arts and humanities, economy, culture, music, media, and politics of Black and African Americans in the United States. Using an interdisciplinary approach, African American Studies students actively engage in examining the realities of Black and African American experience in the United States. The degree in African American Studies provides a basis for students pursuing further education toward careers in non-profit program management, public sector, private sector, international development, community organizing, policy analysis, education, and journalism, among others.

Learning Outcomes

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

- Describe the diverse historical experiences of Black and African Americans in the United States.
- Analyze social, political, cultural, and economic issues and conditions related to the diversity of Black and African American communities in the United States.
- Analyze the intersections of race, gender, class, ethnicity, and sexuality within the Black and African American experience.
- Apply appropriate research methodologies in examining the Black/African American experience.

Note that the program description below outlines only how students fulfill the major requirement for an associate degree. The CCSF associate degree has several other components, including general education requirements. Please meet with a counselor and read the Associate Degree Requirements chapter of the CCSF Catalog for complete information. Generally, minimum time for completion of an AA or AS degree is 4 semesters, depending on student preparation and the number of units completed per semester.

Courses Required for the Associate of Arts (AA) in Black/African American Studies

Course ....Units

Required Courses

AFAM 30 African American Consciousness 3.0
AFAM 40 The Black Experience in California 3.0
AFAM 42 The Origins and History of Race Theory and Modern Racism 3.0
IDST 37 Introduction to Ethnic Studies 3.0

Choose one of the following gender courses

AFAM 60 African American Women in the U.S..3.0
LGBT 5 Introduction to Lesbian, Gay, Bisexual, and Transgender Studies 3.0
LGBT 50 Lesbian/Gay/Bisexual/Transgender/Communities of Color in the U.S..........................3.0
WGST 25 Introduction to Women's and Gender Studies: Feminism Demystified.......................3.0

Choose one of the following history courses

HIST 41A African American History From Ancestral West Africa to the Civil War 3.0
HIST 41B 20th Century African American History from the Reconstruction to 21st Century 3.0

Choose one of the following elective courses

Any course listed above not previously chosen. 3.0
or AFAM 55 From Funk to Hip Hop 3.0
AFAM 60 African American Women in the U.S...3.0
ART 107 African-American Art History 3.0
BCST 104 Race and Media 3.0
DANC 32 Black Tradition in American Dance...3.0
ECON 30 Economics of the African American Community..3.0
HIST 41A African American History From Ancestral West Africa to the Civil War 3.0
HIST 41B 20th Century African American History from the Reconstruction to 21st Century 3.0
MUS 23 History of Jazz: Musical Traditions of the African-American 3.0
PSYC 23 Psychology of Race and Ethnic Relations...3.0
IDST 36 Poetry for the People 3.0
Total:..**21.0**

Black/African American Studies Certificate of Achievement

The Certificate of Achievement in African American Studies provides an introduction to the Black/African American experience in the United States. The certificate provides students with the theoretical and methodological tools to understand and analyze the complex experience of Black/African Americans in the United States. It is designed for students who wish to pursue a specialization in Africana/African American/Black studies and for professionals in the public, private, and nonprofit sector and/or who work with or wish to learn about Black/African American communities and experiences in the United States to further their career goals.

Learning Outcomes

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

- Describe the diverse historical experiences of Black and African Americans in the United States.
- Analyze social, political, cultural, and economic issues and conditions related to the diversity of Black and African American communities in the United States.
- Explain the intersections of race, class, gender, and sexuality affecting Black/African American communities and experiences in the United States.

The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Achievement in Black/African American Studies

Course	Units
Required Courses	
AFAM 30 African American Consciousness	3.0
AFAM 40 The Black Experience in California	3.0
AFAM 42 The Origins and History of Race Theory and Modern Racism	3.0
Choose 3 of the following elective courses	
AFAM 55 From Funk to Hip Hop	3.0
AFAM 60 African American Women in the U.S.	3.0
ART 107 African-American Art History	3.0
BCST 104 Race and Media	3.0
ECON 30 Economics of the African American Community	3.0
HIST 41A African American History From Ancestral West Africa to the Civil War	3.0
HIST 41B 20th Century African American History from the Reconstruction to 21st Century	3.0
HUM 48 African-American Music, Art and Literature	3.0
IDST 36 Poetry for the People	3.0
IDST 37 Introduction to Ethnic Studies	3.0
LGBT 50 Lesbian/Gay/Bisexual/Transgender/Communities of Color in the U.S.	3.0
PSYC 23 Psychology of Race and Ethnic Relations	3.0
WGST 25 Introduction to Women's and Gender Studies: Feminism Demystified	3.0
Total:	**18.0**

ARCHITECTURE

Architectural Drafting Technology Certificate of Achievement

This program focuses on technical skills in producing architectural drawings as related to the fields of architecture, interior design, construction, engineering and related fields. The certificate is designed to meet the needs of students who want to obtain entry-level jobs as architectural technologists. It also provides students who are currently employed in related industries the opportunity for career advancement. Most courses required for the certificate program are also required for the Associate Degree in Architecture, Associate Degree in Interior Design, and transfer to a bachelor's degree in Architecture program if students wish to continue their studies.

Learning Outcomes

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

- Create and modify architectural design documents
- Apply various relevant software technology to architectural design
- Evaluate architectural design documents

The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and number of units or classes completed per semester.

Courses Required for the Certificate of Achievement in Architectural Drafting Technology

Course ....Units

Semester 1 (Fall)
ARCH 20 Architectural Graphics I 3.0
ARCH 214 AutoCAD I...3.0
ARCH 218 Fundamentals of Rhino 3D 3.0
Semester 2 (Spring)
ARCH 120 Fundamentals of Building Construction 3.0
ARCH 22A Delineation and Rendering...3.0
BIM 120 Revit Architecture I 3.0
Total:...18.0

ASIAN AMERICAN STUDIES

Associate of Arts in Asian American Studies (AA)

The Associate of Arts in Asian American Studies examines the diverse experience of Asians in the United States through core courses and additional electives in the Humanities, Social Sciences, Area Studies and other interdepartmental courses. In Humanities, students explore Asian American issues in popular culture, film or literature. In Social Sciences, students choose to explore a specific group in the Asian American community in depth, or explore race relations, or community work. Students are prepared for transfer to University of California, and other universities, especially for majors in Asian American Studies and Ethnic Studies, which are often majors not impacted at some UC campuses.

Learning Outcomes

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

- Analyze the diverse experiences of Asian Pacific Americans in the United States.
- Examine the social, political, cultural and economic conditions of Asian Pacific Americans in the United States.
- Analyze the intersections of race, gender, class, ethnicity, and sexuality within the Asian Pacific American experience.
- Apply appropriate theories and methodologies to understanding the Asian Pacific American experience.

Note that the program description below outlines only how students fulfill the major requirement for an associate degree. The CCSF associate degree has several other components, including general education requirements. Please meet with a counselor and read the Associate Degree Requirements chapter of the CCSF Catalog for complete information. Generally, minimum time for completion of an AA or AS degree is 4 semesters, depending on student preparation and the number of units completed per semester.

Courses Required for the Associate of Arts (AA) in Asian American Studies

Course ....Units
Choose 3 of the following core courses:
ASAM 20 Asian American Experience Since 1820...3.0
ASAM 22 Community Issues & Leadership 3.0

ASAM 23 Asian Americans and American Ideals and Institutions 3.0
ASAM 35 Asian American Women 3.0
Choose 1 of the following humanities courses:
ASAM 6 Asian American Issues through Literature 3.0
ASAM 10 Asian American Popular Culture..3.0
ASAM 30 Asian American Issues Through Film 3.0
Choose 1 of the following social science/area studies courses:
ASAM 8 Filipino American Community 3.0
ASAM 27 Asian American Race Relations 3.0
ASAM 40 Chinese American Community 3.0
ASAM 42 Southeast Asians in the U.S. 3.0
ASAM 61 Asian American Community Field Study...3.0-4.0
Choose 1 of the following elective courses (or any course not selected above):
ASAM 65 Individual Study in Asian American Studies..3.0
BCST 104 Race and Media 3.0
HIST 45 LGBT American History 3.0
IDST 14 American Cultures in Literature and Film...3.0
IDST 37 Introduction to Ethnic Studies 3.0
IDST 45 Pacific Islanders in the U.S. 3.0
IDST 46 Fa'a Pasefika: Interdisciplinary Cultural Expressions of Oceania 3.0
LBCS 88 California Labor History 3.0
LGBT 50 Lesbian/Gay/Bisexual/Transgender/Communities of Color in the U.S.........................3.0
MUS 26 Music in American Culture 3.0
PHST 20 The Filipino Family 3.0
PHST 30 Philippine Society and Culture Through Film 3.0
PHST 40 Contemporary Issues in the Filipino Diaspora 3.0
POLS 12 Ethnic Politics in the United States...3.0
PSYC 23 Psychology of Race and Ethnic Relations..3.0
Total:..18.0 – 19.0

AUTOMOTIVE, MOTORCYCLE, CONSTRUCTION & BUILDING MAINTENANCE

Custodial Training Certificate of Completion

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 Students successfully completing this certificate will be qualified for entry level custodial and building maintenance employment.

Learning Outcomes

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

- Apply custodial terminology, directions, units of measurement and instructions to complete custodial tasks.
- Manage chemicals and toxic waste safely and appropriately.
- Apply recommended practices to the use of custodial tools, machines, and specialized equipment.
- Interpret and explain workplace instructions.

The minimum time for completion of this certificate is 1 semester. Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Completion in Custodial Training

Course .... Hours
Choose one of the following language courses:
ESLV 4816 ESL for Custodians...85.0
TRST 4600 Vocational Foundation Skills--Reading and Writing.......................................30.0-90.0
Required courses:
TICU 9540 Custodial Training...108.0
Total:...138.0 – 198.0

COMPUTER NETWORKING & INFORMATION TECHNOLOGY

JavaScript Specialist Certificate of Achievement

This certificate includes instruction and practice in the development, configuration and operation of web sites focusing on JavaScript and its libraries/frameworks. Students completing this certificate program will be qualified for employment in entry-level positions in dynamic front-end web site, mobile web app development, and IoT projects.

Learning Outcomes

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

- Develop and maintain web applications according to industry standards.
- Apply techniques to add interactivity to web applications via scripting programs and/or use of libraries/frameworks.
- Select and apply current JavaScript libraries/frameworks to web application projects maintaining usability and accessibility.

The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Achievement in JavaScript Specialist

Course ....Units
Required courses:
CNIT 132 Intermediate HTML and CSS 3.0
CNIT 133 JavaScript, jQuery, AJAX 3.0
CNIT 133A JavaScript Libraries/Frameworks 3.0
CNIT 133I JavaScript for IoT and XR 3.0
CNIT 133M Mobile Web w/HTML, CSS & JS 3.0
Choose one of the following courses:
CNIT 195 Web Development Capstone...3.0
or CNIT 198 Internship and Work Experience 2.0
Total:...17.0 – 18.0

NextGen Automotive and IT Technician Certificate of Achievement

Automotive technologies in the 21st century require a workforce prepared with both automotive and technical computer skills. Embedded throughout modern automobiles, as well as autonomous and electric vehicles, are computer systems made up of software, hardware, and networked electronic control units. This joint program between AUTO and CNIT prepares students with both automotive technology skills -- including safe tool and equipment handling and automobile maintenance and repair--and computer and IT technical skills, including hardware, software, networking, and cyber security.

Learning Outcomes

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

- Describe the hardware, software, and networking components of modern and next generation automobiles.
- Maintain and secure modern vehicles with hardware and software tools.
- Set up the correct environment to use computer technology tools in an automotive repair shop.
- Identify and repair security threats to modern automotive systems with NextGen hardware, software, and physical tools.

The minimum time for completion of this certificate is two (2) semesters. Completion time will vary based on student preparation and number of units or classes completed per semester.

Course ....Units
Required Courses
CNIT 106A Introduction to Networking 1.0
AUTO 50 Intro to Automotive Mechanics..3.0
CNIT 100 Intro to Computers Using PC's 3.0
CNIT 131 Internet Basics and Beginning HTML 3.0
AUTO 180 Reflashing and Factory Scan Tools for Technicians...3.0
CNIT 182 Hacking and Securing Automotive Systems 3.0
Total:..16.0

COMPUTER SCIENCE

Build Automation for DevOps & QA Certificate of Achievement

The program of study for the certificate in Build Automation for DevOps & QA 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 DevOps, Software QA and/or Build and Release Automation.

Learning Outcomes

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

- Write Unix/Linux commands to manipulate the contents and permissions of files and directories.
- Analyze common text processing and system tasks and interpret technical specifications to create object-oriented algorithmic solutions that use common control and data structures.
- Implement and test software thoroughly and methodically in a team environment.
- Implement and run continuous integration tests and regression tests to verify specific functionalities in a repository.
- Manage version tags and branches to build specific software versions.

The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Achievement in Build Automation for DevOps & QA
Course ....Units
Required courses:
CS 160A Introduction to Unix/Linux 2.0
CS 160B Unix/Linux Shell Scripting..2.0
CS 177 Software Engineering...3.0

CS 178 Build Automation for DevOps & QA 3.0
Choose one of the following courses:
CS 131B Programming Fundamentals: Python 4.0
CS 132A Ruby Programming...3.0
CNIT 133 JavaScript, jQuery, AJAX 3.0
Total:... 13.0 – 14.0

Database Administration Certificate of Achievement

This certificate includes instruction and practice in interacting with and administering SQL databases. It prepares prospective entry-level database administrators. It can also prepare students for an industry SQL administration certification exam.

Learning Outcomes

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

- Design and create queries in SQL for accessing and updating data.
- Develop and test procedural and transactional MySQL routines.
- Manage SQL database user accounts, network access, performance, and backup.
- Write shell scripts to accept command-line arguments and capture program output.

The minimum time for completion of this certificate is 3 semesters. Completion time will vary based on student preparation and number of units completed per semester.

Courses Required for the Certificate of Achievement in Database Administration

Course	Units
Required courses:	
CS 150A Introduction to SQL Databases and NoSQL	3.0
CS 155P MySQL Programming	3.0
CS 160A Introduction to Unix/Linux	2.0
CS 160B Unix/Linux Shell Scripting	2.0
Choose one of the following courses:	
CS 155B MySQL Database Administration	3.0
or CNIT 415 SQL Server Administration	3.0
Total:	**13.0**

CULINARY ARTS AND HOSPITALITY STUDIES

Associate in Science in Hospitality Management for Transfer (AS-T)

The Associate in Science in Hospitality for Transfer is designed to provide students with foundational knowledge and skills desirable for further advanced study in Hospitality, particularly at the California State University system. This program provides the academic foundation required for various areas of hospitality studies, such as hotel administration, restaurant operations, hospitality law, finance, and marketing. This transfer degree also prepares students for work in the following industries: Hotel operations including Rooms Division, Food & Beverage and Sales & Marketing; Restaurant Operations; Corporate Food Service; Travel & Tourism Industry; and Meeting, Conventions & Special Events. Note--There is a separate application form for the CAHS program. Applicants should contact the Culinary Arts and Hospitality Studies Department for deadline dates.

Learning Outcomes

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

- Apply best practices in the hospitality industry to further economic and environmental sustainability.

- Employ multicultural perspectives to meet the needs of guests and employees.
- Use creative and critical thinking to problem solve and make decisions effectively in the community and industry.
- Apply essential hospitality operations and management skills.

Degree Requirements: Students who wish to earn the Associate in Science for Transfer (AS-T) in Hospitality Management must complete 60 CSU or IGETC 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 for the major as specified below. Each course in the major must be completed with a minimum grade of "C" (or "P"). Courses used to meet the major requirement may also be used to meet IGETC or CSU GE requirements.

Recommended preparation for entry into the program: ENGL 88 or ESL 186 or placement in ESL 188 or readiness for college-level English; MATH 30 or equivalent skills.

The minimum time for completion is 4 semesters. Completion time will vary based on student preparation and number of units completed per semester.

Courses Required for the AS-T in Hospitality Management

Course ....**Units**

Required Courses

CAHS 100 Introduction to Hospitality...3.0
ECON 3 Principles of Microeconomics 3.0
CAHS 43 Principles of Hotel Administration 3.0
CAHS 34 Fundamentals of Contemporary Hospitality Law..............................3.0

Complete at least 6 units from the following list:

BIO 121 Principles of Food Safety..2.0
CAHS 33 Procurement and Costing 3.0
CAHS 30A Restaurant Operations: Front of House, Fine Dining......................4.5
CAHS 20A Culinary Fundamentals II A 3.0
CAHS 32 Hospitality Marketing...3.0
CAHS 42 Fundamentals of Hospitality Financial Reports.................................3.0
CAHS 205 Introduction to Wine 3.0
CAHS 208 Meetings, Conventions & Special Events 3.0
CAHS 222 Beverage Management...3.0
ACCT 1 Financial Accounting 5.0
BSL 1 Business Law I..3.0

Or choose ONE of the following Statistics courses:

ECON 5 Introductory Statistics for Economics, Business and Social Sciences 5.0
LALS 5 Introduction to Statistical Methods in Latin American and Latino/a Studies 5.0
MATH 80 Probability and Statistics..5.0
PSYC 5 Statistics for Behavioral Sciences 5.0
Total:..18.0 – 22.0

ENGLISH

Humanities: Ideas, Religions, and the Arts Certificate of Achievement

The Humanities Certificate of Achievement promotes an interdisciplinary understanding of broad trends in the arts and aesthetics, religion, and intellectual history. A sound understanding of the cultural and spiritual foundations of the modern world is in high demand in careers that require interpersonal and intercultural skills. This applies to education, the arts, and graphic design as well as the legal, political, public relations, tech, and consulting fields.

Learning Outcomes

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

- Identify the ways that people of various cultural and historical contexts create the arts or develop religions.
- Employ an aesthetic appreciation to enable an informed response to the arts.
- Analyze aesthetic or religious texts and practices through writing and discussion.

The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and number of units or classes completed per semester.

Courses Required for the Certificate of Achievement in Humanities: Ideas, Religions, and the Arts
Course ....Units
Group A (choose 6 units)

Course	Units
HUM 7 Comparative Religions	3.0
or HUM 8 Philosophies of Religion	3.0
and HUM 11 Music, Art, and Literature: Traditional	3.0
or HUM 12 Music/Art/Literature: Modern	3.0

Group B (choose 12 units, including any unused courses from Group A)

Course	Units
HUM 20 Bay Area Arts	3.0
HUM 25 Women in the Arts	3.0
HUM 41A Western Cultural Values: Pre-history to the Middle Ages	3.0
HUM 41B Western Cultural Values	3.0
HUM 48 African-American Music, Art and Literature	3.0
ENGL 48K The Bible as Literature	3.0
ENGL 61 Literature and Film	3.0
IDST 3 Introduction to Museum Studies	3.0
IDST 4 Ways of Faith	3.0
IDST 14 American Cultures in Literature and Film	3.0
IDST 27B Asian Humanities: Contemporary	3.0
IDST 29 Islam: Identity & Culture	3.0
IDST 47 Trauma and the Arts: An Interdisciplinary Approach	3.0
LGBT 15 From Greece to Stonewall: Global LGBTQ+ Literature, Art and Culture	3.0
Total:	**18.0**

ENGLISH AS A SECOND LANGUAGE

Guided Pathways ESL Milestone in Business Certificate of Achievement

The Guided Pathway ESL Milestone Certificate in Business prepares English language learners for the academic rigor of coursework in business. It provides students, employers, and others documented evidence of academic accomplishment and persistence in English communication skills and success in introductory coursework in business.

Learning Outcomes

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

- Interpret and produce spoken English with effectiveness, confidence, accuracy, and fluency in a business context.
- Interpret and respond to a variety of authentic texts in a business context, employing accurate English and respectful, culturally appropriate written communication.

- Use critical thinking to deliver logical, credible, well-supported arguments orally and in writing.
- Interact effectively in diverse business settings.

Students must complete at least 12 units from the courses listed below at City College of San Francisco.

The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Achievement in Guided Pathways ESL Milestone in Business
Course ....**Units**
Required courses
ESL 69 ESL Communication High Intermediate 3.0
ESL 79 Advanced Speaking and Pronunciation 3.0
ESL 188 ESL College Reading and Writing...6.0
Choose two of the following courses
BSEN 70 Grammar and Writing Essentials for Business...3.0
BSEN 74 Written Business Communication 3.0
GNBS 100 Essential Skills for Business Professionals..1.0
MGT 234 Communication for Business Management 3.0
Total:..**16.0 – 18.0**

Guided Pathways ESL Milestone in Mathematics Certificate of Achievement

The Guided Pathways ESL Milestone Certificate of Achievement in Mathematics prepares English language learners for the academic rigor of Mathematics coursework. It provides students and institutions documented evidence of persistence and academic achievement in the English language and the communication and quantitative reasoning skills necessary for transfer to a four-year institution.

Learning Outcomes

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

- Analyze and interpret college-level oral and written texts in English, using a range of strategies and critical thinking skills at an advanced level
- Produce accurate written English, employing a variety of language structures and forms
- Produce intelligible and accurate spoken English
- Apply quantitative reasoning skills to identify and analyze formulas, numerical, and/or statistical data

Students must complete at least 12 units from the courses listed below at City College of San Francisco.

The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Achievement in Guided Pathways ESL Milestone in Mathematics
Course ....**Units**
Required courses
ESL 188 ESL College Reading and Writing...6.0
ESL 79 Advanced Speaking and Pronunciation 3.0
MATH 80 Probability and Statistics...5.0
or MATH 90 Precalculus Algebra...5.0
Choose one of the following courses
ESL 66 Advanced Listening and Reading 3.0
ESL 67 Practical Writing for ESL Students 3.0
ESL 69 ESL Communication High Intermediate 3.0
Total:...**17.0**

HEALTH CARE TECHNOLOGY

Associate of Science in Medical Administrative Assisting (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, hospital outpatient clinic, medical clinic, or health center. Students are eligible to sit for the Certified Professional Coder (CPC) or Certified Coding Specialist Physician Office (CCS-P) examinations.

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

- Receive, communicate with, and support patients and staff.
- Apply the principles of medical coding and billing to insurance claims and other financial documents.
- Use computer applications to create documents and perform medical record and billing activities.
- Apply the principles of health care ethics and professional conduct with patients, staff, and the community.
- Apply for and pass the Certified Professional Coder (CPC) examination.

Students in the Medical Administrative Assisting AS program must maintain a grade of "C" or higher.

Note that the program description below outlines only how students fulfill the major requirement for an associate degree. The CCSF associate degree has several other components, including general education requirements. Please meet with a counselor and read the Associate Degree Requirements chapter of the CCSF Catalog for complete information. Generally, minimum time for completion of an AA or AS degree is four semesters, depending on student preparation and the number of units completed per semester.

Courses Required for the Associate of Science (AS) in Medical Administrative Assisting
Course ....Units
Required course:
PSYC 1 General Psychology 3.0
Choose one of the following Anatomy and Physiology options:
OPTION 1:
BIO 106 Introduction to Human Anatomy and Physiology 4.0
OPTION 2:
BIO 108 General Human Anatomy 4.0
AND choose one of the following Physiology courses:
BIO 111 Human Physiology...5.0
BIO 112 Introduction to Human Physiology 4.0
First Semester:
HCT 61 Introduction to Health Care...2.0
HCT 67 Computer Applications in the Health Care Setting 2.0
HIT 50A Medical Terminology I...3.0
MED 55 The Electronic Health Record 3.0
MED 56 Administrative Procedures 3.5
Second Semester:
HIT 50B Medical Terminology II..2.0
HIT 57 Disease Process 3.0
HIT 73A ICD-10-CM Coding 3.0
MED 62 Communication and Professionalism in Health Care....................................2.0
MED 70 Medical Insurance Billing 2.0
MED 71 Electronic Management of Financial Medical Records 2.0
Summer Session:
HCT 82A Professional Practice Preparation and Certification 2.0
HCT 82B Professional Practice Internship...3.0

Third Semester:
HIT 75 Organization and Management in Health..3.0
MED 72 Advanced Medical Insurance Billing 2.0
MED 73 Advanced Medical Billing 1.5
Total:..46.0 – 51.0

Associate of Science in Medical Assisting (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. The Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355-113th St. N., #7709 Seminole, FL 33775, (727) 210-2350, www.caahep.org, on recommendation of the Medical Assisting Education Review Board (MAERB). Graduates who complete the Associate of Science in Medical Office Assisting also receive the Certificate of Achievement and are eligible to take the Certified Medical Assistant examination given by the American Association of Medical Assistants (AAMA). Students must hold a valid AHA Healthcare Provider CPR and First Aid card to complete the Internship.

Learning Outcomes

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

- Perform clinical procedures, laboratory tests, phlebotomy, and diagnostic studies.
- Use computer applications to create documents and perform medical record and billing activities.
- Practice infection control and adhere to OSHA and HIPAA regulations.
- Receive, communicate with, and support patients and staff.
- Collaborate in a culturally diverse health care environment and apply the principles of health care ethics and professional conduct with patients, staff, and the community.
- Compare the various certification exams for medical assistants.
- Describe the procedure for applying for the phlebotomy certifying exam and license.

Note that the program description below outlines only how students fulfill the major requirement for an associate degree. The CCSF associate degree has several other components, including general education requirements. Please meet with a counselor and read the Associate Degree Requirements chapter of the CCSF Catalog for complete information. Generally, minimum time for completion of an AA or AS degree is four semesters, depending on student preparation and the number of units completed per semester.

Courses Required for the Associate of Science (AS) in Medical Assisting
Course ....Units
Choose one of the following Anatomy and Physiology options:
OPTION 1:
BIO 106 Introduction to Human Anatomy and Physiology 4.0
OPTION 2:
BIO 108 General Human Anatomy 4.0
AND choose one of the following Physiology options:
BIO 111 Human Physiology...5.0
BIO 112 Introduction to Human Physiology 4.0
First Semester:
HCT 61 Introduction to Health Care...2.0
HIT 50A Medical Terminology I..3.0
HCT 67 Computer Applications in the Health Care Setting 2.0
EMT 14 First Aid and Cardiopulmonary Resuscitation 3.0
MED 55 The Electronic Health Record 3.0
MED 56 Administrative Procedures 3.5
Second Semester:
HIT 50B Medical Terminology II...2.0
HIT 57 Disease Process 3.0

HIT 76 CPT Coding 3.0
MED 49 Clinical Procedures...5.5
MED 62 Communication and Professionalism in Health Care 2.0
MED 70 Medical Insurance Billing 2.0
MED 71 Electronic Management of Financial Medical Records 2.0
Summer Session:
HCT 82A Professional Practice Preparation and Certification 2.0
HCT 82B Professional Practice Internship..3.0
Third Semester:
MED 73 Advanced Medical Billing 1.5
HIT 73A ICD-10-CM Coding 3.0
HIT 75 Organization and Management in Health...3.0
PSYC 1 General Psychology..3.0
HCT 104 Phlebotomy Technician 5.5
Total:..61.0 – 66.0

ECG Technician Certificate of Achievement

This program prepares students to operate ECG equipment and work as an ECG Technician in a cardiology office, non-invasive cardiac diagnostic department in a hospital, medical clinic or other medical facilities. Graduates are eligible to take the national registry examination: Cardiovascular Credentialing International (CCI).

Learning Outcomes

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

- Evaluate and apply information relative to the role of an ECG Technician.
- Apply clinical knowledge necessary to fulfill the role of an entry-level ECG Technician.
- Perform clinical tasks on ECG machines, Holter monitor systems, exercise stress test equipment and perform CPR as needed.
- Interact with and orient a diverse patient population and members of the healthcare team according to employer expectations and standards of the healthcare profession.
- Prepare for the various national registry examinations for Electrocardiography Technician certification.

The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Achievement in ECG Technician
Course ....**Units**
Required Courses
ECGT 101 ECG Technician I..4.0
ECGT 102 ECG Technician II...4.0
EMT 12 Basic Life Support for Healthcare Providers..0.5
Total:...8.5

Emergency Medical Technician Certificate of Achievement

The primary goal of the City College of San Francisco Emergency Medical Technician (EMT) Program is to prepare students to become competent entry-level patient care providers in emergency medical services. In this rapidly expanding field, EMT's most often work in the pre-hospital setting 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, respiratory therapist, physician's assistant, or physician.

Learning Outcomes

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

- Apply assessment and treatment strategies to emergency care of ill and injured patients within the scope of practice of an Emergency Medical Technician.
- Integrate technical skills of the Emergency Medical Technician into complex patient situations as a basic level responder in a diverse community.
- Display professionalism, responsibility, and patient advocacy within a culturally diverse community as a member of the Emergency Medical Services healthcare team.

This program is in compliance with requirements set forth in the California Code of Regulation, Title 22, Division 9, Chapter 2. All aspects of the EMT Training Program meet the NHTSA National EMS Education Standards. Students must maintain a grade of "C" or higher to receive a course completion record. Prior to enrollment in the EMT program, students must have a current certification in cardiopulmonary resuscitation (CPR) at the healthcare provider level such as the American Heart Association Basic Life Support (BLS) provider certification, and must attend a mandatory information session about the program.

The minimum completion time is 1 semester and must include all required elements of the State-approved curriculum.

Courses Required for the Certificate of Achievement in Emergency Medical Technician

Course	Units
Required courses	
EMT 100 Emergency Medical Technician	8.0
EMT 99 National Registry EMT Exam Preparation Course	1.0
Total:	**9.0**

Medical Assisting Certificate of Achievement

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), 9355-113th St. N., #7709 Seminole, FL 33775, (727) 210-2350, www.caahep.org, 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).

Learning Outcomes

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

- Perform clinical procedures, laboratory tests, phlebotomy, and diagnostic studies.
- Use computer applications to create documents and perform medical record and billing activities.
- Practice infection control and adhere to OSHA and HIPAA regulations.
- Receive, communicate with, and support patients and staff.
- Collaborate in a culturally diverse health care environment and apply the principles of health care ethics and professional conduct with patients, staff, and the community.
- Compare the various certification exams for medical assistants.
- Describe the procedure for applying for the phlebotomy certifying exam and license.

Students must complete each course with a grade of "C" or higher. Students must hold a valid AHA HealthCare Provider CPR and First Aid card to complete the Internship.

The minimum time for completion of this certificate is 3 semesters (plus Summer internship). Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Achievement in Medical Assisting

Course ....Units

Choose one of the following Anatomy and Physiology options:
OPTION 1:
BIO 106 Introduction to Human Anatomy and Physiology 4.0
OPTION 2:
BIO 108 General Human Anatomy 4.0
AND one of the following Physiology courses:
BIO 111 Human Physiology...5.0
BIO 112 Introduction to Human Physiology 4.0
EMT 14 First Aid and Cardiopulmonary Resuscitation 3.0
First Semester:
HCT 61 Introduction to Health Care...2.0
HIT 50A Medical Terminology I...3.0
HCT 67 Computer Applications in the Health Care Setting 2.0
MED 55 The Electronic Health Record 3.0
MED 56 Administrative Procedures 3.5
HCT 104 Phlebotomy Technician 5.5
Second Semester:
HIT 50B Medical Terminology II...2.0
HIT 57 Disease Process 3.0
HIT 73A ICD-10-CM Coding 3.0
HIT 76 CPT Coding 3.0
MED 49 Clinical Procedures...5.5
MED 62 Communication and Professionalism in Health Care 2.0
MED 70 Medical Insurance Billing 2.0
MED 71 Electronic Management of Financial Medical Records 2.0
Summer Session:
HCT 82A Professional Practice Preparation and Certification 2.0
HCT 82B Professional Practice Internship...3.0
Total:...53.5 – 58.5

Medical Biller Certificate of Achievement

This certificate program prepares students to complete medical insurance claims for physician offices and outpatient medical facilities. Students learn CPT and ICD-10-CM coding, medical terminology, disease processes, computer bookkeeping procedures, and manual and computer insurance billing for commercial insurance, Medicaid, Medicare, Worker's Compensation, and managed care plans.

Learning Outcomes

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

- Assign CPT codes to outpatient services and procedures.
- Assign ICD-10-CM codes to diagnoses.
- Perform insurance billing procedures necessary for entry-level employment in an ambulatory health care setting.
- Identify the various certification options for billers and coders and their professional associations.

The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Achievement in Medical Biller

Course ....Units
First Semester:
BIO 106 Introduction to Human Anatomy and Physiology 4.0
HIT 50A Medical Terminology I...3.0

HCT 67 Computer Applications in the Health Care Setting 2.0
HIT 76 CPT Coding 3.0
MED 70 Medical Insurance Billing 2.0
MED 71 Electronic Management of Financial Medical Records 2.0
Second Semester:
HIT 50B Medical Terminology II..2.0
MED 55 The Electronic Health Record 3.0
HIT 57 Disease Process 3.0
HIT 73A ICD-10-CM Coding 3.0
MED 72 Advanced Medical Insurance Billing 2.0
MED 73 Advanced Medical Billing 1.5
Total:...**30.5**

Medical Clinic Assisting Certificate of Achievement

Students who complete this certificate successfully are prepared to hold positions as clinic assistants. Students have the option of completing additional courses for a Certificate of Achievement in Medical Assisting. Students receive training in anatomy and physiology, medical terminology, computer applications and administrative procedures, the electronic health record, disease processes, communication and professionalism, and clinical procedures. Students will complete an internship and must hold a valid CPR Health Provider card and a HIPAA Awareness Training certificate.

Learning Outcomes

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

- Practice infection control and adhere to OSHA regulations.
- Perform clinical procedures effectively, including injections and skin punctures, laboratory tests, and diagnostic studies.
- Use computer applications to create documents, communicate with, and support patients and staff.
- Collaborate in a culturally diverse health care environment, applying the principles of health care ethics and professional conduct.

The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and number of units or classes completed per semester.

Courses Required for the Certificate of Achievement in Medical Clinic Assisting
Course ....**Units**
First semester required courses:
BIO 106 Introduction to Human Anatomy and Physiology 4.0
HIT 50A Medical Terminology I...3.0
HCT 67 Computer Applications in the Health Care Setting 2.0
MED 56 Administrative Procedures 3.5
MED 62 Communication and Professionalism in Health Care...2.0
Second semester required courses:
MED 49 Clinical Procedures...5.5
HIT 57 Disease Process 3.0
MED 55 The Electronic Health Record 3.0
HCT 82A Professional Practice Preparation and Certification 2.0
HCT 82B Professional Practice Internship..3.0
Total:...**31.0**

Medical Evaluation Assistant Certificate of Achievement

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 Office 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.

Learning Outcomes

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

- Perform clinical procedures, laboratory tests, phlebotomy, and diagnostic studies for entry level employment as a Medical Evaluation Assistant.
- Apply infection control processes while adhering to OSHA regulations.
- Receive, communicate with, and support patients and staff.
- Collaborate in a culturally diverse health care environment and apply the principles of health care ethics and professional conduct with patients, staff, and the community.
- Describe the process to apply for the Certified Phlebotomy Technician examination (CPT-1).

Students may obtain the Certificate of Achievement for MEA by completing each of the following courses with a grade of "C" or higher.

The minimum time for completion of this certificate is 3 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Achievement in Medical Evaluation Assistant

Course	Units
Fall Semester:	
HIT 50A Medical Terminology I	3.0
HCT 67 Computer Applications in the Health Care Setting	2.0
MED 55 The Electronic Health Record	3.0
MED 62 Communication and Professionalism in Health Care	2.0
Fall Semester: choose one of the following Anatomy and Physiology options:	
OPTION 1:	
BIO 106 Introduction to Human Anatomy and Physiology	4.0
OPTION 2:	
BIO 108 General Human Anatomy	4.0
AND choose one of the following Physiology courses:	
BIO 111 Human Physiology	5.0
BIO 112 Introduction to Human Physiology	4.0
Spring Semester:	
HCT 104 Phlebotomy Technician	5.5
HIT 50B Medical Terminology II	2.0
HIT 57 Disease Process	3.0
HLTH 66 Chronic Conditions Management	3.0
MED 49 Clinical Procedures	5.5
MED 71 Electronic Management of Financial Medical Records	2.0
Summer Session:	
HCT 82A Professional Practice Preparation and Certification	2.0
HCT 82B Professional Practice Internship	3.0
Total:	**40.0 – 45.0**

Medical Receptionist Certificate of Achievement

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, communication and professionalism, medical record preparation, medical terminology, business correspondence, insurance policies and claims completion, and first aid and CPR.

Learning Outcomes

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

- Receive, communicate with, and support patients and staff.
- Use computer applications to create documents and perform medical record and billing activities.
- Apply the principles of health care ethics and professional conduct with patients, staff, and the community.
- Apply the principles of procedural coding and billing to insurance claims and other financial documents.

Students may obtain the Medical Receptionist Certificate of Achievement by completing each of the following courses with a grade of "C" or higher.

The minimum time for completion of this certificate is 3 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Achievement in Medical Receptionist
Course ....Units
Fall Semester: choose one of the following Anatomy and Physiology options:
OPTION 1:
BIO 106 Introduction to Human Anatomy and Physiology 4.0
OPTION 2:
BIO 108 General Human Anatomy 4.0
AND choose one of the following Physiology options:
BIO 111 Human Physiology..5.0
BIO 112 Introduction to Human Physiology 4.0
Fall Semester required courses:
HCT 61 Introduction to Health Care..2.0
HCT 67 Computer Applications in the Health Care Setting 2.0
HIT 50A Medical Terminology I...3.0
MED 56 Administrative Procedures 3.5
Spring Semester:
HIT 50B Medical Terminology II..2.0
HIT 76 CPT Coding 3.0
MED 55 The Electronic Health Record 3.0
MED 62 Communication and Professionalism in Health Care......................................2.0
MED 70 Medical Insurance Billing 2.0
MED 71 Electronic Management of Financial Medical Records 2.0
Summer Session:
HCT 82A Professional Practice Preparation and Certification 2.0
HCT 82B Professional Practice Internship...3.0
Total: ....33.5 – 38.5

PHILIPPINE STUDIES

Associate of Arts in Philippine Studies (AA)

An Associate Degree in Philippine Studies provides students the opportunity to cultivate a critical understanding of the complex history and experiences of the Filipinx community in the Philippines and the diaspora. Students will develop a greater awareness and understanding of issues such as economic and social transnationalism, emigration

and acculturation, the power of cultural values and heritage in the process of identity development. Our courses will allow students to fulfill transfer requirements to CSU, UC, and private universities. The AA is designed for students who wish to pursue a specialization in Philippine Studies in the following disciplines: Area Studies, Ethnic Studies, History, Sociology, Psychology, Anthropology, Political Science, International Relations, and English. Upon completion of the major students will be able to integrate writing, research, and presentation skills necessary for the successful completion of a university degree.

Learning Outcomes

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

- Examine key social and cultural characteristics of Philippine society.
- Analyze the impact of historical and political conditions in the Philippines on the Filipinx community in the diaspora.
- Compare the intersectional struggles and oppression faced by Filipinos in the Philippines and the diaspora.
- Use Filipino language (Tagalog) to communicate ideas about Philippine culture and the culture of Fllipinxs in the diaspora.
- Apply appropriate methods of inquiry and research for Philippine Studies.

Note that the program description below outlines only how students fulfill the major requirement for an associate degree. The CCSF associate degree has several other components, including general education requirements. Please meet with a counselor and read the Associate Degree Requirements chapter of the CCSF Catalog for complete information. Generally, minimum time for completion of an AA or AS degree is four semesters, depending on student preparation and the number of units completed per semester.

Courses Required for the Associate of Arts (AA) in Philippine Studies
Course ....**Units**
Required Courses:
HIST 37 History of the Philippines 3.0
PHST 40 Contemporary Issues in the Filipino Diaspora...3.0
PHST 20 The Filipino Family 3.0
Please choose nine units from the following courses:
PHST 30 Philippine Society and Culture Through Film 3.0
PHST 42 Introduction to Philippine Arts..3.0
PHST 50 Filipinx LGBTQ+ Identities and Culture 3.0
ANTH 15 Philippine Culture and Society 3.0
ASAM 8 Filipino American Community 3.0
Please choose 5 or 6 units from the following elective courses:
PIL 1 Elementary Filipino (Tagalog)..5.0
or PIL 2 Continuation of Elementary Filipino (Tagalog) 5.0
or PIL 10A Conversational Filipino (Tagalog) 3.0
and PIL 10B Conversational Filipino (Tagalog)...3.0
or PIL 10B Conversational Filipino (Tagalog) 3.0
and PIL 10C Intermediate Conversational Pilipino..3.0
PHST 10 Independent Study 1.0-3.0
Total:..**23.0 – 24.0**

Philippine Studies Certificate of Achievement

A Certificate of Achievement in Philippine Studies introduces students to the complex history and circumstances of the Philippines and the Filipinx people in the diaspora, including a greater awareness and understanding of issues such as economic and social transnationalism, emigration and acculturation, and the power of cultural values and heritage in the process of identity development. This certificate is designed for students who wish to pursue a specialization in Philippine Studies in the following disciplines: Area Studies, Ethnic Studies, History, Sociology, Psychology, Anthropology, Political Science, International Relations, and English. It is also designed for professionals in the public, private, non-profit, and entrepreneurial sectors seeking to strengthen their cultural

competencies and ability to engage the largest Asian American population in California. Professional development in Philippine Studies are relevant in various fields, including law, healthcare, education, social services.

Learning Outcomes

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

- Examine key social and cultural characteristics of Philippine society.
- Analyze the impact of historical and political conditions in the Philippines on the Filipinx community in the diaspora.
- Compare the intersectional struggles and oppression faced by Filipinxs in the Philippines and the diaspora.
- Use Filipino language (Tagalog) to communicate ideas about Philippine culture and the culture of FIlipinxs in the diaspora.

Minimum time of completion for this certificate is 3 semesters. Completion time will vary based on student preparation, number of classes completed per semester, and availability of courses offered on occasion.

Courses Required for the Certificate of Achievement in Philippine Studies
Course ....Units
Required Core Courses:
HIST 37 History of the Philippines 3.0
PHST 20 The Filipino Family 3.0
Choose two of the following courses:
PHST 30 Philippine Society and Culture Through Film 3.0
PHST 40 Contemporary Issues in the Filipino Diaspora 3.0
PHST 42 Introduction to Philippine Arts..3.0
PHST 50 Filipinx LGBTQ+ Identities and Culture 3.0
Choose one of the following courses:
PIL 1 Elementary Filipino (Tagalog)..5.0
PIL 2 Continuation of Elementary Filipino (Tagalog)...5.0
PIL 10A Conversational Filipino (Tagalog)...3.0
PIL 10B Conversational Filipino (Tagalog)...3.0
PIL 10C Intermediate Conversational Pilipino 3.0
Choose one of the following courses:
ASAM 8 Filipino American Community 3.0
ANTH 15 Philippine Culture and Society 3.0
PHST 10 Independent Study 3.0
Total: ....18.0 – 20.0

PHOTOGRAPHY

Reportage Photography Certificate of Achievement

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 program, students will be able to:

Use the traditional tools and techniques of photography.

- Apply aesthetics and principles of design in an iterative process.
- Apply the techniques and aesthetics of light to reportage photography.

- Create successful visual storytelling.
- Apply specific photographic business practices.

Students must complete 4 out of 6 courses at City College of San Francisco. It is recommended, but not required that courses be taken within a 4-year period.

The minimum time for completion of this certificate is 3 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Achievement in Reportage Photography
Course ....Units
Required courses:
PHOT 51 Beginning Photography...3.0
PHOT 52 Photographers and Their Images...1.0
PHOT 80 Outdoor & Ambient Lighting...3.0
PHOT 85A Beginning Lighting Techniques...4.0
PHOT 100 Design Fundamentals 3.0
PHOT 93 Editorial Photography..2.0
or PHOT 102B Documentary/News Photography...2.0
Recommended additional coursework:
PHOT 101E Environmental Portraiture...1.0
PHOT 130 Portfolio Production..3.0
JOUR 21 News Reporting and Writing 3.0
JOUR 38 Intermediate Photojournalism 3.0
Total:...16.0

PHYSICAL EDUCATION AND DANCE

Dance Group Fitness and Conditioning Certificate of Achievement

The program covers comprehensive studies in dance group fitness, dance conditioning and technique, basic exercise science, flexibility, strength development, and nutrition. Students develop the skills required to pursue careers in dance and fitness education. To meet the diverse needs of each student, various options are available.

Learning Outcomes

Upon completion of this program, students will be able to:
- Apply technical dance and movement skills to aerobic fitness practices.
- Use critical and creative skills in the processes required of dance and physical fitness education.
- Synthesize dance movement into individualized fitness plans.

At least 12 units must be completed at CCSF. Students are encouraged to consult with a CCSF academic counselor and the program advisor to ensure they are moving toward fulfillment of their goals.

The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Achievement in Dance Group Fitness and Conditioning
Course ....Units
Required Courses:
DANC 34A Dance Conditioning 1.0
DANC 34B Dance Conditioning Level II 1.0
DANC 172A Zumba: Latin Style Dance Forms 1.0
PE 210A Beginning boxercise 1.0
PE 216A Beginning Body Sculpting..1.0

Choose one of the following nutrition courses:
PE 20 Introduction to Exercise and Sports Nutrition 3.0
or BIO 132 Introduction to Nutrition 3.0
Choose 2-3 units from the following health courses:
PE 8 Introduction to Personal Training 3.0
or PE 9 Fitness, Food, Managing Weight: Navigating Wellness 2.0
or PE 14 Toward Living Long & Strong: A New Fitness Paradigm 2.0
DANC 124A Beginning Modern Dance 1.0
DANC 124B Advanced Beginning Modern Dance 1.0
DANC 129A Beginning Jazz Dance...1.0
DANC 129B Advanced Beginning Jazz Dance..1.0
DANC 138A Beginning Hip Hop Dance 1.0
DANC 138B Advanced Beginning Hip Hop Dance 1.0
Choose 2 units from the following movement/flexibility courses:
DANC 173 Yoga Movement..1.0
PE 217A Beginning Stretching and Flexibility Development 1.0
PE 217B Intermediate Stretching and Flexibility Development 1.0
PE 219A Beginning Yoga 1.0
PE 219B Intermediate Yoga 1.0
PE 222 Introduction to Feldenkrais 1.0
Choose 2 units from the following fitness courses:
DANC 172B Zumba: Street Style Dance Forms 1.0
PE 174A Beginning Aqua Zumba 1.0
PE 252A Beginning Water Aerobics 1.0
PE 252B Intermediate Water Aerobics 1.0
PE 252C Advanced Water Aerobics 1.0
PE 200B Fitness Center Super Circuit...1.0
PE 200C Fitness Center Super Circuit 2.0
PE 204A Beginning Physical Fitness 1.0
PE 204B Intermediate Physical Fitness 1.0
PE 207A Beginning Boot Camp Fitness 1.0
PE 210B Intermediate boxercise 1.0
PE 215A Beginning Strength and Interval Training...1.0
PE 216B Intermediate Body Sculpting..1.0
Total: ....16.0 – 17.0

Dance-African Heritage Dance Performance Certificate of Achievement

The African Heritage Dance Performance Certificate provides comprehensive studies including history and theory, choreography, technique, performance, and dance fitness. Students will develop the skills required to pursue careers in dance education. To meet the diverse needs of each student, various options are available.

Learning Outcomes

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

- Perform foundational techniques and movement skills in African heritage dance forms.
- Apply critical and creative skills to the processes and techniques required of dance performance and education.
- Compose short dance studies.
- Analyze the influence of culture on different styles of dance.

At least 12 units must be completed at CCSF. Students are encouraged to consult with a CCSF academic counselor and the program advisor to ensure they are moving toward fulfillment of their goals.

The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Achievement in Dance-African Heritage Dance Performance

Course ....Units

Required Workshop and Theory courses:

DANC 100A Beginning Dance Composition 3.0

and DANC 30 Dance History Dance in Cultural Context 3.0

or DANC 32 Black Tradition in American Dance..3.0

or AFAM 55 From Funk to Hip Hop 3.0

or MUS 21 Traditional African Music 3.0

or MUS 23 History of Jazz: Musical Traditions of the
African-American 3.0

Required dance technique courses:

DANC 34A Dance Conditioning..1.0

DANC 129A Beginning Jazz Dance...1.0

DANC 133A Beginning African-Haitian Dance..1.0

DANC 134A Beginning Tap Dance..1.0

DANC 138A Beginning Hip Hop Dance...1.0

Choose 5 units from the following elective courses:

DANC 34B Dance Conditioning Level II 1.0

DANC 101A Dance Performance Production 1.0

DANC 102A Beginning CCSF Repertory Dance Company Local Theatre 1.0

DANC 102B Intensive CCSF Repertory Dance Company 2.0

DANC 129B Advanced Beginning Jazz Dance...1.0

DANC 129C Intermediate Jazz Dance 1.0

DANC 129D Advanced Jazz Dance 1.0

DANC 131A Introduction to Dance Theater 1.0

DANC 133B Advanced Beginning African Haitian 1.0

DANC 133C Intermediate African-Haitian Dance 1.0

DANC 133D Advanced African-Haitian Dance 1.0

DANC 134B Advanced Beginning Tap Dance 1.0

DANC 134C Intermediate Tap Dance..1.0

DANC 134D Advanced Intermediate Tap Dance 1.0

DANC 138B Advanced Beginning Hip Hop Dance 1.0

DANC 138C Intermediate Hip Hop Dance...1.0

DANC 138D Advanced Hip Hop Dance...1.0

Total:...16.0

Dance-Classical Dance Performance Certificate of Achievement

The Classical Dance Performance Certificate provides comprehensive studies including history and theory, choreography, technique, performance, and dance fitness. Students will develop the skills required to pursue careers in dance education. To meet the diverse needs of each student, various options are available.

Learning Outcomes

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

- Perform foundational technique and movement skills in classical dance forms.
- Apply critical and creative skills to the processes and techniques required of dance performance and education.
- Compose short dance studies.
- Analyze the influence of culture on different styles of dance.

At least 12 units must be completed at CCSF. Students are encouraged to consult with a CCSF academic counselor and the program advisor to ensure they are moving toward fulfillment of their goals.

The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Achievement in Dance-Classical Dance Performance

Course ....Units

Required workshop and theory courses:

DANC 100A Beginning Dance Composition 3.0
DANC 30 Dance History Dance in Cultural Context 3.0
DANC 34A Dance Conditioning..1.0

Choose 6 units from the following dance technique courses:

DANC 119C Intermediate Ballet 1.0
DANC 119D Advanced Intermediate Ballet 2.0
DANC 121B Intensive Ballet...2.0
DANC 124C Intermediate Modern Dance..1.0
DANC 124D Advanced Modern Dance...2.0
DANC 126B Intensive Modern Dance 2.0

Choose 3 units from the following elective courses:

DANC 34B Dance Conditioning Level II 1.0
DANC 37 Feldenkrais for Dance and Performing Arts......................................1.0
DANC 101A Dance Performance Production 1.0
DANC 102A Beginning CCSF Repertory Dance Company
Local Theatre...1.0
DANC 102B Intensive CCSF Repertory Dance Company 2.0
DANC 119A Beginning Ballet 1.0
DANC 119B Advanced Beginning Ballet 1.0
DANC 122 Beginning Pointe Technique..1.0
DANC 124A Beginning Modern Dance 1.0
DANC 124B Advanced Beginning Modern Dance 1.0
DANC 129A Beginning Jazz Dance..1.0
DANC 129B Advanced Beginning Jazz Dance 1.0
DANC 131A Introduction to Dance Theater 1.0
Total:..**16.0**

Dance-Social Dance Forms Certificate of Achievement

The Social Dance Forms Certificate provides comprehensive studies in a variety of social dance styles and techniques that includes partnering, musicality, and performance. Students will develop the skills required to pursue careers in social dance education. To meet the diverse needs of each student, various options are available.

Learning Outcomes

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

- Perform foundational technique and movement skills in various social dance forms.
- Apply partnering skills to the performance of a variety of social dance styles.
- Analyze the historical influence of culture on various social dance forms.

At least 12 units must be completed at CCSF. Students are encouraged to consult with a CCSF academic counselor and the program advisor to ensure they are moving toward fulfillment of their goals.

The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Achievement in Dance-Social Dance Forms

Course ....Units

Required workshop and theory courses:

DANC 30 Dance History Dance in Cultural Context 3.0
DANC 34A Dance Conditioning...1.0
DANC 145A Beginning Ballroom Dance 1.0
DANC 145B Intermediate Ballroom Dance 1.0

DANC 155A Beginning Salsa and Other Latin Dances...1.0
DANC 160A Beginning Argentine Tango..1.0
Choose 2 units from the following related dance technique courses:
DANC 119A Beginning Ballet 1.0
DANC 119B Advanced Beginning Ballet 1.0
DANC 124A Beginning Modern Dance..1.0
DANC 124B Advanced Beginning Modern Dance...1.0
DANC 129A Beginning Jazz Dance...1.0
DANC 129B Advanced Beginning Jazz Dance..1.0
DANC 134A Beginning Tap Dance 1.0
DANC 134B Advanced Beginning Tap Dance 1.0
Choose 6 units from the following social dance elective courses:
DANC 101A Dance Performance Production 1.0
DANC 102A Beginning CCSF Repertory Dance Company Local Theatre 1.0
DANC 107A Folk Dance Production 1.0
DANC 141A Beginning International Folk Dance..1.0
DANC 141B Intermediate International Folk Dance...1.0
DANC 146A Beginning Waltz Styles and Techniques 1.0
DANC 146B Intermediate Waltz Styles and Techniques 1.0
DANC 155B Intermediate Salsa and Other Latin Dances..1.0
DANC 155C Advanced Salsa and Other Latin Dances 1.0
DANC 160B Intermediate Argentine Tango...1.0
DANC 160C Advanced Argentine Tango...1.0
DANC 161 Follower's Technique for Argentine Tango 1.0
Total:...16.0

Personal Training Certificate of Achievement

The Personal Training Certificate covers career opportunities in personal training, basic exercise science, fitness testing, flexibility, strength development, health assessment, practical training labs, nutrition, and the new paradigm in women's fitness and aging, in addition to first aid and CPR/AED. Successful completion of this certificate will also prepare candidates to take industry standard national certification examinations such as ACE (American Council of Exercise), ACSM (American College of Sports Medicine), or NASM (National Academy of Sports Medicine).

Learning Outcomes

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

- Explain basic exercise science and various techniques and modes of fitness training.
- Design personal health and wellness programs that address body fitness and lifestyle modifications.
- Integrate technology in personal training plans for a diverse client population.
- Determine health and safety concerns and apply appropriate procedures.

The minimum time for completion of this certificate is 3 semesters. Completion time will vary based on student preparation and number of units or classes completed per semester.

Courses Required for the Certificate of Achievement in Personal Training
Course ....Units
Required courses:
PE 26 Introduction to Kinesiology 3.0
PE 8 Introduction to Personal Training 3.0
PE 9 Fitness, Food, Managing Weight: Navigating Wellness 2.0
Choose one of the following courses:
EMT 14 First Aid and Cardiopulmonary Resuscitation 3.0
PE 20 Sports Nutrition 3.0

Choose 3 units from the following movement/flexibility courses:
PE 217A Beginning Stretching and Flexibility Development 1.0
PE 217B Intermediate Stretching and Flexibility Development 1.0
PE 219A Beginning Yoga 1.0
PE 219B Intermediate Yoga 1.0
PE 252A Beginning Water Aerobics 1.0
PE 252B Intermediate Water Aerobics 1.0
Choose 4 units from the following fitness courses:
PE 200C Fitness Center Super Circuit 2.0
PE 204A Beginning Physical Fitness...1.0
PE 204B Intermediate Physical Fitness...1.0
PE 205A Beginning Running and Conditioning..1.0
PE 206A Beginning Walking for Wellness 1.0
PE 207A Beginning Boot Camp Fitness 1.0
PE 256A Beginning Fitness Swimming..1.0
Choose 3 units from the following strength development courses:
PE 210A Beginning boxercise 1.0
PE 212B Beginning Intermediate Olympic Weightlifting 1.0
PE 214A Beginning Weight Training..1.0
PE 214B Intermediate Weight Training..1.0
PE 215A Beginning Strength and Interval Training..1.0
PE 215B Intermediate Strength and Interval Training..1.0
Total:...21.0

Yoga Certificate of Achievement

The Certificate of Achievement in Yoga is comprehensive in nature, reflecting a commitment to benefit local populations by offering lifelong learning opportunities which includes, general and liberal education, career and vocational education, and adult and continuing education. The Yoga Certificate offers pathways for students to meet any and/or all of these goals. This college level program builds the skills needed for further certification in the private sector.

Learning Outcomes

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

- Identify the appropriate sequence of physical movements to perform yoga poses successfully.
- Integrate health and/or safety concepts or practices into movement activities.
- Create an individualized practice based on yoga principles.

Program-recommended preparation: PE 219A Beginning Yoga or demonstration of exit skills.

At least 12 units must be completed at CCSF. Students are encouraged to consult with a CCSF academic counselor and the program advisor to ensure they are moving toward fulfillment of their goals.

The minimum time for completion of this certificate is 3 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Achievement in Yoga
Course ....Units
Required courses:
PE 219B Intermediate Yoga 1.0
PE 219C Advanced Yoga 1.0
PE 220 Intensive Yoga 2.0
PE 218 Gentle Restorative Yoga 1.0
DANC 173 Yoga Movement..1.0

Choose 1 of the following anatomy courses:
BIO 106 Introduction to Human Anatomy and Physiology 4.0
or BIO 108 General Human Anatomy 4.0
Choose 6 units of the following elective courses:
DANC 34A Dance Conditioning 1.0
DANC 34B Dance Conditioning Level II 1.0
DANC 37 Feldenkrais for Dance and Performing Arts 1.0
DANC 124A Beginning Modern Dance 1.0
DANC 119A Beginning Ballet 1.0
DANC 129A Beginning Jazz Dance 1.0
PE 217A Beginning Stretching and Flexibility Development 1.0
PE 217B Intermediate Stretching and Flexibility Development 1.0
PE 222 Introduction to Feldenkrais 1.0
PE 223A Feldenkrais, Level 1 ....1.0
PE 14 Toward Living Long & Strong: A New Fitness Paradigm 2.0
PE 20 Sports Nutrition 3.0
HLTH 33 Introduction to Health and Wellness 2.0
HLTH 91M Mindful Stress Reduction 1.0
Total: 16.0

SOCIAL SCIENCES

Associate in Arts in Economics for Transfer (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 at California State University or University of California campuses.

Learning Outcomes

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

- Apply and evaluate economic concepts, principles, and methods.
- Identify and analyze important economic problems; compare and apply economic models and theories; and evaluate policy recommendations and alternatives.
- Describe and analyze economic development and institutions in diverse domestic and international contexts, including international trade and finance.
- Apply and interpret concepts and methods of descriptive and inferential statistics relevant for economics.

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 units for the major as specified below. Each course in the major must be completed with a grade of "C" (or "P") or better. Courses used to meet the major requirement may also be used to meet IGETC or CSU GE requirements.

The minimum time for completion is 4 semesters. Completion time will vary based on student preparation and the number of units completed per semester.

It is possible to complete this entire program online if desired.

Courses Required for the AA-T in Economics
Course ....Units
REQUIRED Core courses:
ECON 1 Principles of Macroeconomics 3.0
ECON 3 Principles of Microeconomics 3.0

Choose ONE of the following Statistics options:

ECON 5 Introductory Statistics for Economics, Business and Social Sciences *.........................5.0
MATH 80 Probability and Statistics...5.0
PSYC 5 Statistics for Behavioral Sciences 5.0
LALS 5 Introduction to Statistical Methods in Latin American and Latino/a Studies 5.0
* ECON 5 is recommended.

Choose ONE of the following Calculus options:

MATH 110A Calculus I*..5.0
MATH 100A Short Calculus I 3.0
* Students who want the option to apply to UC as an Economics major must take MATH 110A and MATH 110B.
Students intending to pursue graduate study in Economics are encouraged to take MATH 110A, MATH 110B, MATH
110C, MATH 115, and MATH 130 (or MATH 120 and MATH 125).

MATH 110B Calculus II*...5.0
ACCT 1 Financial Accounting...5.0
ACCT 2 Managerial Accounting...5.0
CS 110A Intro to Programming..4.0
BSEN 76 Business and Technical Report Writing 3.0
* Students who want the option to apply to UC as an Economics major must take MATH 110B.

Choose ONE of the following elective courses (List B):

ECON 6 International Economics 3.0
ECON 15 Political Economy 3.0
ECON 20 LGBT Economics..3.0
ECON 22 Introduction to Environmental Economics 3.0
ECON 25 Women in the Economy 3.0
ECON 30 Economics of the African American Community..3.0
MATH 110C Calculus III 5.0
MATH 120 Linear Algebra 3.0
Total: ....**20.0 – 26.0**