HLTH 5027. Adult Children from Dysfunctional Families (27 hrs)
Discussion of the nature and causes of problems of adult children from dysfunctional families. Special emphasis on how these problems affect the individual and relationships. Explores recovery process and issues such as shame and low self-esteem.

HLTH 5029. Addiction - Individual and Society
Addresses the scope and impact of addiction problems; the nature of addiction; its physical and psychological effects on individuals, and the socio-cultural aspects of addictive behavior.

HLTH 5030. The Addictive Person (27 hrs)
An exploration of health psychology issues related to the psychological, developmental and social aspects of ongoing recovery of adults from addictive beliefs and behaviors. Aimed particularly at meeting the needs of women and men of ethnic and sexual diversity. Topics include: the nature of addiction, description and characteristics of different addictions across ethnic/racial and sexual minorities (gay, lesbian, and bisexuals). Treatment models for the addictive person and stages of recovery.

HLTH 5033. The Codependent Person (27 hrs)
Overview of the characteristics of a codependent. Course content includes discussion of the nature, causes, and treatment of codependence. The course is directed to those interested in understanding codependents’ search for self and identity throughout the life-span.

HLTH 5034. Anger and Conflict in Recovery (27 hrs)
Informational overview which looks at and discusses the emerging issues of anger, aggression and conflict for people in recovery from substance abuse or dependency. This course meets the needs of women and men of ethnic and sexual diversity. Course content includes understanding distortions of anger, dealing with blocks to anger, and techniques to express anger in an assertive manner.

HLTH 5036. Burn-out, Renewal and Caregivers (12 hrs)
Identifies the problems of burn-out and setting limits for people in service positions, caregivers, ACOAs, and for people involved with someone with a terminal illness.

HLTH 5037. Social and Mental Health/Gay options (27 hrs)
A forum for discussing issues of concern in the gay men’s community, presenting a variety of groups, organizations and resources from that community.

HLTH 5039. Sex and Love Addiction (27 hrs)
Informational overview which looks at and discusses sex, love, and romance addictions and their impact on the individual.

HLTH 5041. Spiritual Aspects of Recovery (27 hrs)
Exploration of health psychology issues related to the psychological, developmental and social aspects of ongoing recovery of adults from addictive behaviors.

HLTH 5042. Couples in Recovery (27 hrs)
Informational overview which looks at and discusses the impact of communication patterns and conflict on sex, love and romance for recovering couples. Meeting the needs of women and men of ethnic and sexual diversity.

HLTH 5100. Successful Communication/Health Occupations (90 hrs)
Appropriate for students in Health Care Technology programs, Nursing, Vocational Nursing, Dental Assisting, Dental Lab, Radiology and Medical Imaging. Practical preparation for successful communication in the Allied Health Fields. Designed for non-native speakers.

HLTH 5200. Interpreting in Health Care I (96 hrs)
Training for bilingual individuals to develop awareness, knowledge, and skills necessary for effective language interpretation in health care settings. Emphasis include the roles and responsibilities of a health care interpreter, basic knowledge of common medical conditions, treatments and procedures, and insight in language and cultural nuances for specific communities necessary in the art of interpretation.

HLTH 5300. Interpreting in Health Care II (96 hrs)
Advisory: HLTH 5200
Training for bilingual individuals to be an integral member of the health care team in bridging the language and cultural gap between clients and providers. Further enhancement of interpreting skills learned in HLTH 5200 covering specialized health care service areas such as genetics, mental health, and death and dying. Emphasis on the development of cultural competency in the community and workplace and careers in interpretation.

HLTH 5310. Field Work in Health Care Interpreting (96 hrs)
Advisory: HLTH 5300 (concur.)
Training interpreters in facilitating linguistic and cultural communication between client and health care providers. Field work experience on application of knowledge and technical interpreting skills learned in HLTH 5200 and HLTH 5300.

History
Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

HIST 1. The United States in the Twentieth Century (3)
Lec-3
An in-depth history of the United States from the turn of the century, with emphasis on the more important political, economic, social, artistic, and cultural aspects of American life and on the role of the United States in world affairs. CSU/UC

HIST 3A-3B. The People’s Century (3-3)
Lec-3
CR/NC avail.
This course surveys the history of our times, offering insight into the turbulent events of these 100 years. Emphasis will be placed on the social and political upheaval of the times, including war and revolution - and great expectations. Also illustrates how and why the 20th century was shaped as much by the masses and the force of the common people as by the elite and powerful. CSU/UC
HIST 4A-4B. Western Civilization (3-3)
Lec-3
HIST 4A not prerequisite to 4B
Development of western civilization.

HIST 4A. Development of Western Civilization from ancient times through the Reformation. The emergence of civilization in the Near East, Greek and Roman contributions, development of Christianity, Byzantine influences, the Middle Ages, and the intellectual and religious changes of the Renaissance and Reformation. CSU/UC/CAN

HIST 4B. Development of Western Civilization since the Reformation and into the twentieth century. The emergence of modern Europe, overseas expansion of European civilization, great-power rivalries, the French and industrial revolutions, the consolidation of nation states, and the development of parliamentary democracy and scientific, intellectual, and cultural developments. CSU/UC/CAN

HIST 5. Twentieth Century Europe and the Emergence of the Super-Powers (3)
Lec-3
A survey of twentieth century developments with emphasis on European and world relationships since 1914. The political-economic-social effects on Europe of the World Wars and the power blocks. The reason for current European attitudes. CSU/UC

HIST 12A-12B. Women in American History (3-3)
Lec-3
HIST 12A not prerequisite to 12B
An in-depth study of the experiences, roles and contributions of women in the political, economic, social and cultural developments of the United States across racial, ethnic, and class lines. CSU/UC

HIST 12A. Pre-colonial period to the end of the Civil War
HIST 12B. End of the Civil War to the present

HIST 15A-15B. The Indian in North America (3-3)
Lec-3
HIST 15A not prerequisite to 15B
The Indian in North American history. CSU/UC

HIST 15A. Emphasis on Indians east of the Mississippi starting with the period of European colonization, continuing with the establishment of American domination and the removal policy, and ending with their participation in the Civil War.
HIST 15B. Emphasis on the life styles of Indians living west of the Mississippi and their wars in defense of their homelands. Governmental policies enacted toward the Indians during the twentieth century.

HIST 17A-17B. The United States (3-3)
Lec-3
HIST 17A not prerequisite to 17B
The history of the United States from Colonial Times to the present. A survey of the more important political, economic, social, artistic, and cultural aspects of American life as well as of the role of the United States in world affairs. CSU/UC/CAN

HIST 17A. Pre-colonial to the end of the Civil War
HIST 17B. End of the Civil War to the present

HIST 18A-18B. Latin America (3-3)
Lec-3
HIST 18A not prerequisite to 18B
A survey of Latin American history, institutions, culture, and art from colonial times to present. CSU/UC

HIST 20. History of Mexico (3)
Lec-3
CR/NC avail.
A survey of the history of Mexico. Examination of indigenous, cultural, psychological, socio-economic, and artistic elements. CSU/UC

HIST 21. History of the Mexican American/Chicano (3)
Lec-3
CR/NC avail.
Survey of historical processes undergone by the Mexican American/Chicano from pre-Conquest to the present. Social, political, economic, artistic, and cultural trends. Emphasis on the history of the United States to explain the contemporary status of Mexican American/Chicanos. CSU/UC

HIST 31. Introduction to the History of England (3)
Lec-3
CR/NC avail.
English history, culture and art from Norman times to the present. CSU/UC

HIST 32. History of Russia (3)
Lec-3
CR/NC avail.
The history of modern Russia with attention given to the religious, literary, artistic, political, and other cultural influences which shaped the country in the nineteenth century. Later emphasis is on the social and intellectual ferment leading to the Bolshevik Revolution and the subsequent development of the Soviet Union. CSU/UC

HIST 33. History of South Asia (3)
Lec-3
CR/NC avail.
A survey of the history of India, Ceylon, and Pakistan, with emphasis on the development of modern India and its role in international affairs. CSU/UC

HIST 34. History of Japan (3)
Lec-3
CR/NC avail.
A survey of the history of Japan, with emphasis on the more important political, economic, social, artistic, and cultural aspects of Japanese life as well as on the development of modern Japan and its role in world affairs. CSU/UC

HIST 35A-35B. History of China (3-3)
Lec-3
CR/NC avail.
HIST 35A not prerequisite to 35B
Intellectual, social, political, and economic development of China from ancient times to the present. Emphasis in second semester on twentieth century China, concentrating on the rise of nationalism and Communist rule on the Mainland. CSU/UC

HIST 35A. Ancient times to approximately 1900
HIST 35B. Twentieth century China

HIST 36. History of Southeast Asia (3)
Lec-3
CR/NC avail.
A survey of the history of Southeast Asia, with emphasis on the role of the United States in Southeast Asia. CSU/UC
HIST 37. History of the Philippines (3)
Lec-3 CR/NC avail.
The historical and cultural growth of the Philippines, including the development of national culture, political and social institutions, and foreign relations. CSU/UC

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

HIST 39. The United States Presence in the Western Pacific Rim: An Introduction (3)
Lec-3 CR/NC avail.
A survey course on the evolution of US interests, expansion and foreign policies in the Western Pacific Rim area, specifically the countries in East Asia and Southeast Asia. CSU/UC

HIST 40. California (3)
Lec-3 CR/NC avail.
A search for meaning in the forces, events, and lives that have shaped the present-day destiny of the Golden State and the Pacific Slope, beginning with the Spanish conquistadors and the period of exploration, extending through the '49er era and statehood, and including present-day political, social, and economic trends. CSU/UC

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

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

HIST 44. Comparative History of Overseas Chinese (3)
Lec-3 CR/NC avail.
The history and social organization of overseas Chinese communities in Southeast Asia, North America, and Latin America from the Eastern Han Dynasty to the present. CSU/UC

HIST 45. Lesbian and Gay American History (3)
Lec-3, field trips CR/NC avail.
A survey of the origins, development, and current status of the Gay, Lesbian, and Bisexual reform and liberation movements in the United States during the last two centuries, with particular emphasis since the Second World War. The lives, communities, organizations, and resistance movements created by lesbian, gay, and bisexual peoples from diverse racial, ethnic, and class backgrounds. CSU/UC

HIST 46. Independent Studies in History (1)
Ind st-5
Repeat: if no subject repeat, max. 2 units
An individualized reading or research program. CSU/UC

HIST 47A-47B-47C-47D. Discussions in History (1-1-1-1)
Lec-1 CR/NC avail.
Lectures on varied subjects given by authorities in the field of history; discussions and field trips. CSU/UC

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

HIST 49. History of San Francisco (3)
Lec-3, field trips CR/NC avail.
The growth of San Francisco from its origins as an Indian-Spanish-Mexican settlement to the metropolis of the San Francisco Bay Area. Emphasis on the role of San Francisco as the political, social, cultural, commercial, and artistic capital of the West Coast. CSU

HIST 51-52-53. Selected Topics in History (1-2-3)
Lec-1,2,3 CR/NC avail.
Repeat: if no subject repeat
Selected topics in history will be explored through lectures, discussions, film, video, and/or television leading to a critical analysis and understanding of the topic under consideration.

Home Economics
See Consumer Arts and Sciences

Hospitality
Announcement of Curriculum

Courses in this subject area require a special materials fee.

Hospitality Careers
Program Goal. This program provides students for entry-level employment in the hotel and restaurant industry. For more information call 267-6500.

Admission Requirements. Eighth grade reading level. Good verbal skills. Ability to lift 50 pounds. An interview is required.

Length of Program. Two semesters (1,080 class hours)

Core Course Hours/Weeks
THI 9635 Food Tech & Dining Service ........... 900
THI 9636 Intro to the Hospitality Industry ...... 180

Requirements for Completion. Successful completion of all courses with an average of C grade or better and minimum of 80% attendance.

Hospitality
Announcement of Courses

NONCREDIT COURSES:

THI 9631. American Cooks Training
To provide the unemployed or underemployed with training in preparation for entry into such positions as professional-level cook, pantry person, baker, and butcher.
THI 9634. Internship for Food Service
Work study training in hotels, restaurants and other allied areas of the hospitality industry through practical on-the-job experience. Lectures and group discussions are designed to assist students in their transition from classroom experience and theory to career employment.

THI 9635. Food Technology and Dining Services
Students will develop the skills necessary for an entry level position in food preparation, pastry and baking, and dining service. Topics include sanitary food handling procedures, kitchen terminology, safe use of knives and kitchen machines and hand tools, standard vegetable cuts, salad and salad dressings, sandwich preparation, stocks as well as fruit and cheese displays. Emphasis will also be placed on basic communication and math skills necessary for successful placement in the hospitality industry.

THI 9636. Introduction to the Hospitality Industry
Prereq.: ABE 2074; ESLN 3800; ABE 2030
Introduction to the service principles of food and beverage controls, wine and quantity food purchasing by specifications. Sanitation and hygiene will be included.

THI 9637. Introduction to Wine Service/Food Industry
Seminar on wine identification, wine service, wine and food pairing and marketing wine in a food service establishment.

THI 9638. Chinese Cooks Training
Trains limited English proficient immigrants and refugees to become Chinese cooks. Covers preparation of both northern and southern Chinese dishes. Class will be taught bilingually - Chinese and English.

THI 9639. Introduction to Food Preparation
All the skills necessary to secure entry-level positions for pantry and kitchen prep workers are covered in this intensive 10-week course. Sanitary food handling procedures, kitchen terminology, safe use of knives and kitchen machines and hand tools, standard vegetable cuts, salad and salad dressings, sandwich preparation, stocks as well as fruit and cheese displays. Emphasis will be placed on basic reading, writing and math skills necessary for successful placement in the hospitality industry.

Hotel and Restaurant Operation
Announcement of Curricula
For domestic food preparation classes see the Consumer Arts and Sciences Department course listings.

Degree Curriculum
History. Established in 1936, the Department of Hotel & Restaurant Operation was the first community college program in the nation offering training in hospitality subjects. Over 4,000 hospitality professionals have graduated from the program. Although most have chosen to remain in the Bay Area, graduates are currently working in at least twenty-seven states and nine countries.

Employers. City College Hotel & Restaurant graduates find employment in many facets of the hospitality industry including hotels, restaurants, clubs, cafeterias, cruise ships, executive dining rooms, retirement communities, catering, software design and support, hospitality education, and as purveyors to the industry, to name just a few.

Jobs. The jobs that students receive upon graduating from the program vary greatly, depending upon students' career goals and practical experiences. Students with minimal experience usually take positions such as line cooks, food servers, hotel reservationists, desk clerks, cashiers and night auditors, and storeroom clerks. Those with greater experience frequently receive appointments in entry level management positions, such as sous chefs, assistant dining room managers, assistant restaurant managers, hotel reservations managers and assistant front office managers, storeroom managers, and purchasing agents. As the hospitality industry is the largest employer in San Francisco, those graduates who seek employment locally upon graduation seldom have difficulty finding it.

Advancement. Graduates of the Hotel & Restaurant program progress in their careers in many directions. Positions currently held by graduates include Research Consultant, Restaurant Manager, Executive Pastry Chef, Community College Chef Instructor, Hotel Concierge, Hotel Purchasing Agent, Restaurant Owner, Food & Beverage Director, Garde Manger Chef, Food Service Sales Associate, Bakery Owner, Hotel General Manager, Catering Director, Catering Company Owner, Food Service Director, Sous Chef, Country Club Manager, Hotel Company Vice-President of Sales, University Club General Manager, Certified Public Accountant, Hotel Director of Sales & Marketing, Director of Banquets, Food Service Distributor Senior Vice President, Community College Hospitality Department Chairman, Consulting Firm President, Banquet Captain, and Dean of a University Baccalaureate Hospitality program, to name only a few.

Transfer. Many Hotel & Restaurant Department graduates continue their education at baccalaureate hospitality and business schools. Students considering these options should immediately consult with our Program Advisor, who can inform students as to which courses might transfer to which institutions.

Associate in Science Degree and Award of Achievement. The Program is designed so that students may receive an Associate of Science Degree in Hotel & Restaurant Operation in as little as two years. Degree-candidate students must complete at least sixty units of degree-applicable classes and must satisfy both the College's and Department's specific requirements for graduation. Students who satisfy these requirements and complete a prescribed group of Hotel & Restaurant Department classes also receive an Award of Achievement in Hotel & Restaurant Operation. Degree candidate students must be enrolled in at least twelve units per semester, or receive a waiver from the Program Advisor. Many students also receive a Certificate of Completion from the Accrediting Commission of the American Culinary Federation.

Course of Study: Hotel Management, Food Service Management, Culinary Arts. All degree-candidate students must take a core group of Hotel & Restaurant Operation courses. They may choose a particular emphasis in their studies by following one of three "tracks," Hotel Management, Food Service Management or Culinary Arts, or take all tracks. Students choosing the Food Service Management or Culinary...
Arts track must take sequential laboratory courses in food preparation and service, HR 10 or HR 10Q, HR 20 and HR 30. Those courses are taught in the college’s kitchens, bake shop, snack bar, cafeteria, and dining room. All degree-candidate students must complete a final semester, 240-hour, unpaid industry internship for which they are given class credit (HR 40W). Students secure these internships with the assistance of the Program Advisor. Students should confer with the Program Advisor as to the specific classes necessary to complete their chosen track and the order in which they should be taken. All lecture classes are open to the general public. Laboratory classes (HR 10, HR 10Q, HR 20, HR 30, HR 40W) are restricted to degree-candidate students.

**Faculty.** All instructors in Hotel & Restaurant Operation, both full-time and adjunct, have extensive industry experience in the areas in which they teach.

**Industry Ties.** The Hotel & Restaurant Program has long enjoyed a close relationship with the hospitality industry. We have a vital and vibrant Advisory Board comprised of industry leaders from all areas of hospitality. Over 100 hotels, restaurants and related businesses host our students in their fourth semester internships. The industry-supported Hotel & Restaurant Foundation, located in our facility, funds scholarships for Hotel & Restaurant students, equipment for the Department, and books and supplies for our Alice Statler Library, the largest such facility in the western United States. Also, industry professional associations have supported both the Program and our students throughout the years, donating equipment and moneys for scholarships and grants.

**Costs.** In addition to tuition, fees, books, and other such college expenses, students in the Food Service Management and Culinary tracks will need to purchase uniforms and kitchen tools at an approximate cost of $300.

**Admission.** Applicants to the Hotel & Restaurant Department must complete the Department’s application form, which may be obtained at the Department office-Statler Wing room 156, by calling the office at (415) 239-3152, or by downloading the application from our web site at: [www.ccsf.org/hotelandrestaurant](http://www.ccsf.org/hotelandrestaurant)

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. The Hotel & Restaurant Department’s Admissions Committee interviews all applicants. Applicants whose primary language is not English must have completed ESL 62 or 68, or be eligible to enter ESL 72, or higher, based on the CCSF ESLN placement test. Prior to being admitted to the Hotel & Restaurant Program, applicants must complete the procedure for admission to the college.

**Probation.** Probation occurs when a student fails to maintain a 2.00 cumulative grade-point average. Students are removed from probation when their cumulative grade point average is increased to a minimum of 2.00.

**Disqualification.** Students will be disqualified from the Program for any of the following reasons:

1. receiving a final grade of “F” in H10 or H10Q
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.

**Re-admission.**

1. Students disqualified because they received a final grade of “F” in HR 10 or HR 10Q, who wish to be re-admitted, must re-apply to the Program as new students.
2. Students disqualified because their grade-point average dropped below 2.00 for two consecutive semesters, who wish to be re-admitted, must have raised their cumulative grade-point average to at least 2.50 AND must petition the Re-admission Committee of the Hotel and Restaurant Department.
3. Students disqualified for reasons other than scholarship disqualification, who wish to be re-admitted, must petition the Re-admission Committee of the Hotel & Restaurant Department.
4. No students are eligible for re-admission if their cumulative grade-point average is less than 2.00.

**Repetition.** Students receiving a final grade of “D” or “F” in any of the consecutive laboratory series classes (HR 10, HR 10Q, HR 20, HR 30) must repeat those classes before registering for the next class in the series.

For more information on courses required for a specific track, please consult the Program Advisor at (415) 239-3152.

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**Hotel and Restaurant Operation Announcement of Courses**

NOTE: Most lecture courses are not offered each semester. Consult the Time Schedule for the times these courses will be offered.

**CREDIT, DEGREE APPLICABLE COURSES:**

See H R 100 for Introduction to Hospitality.

**H R 10. Elementary Quantity Food Preparation (5)**

Lec-4, lab-20
Prereq: Admission to the Hotel and Restaurant Program as a degree-candidate student; ESL 62 or 68, or placement in ESL 72 or higher
Handling of tools, equipment, and materials; experience in working in basic hotel and restaurant kitchen and bakery stations; preparation of breakfasts, salads and sandwiches in the main kitchen. Experience in yeast dough, quick bread, cakes, pies, pastries and cake decoration. CSU

**H R 10Q. Elementary Quantity Food Preparation (5)**

Lec-4, lab-20
Prereq: Admission to the Hotel and Restaurant Program as a degree-candidate student; ESL 62 or 68, or placement in ESL 72 or higher
Handling of tools, equipment, and materials; experience in working in basic hotel and restaurant kitchen and bakery stations; experience in preparing dinners, salads, sandwiches, bakery goods, and desserts. CSU
HR 20. Quantity Food Preparation and Supervision (5)
Lec-4, lab-20
Prereq.: H R 10 or 10Q; ESL 62 or 68, or placement in ESL 72 or higher
Advise: Math E or BSMA H or J
Advanced principles of food preparation and service; preparation of typical foods served in hotels and restaurants, garde manger, meat and poultry manufacturing, advanced foods and preparation of convenience foods; personnel organization and supervision; menu planning and quantity food preparation. Students take charge, in rotation of each of the major hotel and restaurant kitchen stations. Instruction and practice in management duties in the following areas: purchasing of food, paper, and cleaning supplies; bookkeeping; testing of new products; supervision of personnel; control methods; analysis of profit-and-loss statements; conference leadership; experimental assignments. CSU

HR 21. Meat Analysis (2)
Lec-2, field trips
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
Advise: Completion/concurrent enrollment in H R 20
The fabrication of beef, pork, veal, lamb, and fish. Proper cuts and their uses. Recognition of the quality of meat. Knowledge necessary for proper purchasing of meats in order to maintain the desired percentage of profit in a restaurant operation. CSU

HR 24. Specialty Baking and Decorating (3)
Lec-3, field trips
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
Advise: H R 10 or 10Q, and 20, or demonstration of H R 10, 10Q and 20 exit skills
Repeat: max. 6 units
Intended for Hotel & Restaurant Operation degree-candidate students and culinary professionals. For classes in domestic food preparation, please see the Consumer Arts and Sciences course listings.
Special instruction in the finer arts of baking and pastry preparation and decoration, as related to food service in deluxe hotels and restaurants. Procedures and recipes in French pastries, candy making, petits fours, cake design and decoration, including gum paste work and decoration of seasonal and wedding cakes. How to organize and staff, tools, equipment and materials for baking preparation. Use of tools and cooking techniques are demonstrated. Evaluation of items prepared in class is done at each session. CSU

HR 25. Advanced Food Preparation Specialties (3)
Lec-3, field trips
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
Advise: H R 10 or 10Q and 20, and currently enrolled in the H & R program
Repeat: max. 6 units
Intended for Hotel & Restaurant Operation degree-candidate students and culinary professionals. For classes in domestic food preparation, please see the Consumer Arts and Sciences course listings.
Special instruction in the finer art of food preparation as related to food service in deluxe hotels and restaurants. Methods, preparation and service of beef, veal, lamb, pork, poultry, wild game, fish, shellfish, mollusks, vegetables, pastas and related sauces and stocks. How to organize staff, tools, equipment and materials for food preparation. Use of tools and cooking techniques are demonstrated. Items prepared in class are evaluated at each session. CSU

HR 30. Restaurant Operations (5)
Lec-5, lab-15, field trips
Prereq.: H R 20 and min. 12 units of G.E. requirements completed; ESL 62 or 68, or placement in ESL 72 or higher
Training in food and beverage service control and for hotel dining rooms, restaurants, banquets, and cafeterias. Addresses issues of menu planning, personnel, merchandising, operational reports, use and care of equipment, and the operational regulations pertaining to safety, health, taxes, and licenses. Laboratory work includes training through a system of rotation through the various stations in the College faculty dining room, cafeteria and snack bar. Team taught and divided into two, nine week segments. Segment "A" addresses dining room operation; segment "B" addresses cafeteria and snack bar operation. CSU
Formerly H R 30A-B-C

HR 32. Hospitality Marketing (3)
Lec-3
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
Fundamentals of marketing in the hospitality industry, including research, sales, advertising, public relations, and other concepts related to hospitality marketing. CSU

HR 33. Purchasing and Cost Controls (3)
Lec-3, field trips
CR/NC avail.
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
Procedures for purchasing all types of products and equipment used in the hospitality industry and the controls necessary to protect products and equipment, so as to minimize their losses. Lecture enhanced with guest speakers and field trips to purveyors' sites. CSU

HR 34. Hospitality Law (3)
Lec-3
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
An in-depth study of the law as it pertains to hotels, restaurants, bars, and private clubs. Emphasis on innkeeper/guest relationship, food service liability, responsible alcoholic beverage service, employment law, compliance with Americans with Disabilities Act and civil rights acts, and building, health, and safety codes. CSU
HR 35. Hotel Front Office Operations (3)
Lec-1, lab-6, field trips
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
A general overview of the hotel industry followed by in-depth
instruction in the operations of an automated hotel front office
including reservations, guest registration and check out, cash-
iersing, and night audit. Each student will learn to perform
tasks on a PC-based, state-of-the-art hotel Property Manage-
ment System. Includes role-playing, extensive use of videos,
and resume preparation and interviewing technique instruc-
tion. CSU

HR 40W. Field Work (3)
Lec-1, work-15
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
Coreq.: Enrollment in at least 4 additional units and
consent of instructor
Laboratory training in hotels and restaurants. Designed to
provide practical experience in the branch of the industry to
which the student shows to be best adapted, or in which the
student desires additional training beyond that given in class.
CSU

HR 42. Hotel and Restaurant Accounting (3)
Lec-5
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
Principles of hotel and restaurant accounting, including the
meaning and purposes of accounting, journalizing, periodic
adjustments and formal statements. Emphasis on analysis of fi-
nancial statements to be used as practical tools in making deci-
sions in the operation of hotels and restaurants. CSU

HR 43. Principles of Hotel Administration (3)
Lec-3
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
The physical aspects of hotel operations, including develop-
ment, classification, and organization. Procedures for emergen-
cies, check cashing, use of credit cards, and collection of
accounts receivable. Protection of hotel property against
damage and theft by guests. Fundamentals of taxes, leases,
and insurance as they apply to the hotel and restaurant
industry. CSU

HR 44. Supervisory Development (3)
Lec-3
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
A practical approach to the understanding of supervision and
management. The role of the supervisor/manager within the or-
ganization and the greater community. Principles of super-
vision, correction and improvement; conflict and co-
operation; communication, responsibilities of the labor manage-
ment team within the organization and the community. Case studies
of personnel and general human relations problems in the hos-
pitality industry. CSU

HR 51-52-53. Selected Topics in the Hospitality
Industry (1-2-3)
Lec-1,2,3, field trips
CR/NC avail.
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
Repeat: if no subject repeat
Investigation in-depth of selected topics in the hospitality
industry. Current issues and innovations; expansion of subjects
covered in introductory courses and exploration of new topics.
CSU

HR 100. Introduction to Hospitality (3)
Lec-3, field trips
Advise: ESL 62 or 68, or placement in ESL 72 or higher
A comprehensive examination of the hospitality industry, in-
cluding hotels, restaurants, clubs, and the travel and tourism
sectors. Emphasis on organizational structures, departments,
job classifications, and career paths within each sector. Lecture
and discussions are enhanced by industry guest speakers and
industry visits. CSU

Evening Courses
The following courses are offered only in the evening and
may not be offered each semester. Consult the Time Schedule
for the times these courses will be offered.

HR 201. Garde Manger (3)
Lec-3
CR/NC avail.
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
Intended for Hotel & Restaurant Operation degree-candidate
students and culinary professionals. For classes in domestic
food preparation, please see the Consumer Arts and Sciences
course listings.
Introduction to fancy culinary work; hot and cold hors
d'oeuvre, pates, gelantines, terrines, tallow work, ice-carvings
and decorated show platters. Use of proper tools and equip-
ment. Class focuses on how to organize, staff, tools, equip-
ment, and materials for food preparation in hotels, restaurants
and catering operations. Use of tools and cooking techniques
are demonstrated. Evaluation of items prepared in class is
done at each session. CSU

HR 202. Advanced Pastry Baking and Decorating (3)
Lec-3
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
Intended for Hotel & Restaurant Operation degree-candidate
students and culinary professionals. For classes in domestic
food preparation, please see the Consumer Arts and Sciences
course listings.
Special instruction in the finer arts of baking and pastry prepara-
tion and decoration as related to food service in deluxe
hotels and restaurants. Procedure and recipes in French
pastry, candy making, petit fours, cake design and decor-
a- tion, including gum paste work and decoration of seasonal
and wedding cakes. How to organize, staff, tools, equipment
and materials for baking preparation. Use of tools and cooking
techniques are demonstrated. Items prepared in class are evalu-
ated at each session. CSU
H R 203. Advanced Food Preparation Specialties (3)
Lec-3
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
Intended for Hotel & Restaurant Operation degree-candidate students and culinary professionals. For classes in domestic food preparation, please see the Consumer Arts and Sciences course listings.
Special instruction in the finer arts of food preparation as related to food service in deluxe hotels and restaurants. Methods, preparation and service of beef, veal, lamb, pork, poultry, wild game, fish, shellfish, and mollusks.
Class focuses on how to organize, staff, tools, equipment, and materials for food preparation. Use of tools and cooking techniques are demonstrated. Evaluation of items prepared in class is done at each session. CSU

H R 205. Introduction to Wine and Its Sensory Evaluation (3)
Lec-3 CR/NC avail.
Prereq.: Minimum age of 21; ESL 62 or 68, or placement in ESL 72 or higher
An introduction to the history, geography, production, and the methods of sensory evaluation of wine; emphasis on the grape varietals and wine types produced and/or consumed in the United States. CSU

H R 206. Ethnic Cuisines (3)
Lec-3; field trips
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
Advises: H R 10 and 20 or industry experience
Intended for Hotel & Restaurant Operation degree-candidate students and culinary professionals. For classes in domestic food preparation, please see the Consumer Arts and Sciences course listings.
An advanced culinary course that familiarizes the culinary arts and restaurant management student with the major cuisines of Asia, the Mediterranean, and the Caribbean. Exploration of basic ingredients, cooking methods and terminology of each cuisine. CSU

H R 207. Techniques of Healthy Cooking (3)
Lec-3
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
Advises: H R 10 and 20, or industry experience
Intended for Hotel & Restaurant Operation degree-candidate students and culinary professionals. For classes in domestic food preparation, please see the Consumer Arts and Sciences course listings.
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

H R 208. Catering and Events (3)
Lec-3, lab-2, field trips CR/NC avail.
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
Advises: H R 10 and 20 or industry experience
Aspects of on-premise and off-premise catering. Includes five unique catered events planned, prepared and staffed by students, such as banquets, barbecues, movable feasts, coffee breaks, dinner theater, theme parties, and tea parties. CSU

H R 209. Restaurant Analysis (3)
Lec-3
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
The theoretical and practical foundations necessary to start a new restaurant, purchase an existing restaurant, or enter into a restaurant operating lease or management contract. Targeted to final year students in the Hotel and Restaurant Department's Foodservice Management track and to industry professionals. CSU

H R 221. Meat Analysis (2)
Lec-2
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
The fabrication of beef, pork, veal, and lamb. Proper cuts and their uses. Recognition of the quality of meat. Knowledge necessary for proper purchasing of meats in order to maintain the desired percentage of profit in restaurant operation. CSU

H R 242. Hotel and Restaurant Accounting (3)
Lec-3
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
Principles of hotel and restaurant accounting, including the meaning and purposes of accounting, journalizing, periodic adjustments and formal statements. Emphasis on analysis of financial statements to be used as practical tools in making decisions in the operation of hotels and restaurants. CSU

H R 243. Principles of Hotel Administration (3)
Lec-3
Prereq.: ESL 62 or 68, or placement in ESL 72 or higher
The physical aspects of hotel operations, including development, classification, and organization. Procedures for emergencies, check cashing, use of credit cards, and collection of accounts receivable. Protection of hotel property against damage and theft by guests. Fundamentals of taxes, leases, and insurance as they apply to the hotel and restaurant industry. CSU

LABR 96A. Labor Relations in Hospitality (3)
Lec-3, field trips CR/NC avail.
A study of labor relations in the hospitality industry, including its history, present status and current issues. Patterns of ownership, workplace structures, the changing work force, management practices, unionization, workers' rights and current concerns. A thorough analysis of hospitality industry labor relations as they affect the economy, society and culture. CSU

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Humanities
Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

HUM 7. Comparative Religions (3) CR/NC avail.
A survey of the world religions: Hinduism, Buddhism, Taoism, Judaism, Christianity, and Islam. CSU/UC
HUM 8. Philosophies of Religions (3)
Lec-3 CR/NC avail.
A study of religious philosophies through a close examination of the literature of world religions. The sacred records and the lives, works, and teachings of the great teachers of world religions. CSU/UC

HUM 11. Music, Art, and Literature: Traditional Concepts (3) fa
Lec-3, field trips CR/NC avail.
An introduction to traditional concepts in the humanities embracing the visual arts, music, literature, and the cross-cultural life of the community. Development of awareness for both cultural diversity and shared concepts. Background for guided discussions and study provided through the use of recordings, readings, slides, tape recording, films, as well as field trips (on the students' own time) to museums, concerts, and plays. CSU/UC

HUM 12. Music, Art, and Literature: Contemporary Concepts (3) sp
Lec-3, field trips CR/NC avail.
An introduction to contemporary concepts in the humanities embracing the visual arts, music, literature, and the cross-cultural life of the community. Development of awareness for both cultural diversity and shared concepts. Background for guided discussions and study provided through the use of recordings, readings, slides, tape recordings, films, as well as field trips (on the students' own time) to museums, concerts, and plays. CSU/UC

HUM 20. San Francisco Arts (3)
Lec-3, field trips CR/NC avail.
Special studies in San Francisco arts; local examples of architecture, art, music, and literature, with reference to geography and history. CSU

HUM 25. Women in the Arts (3)
Lec-3, field trips CR/NC avail.
Examination of the creative process by studying the history of women in the arts from pottery, ritual chants, and storytelling to painting, sculpture, jazz, novels, and performance art. Recognized "greats" as well as anonymous women of diverse cultural and ethnic backgrounds. Films, tapes, slides, and a field trip to complement class lectures and discussions. CSU/UC

HUM 35. North American Indian Contemporary Music, Art and Literature (3)
Lec-3, field trips CR/NC avail.
A study of contemporary North American Indian literature, visual art, music, and dance. Focus on the way contemporary artists express their cultural tradition through their art works. Background for guided discussion and study provided through the use of readings, slides, tapes, films as well as field trips (on the students' own time) to museums, concerts, and dance performances. CSU/UC

HUM 41A. Western Cultural Values (3) fa
Lec-3, field trips CR/NC avail.
Advis: ENGL 96 or placement in ENGL 1A
The evolution of Western consciousness from Paleolithic times to the Renaissance. Emphasis on the creations of those artists and thinkers whose styles and modes of thought reflect the cultural temper of their times. CSU/UC

HUM 41B. Western Cultural Values (3) sp
Lec-3, field trips CR/NC avail.
Advis: ENGL 96 or placement in ENGL 1A
HUM 41A not prerequisite to 41B. The evolution of Western consciousness from the Renaissance to the present. Emphasis on the creations of those artists and thinkers whose styles and modes of thought reflect the cultural temper of the times. CSU/UC

HUM 48. African American Music, Art, and Literature (3)
Lec-3
A study of significant works in African American literature, philosophy, art, and music through an examination of examples and a comparison with other cultural expressions in the United States. Readings, recordings, slides, films and field trips (to museums, exhibits, concerts, plays, etc.) as background for guided discussions, study, and writing. CSU/UC

Interdisciplinary Studies
Announcement of Curricula

Multimedia Studies Certificate Program
The Multimedia Studies Program prepares students for entry-level employment in the multimedia industry. Created as a cooperative effort by many disciplines, the program offers instruction in the design, development, tools, techniques, and production of computer-based interactive multimedia. Teamwork is emphasized, reflecting the interdisciplinary work environment of the multimedia industry.

Certificate of Completion. Students may obtain a Certificate of Completion in Multimedia Studies by completing the courses listed below, a total of 40 units, with a grade of C or higher.

Core courses in Multimedia Studies:

First Semester
- Course Units
  - IDST 110 Orient to Multimedia Careers .............. 2
  - IDST 120 Comp Skills for Multimedia .............. 3
  - IDST 125 Multimedia Content & Form .............. 3

Second Semester
- Course Units
  - IDST 130 Multimedia Process & Production ......... 3

Fourth Semester
- Course Units
  - IDST 150 Multimedia Team Production .............. 4
  - IDST 160 Internship/Work Exp or IDST 165 Portfolio Prep ............ 2

NOTE: In addition to the core courses, required and elective courses may need to be taken each semester. See the listing under each concentration below.
Web Design and Graphics Concentration

The Multimedia Studies Program Concentration in Web Design and Graphics combines the study of design process and problem solving with the tools and techniques of visual communication for interactive digital media. This course of study prepares students for entry-level positions in multimedia design and production.

Courses required for a concentration in Web Design and Graphics (in addition to the core courses)
First Semester
Course                      Units
Electives                    3

Second Semester
GRPH 35 Graphic Design       3
PHOT 60A Beginning Computer Imaging
   or GRPH 98A Digital Imaging 2-3
Electives (See below)         2-3

Third Semester
GRPH 140 Graphic Design for New Media 3
PHOT 57 Photog and Multimedia 3
PHOT 60B Advanced Computer Imaging
   or GRPH 98B Advanced Digital Imaging 2-3
GRPH 145 Publishing for New Media 3

Electives: Choose elective courses from this MMS concentration area, from other MMS concentration areas, or from other departments, provided the pre- and corequisites are observed. Some suggestions for the Design and Graphics area are: ARCH 21; ART 130; BCST 140; BSEN 76; CIS 135A, 135B, 183; FILM 24; GRPH 53A, 100A, 120; IDST 155; PHOT 51

Image and Sound Concentration

The Multimedia Studies Program Concentration in Image and Sound combines instruction and practice with the concepts, techniques, and technology of audio and video production for interactive digital media. This course of study prepares students for entry-level positions in multimedia sound and image production.

Courses required for a concentration in Multimedia Image and Sound (in addition to the core courses)
First Semester
Course                      Units
BCST 140 Video Production    3
   or FILM 24 Basic Film Prod 3

Second Semester
BCST 120 Audio Production    3
BCST 143 Digital Video Editing
   or BCST 144 Desktop Video/Film 3
Electives (See below)         3

Electives: Choose elective courses from this MMS concentration area, from other MMS concentration areas, or from other departments, provided the pre- and corequisites are observed. Some suggestions for the Design and Graphics area are: ARCH 21; ART 130; BCST 140; BSEN 76; CIS 135A, 135B, 183; FILM 24; GRPH 53A, 100A, 120; IDST 155; PHOT 51

Performance Arts Concentration

The Multimedia Studies Program Concentration in Performance Arts combines the creative arts of music and theater with the digital tools for production in live performance. Students will be well-versed in the creation of digital sound, music, and computerized technologies for live theatrical performance.

Courses required for a concentration in Performance Arts (in addition to the core courses)
First Semester
Course                      Units
MUS 28 Contemporary Music   3
   or TH A 1 Intro to the Theatre 3

Second Semester
CIS 183 Computer Multimedia Tools 3
MUS 30 Electronic Music Lab 2
Electives (See below)         3

Third Semester
MUS 31 Digital Music Studio 3
TH A 145 Multimedia in Performance 3
Electives (See below)         6

Electives: Choose elective courses from this MMS concentration area, from other MMS concentration areas, or from other departments, provided the pre- and corequisites are observed. Some suggestions for the Performance Arts area are: BCST 140; BSEN 76; CIS 135A; FILM 24, 136; GRPH 98A; IDST 155; MUS 44; PHOT 57, 60A; TH A 116, 200

Programming Concentration

The Multimedia Studies Program Concentration in Multimedia Programming includes instruction and practice in specific programming languages and authoring tools. This course of study prepares students for entry-level positions in computer programming in the multimedia field.

Courses required for a concentration in Programming (in addition to the core courses)
First Semester
Course                      Units
CIS 135A Beginning Internet 3
Second Semester
CIS 110A Intro to Programming .................. 3
CIS 183 Computer Multimedia Tools .................. 3
GRPH 98A Digital Imaging
  or MUS 30 Electronic Music Lab .................. 3
  or PHOT 57 Photo & Multimedia .................. 3

Third Semester
CIS 184 Multimedia Programming .................. 3
CIS 167P Perl Programming .......................... 3
Electives (See below) .............................. 2

Fourth Semester
CIS 135B Advanced Internet .......................... 3

Electives: Choose elective courses from this MMS concentration area, from other MMS concentration areas, or from other departments, provided the pre- and corequisites are observed. Some suggestions for the Programming area are:
BCST 140, CIS 10B, 144; FILM 24; GRPH 35; IDST 155; MUS 31; TH A 145

Interdisciplinary Studies
Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

IDST 3. Current Museum Studies (3)
Lec-3, field trips  CR/NC avail.
Repeat: if no subject repeat
May not be offered every semester. Specific times, topics, and instructors will be announced through campus media.
This course is designed to take advantage of the cultural and educational opportunities provided through permanent and traveling exhibits in various San Francisco museums. CSU

IDST 6. Patterns of Problem Solving (3)
Lec-3
An introduction to patterns of reasoning in the process of problem solution and decision making. Exposure to concepts, theories and techniques in the analysis and synthesis of whole systems. Application of the tools and methods discussed to specific problems of technical, social, and personal nature. CSU

IDST 7. The United Nations in 2000 and Beyond (3)
Lec-3  CR/NC avail.
Study of the structure and organization of the United Nations, rationale for its existence and an objective appraisal of its performance, together with a prognosis about its future as it faces some unique problems. CSU

IDST 9. Marine Biology (3)
Lec-3, field trips  CR/NC avail.
Introduction to the natural history of California marine plants and animals with emphasis on the interrelationships between marine life and their environment. Includes field trips to local tidepools, aquariums, reserves. CSU

IDST 10C. The Oceans (3)
Lec-3, field trips
Interrelationships between humans and the oceans. Includes history of ocean exploration and contemporary problems of ocean use. CSU/UC

IDST 10D. Prejudice (3)
Lec-3
Repeat: if no subject repeat
May not be offered every semester.
This course will investigate the biological and anthropological facts about race and sex and contrast these with the sociological impact of beliefs regarding racial superiority on both majority and minority members of ethnically stratified societies. The historical "causes" of prejudice will be examined. CSU/UC

IDST 17. Human Sexuality (3)
Lec-3  CR/NC avail.
A survey course integrating the biological, psychological, and social aspects of human sexuality. CSU/UC

IDST 23. African American Women in the Creative Arts (3)
Lec-3
An intensive examination of the creative efforts of AfricanAmerican women artists and writers from 1753 to the present. CSU/UC

IDST 27A-27B-27C. Asian Humanities (3-3-1)
Advise: For 27C: IDST 27A or 27B
IDST 27A not prerequisite to 27B
No knowledge of foreign languages required
IDST 27A-27B.
Lec-3  CR/NC avail.
A team-taught survey of Asian civilizations, especially Arabic-Islamic, Hindu, Chinese, and Japanese cultures. Emphasis on literature, philosophy, religion, and the arts. Explanation, through an interdisciplinary and cross-cultural approach, of the differences and underlying unity of Asian cultures and a comparison with their Western counterparts. Use of the best available English translations of Asian literature along with slides, films, recordings, and field trips. CSU/UC

IDST 27C.
Ind st-5  CR/NC avail.
An independent study/research course under direction of one or more instructors, focusing on a specific area of study. CSU/UC

IDST 28. Current Topics and Issues in the Pacific Rim (3)
Lec-3, field trips  CR/NC avail.
May not be offered every semester.
This course will cover at least five of the following topics: government, religion, the arts, geography and ethnic diversity, education, media, health, recreation, relationships with the United States, economics and development (including the role of tourism), recent history, sociology and anthropology. Focus of the course will alternate among countries, such as Russia, the Philippines, China, Latin America, Japan, or Indonesia. For exact information, check the Time Schedule. CSU/UC
IDST 36. Poetry for the People (3)  
Lec-3  CR/NC avail.  
An interdisciplinary poetry course which explores the poetry of African Americans, Latino(a)s, Asian Americans, and Native Americans, including poetry by incarcerated people and by poets of all sexual orientations. Use of tapes, recordings, films, poetry readings, and discussions, close readings, guest lectures and performances to 1) identify poetry that is accessible to the general community and 2) develop strategies and various media for making poetry available to diverse communities. CSU/UC

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

IDST 38. Shakespeare: “for all time” (3)  
Lec-3  CR/NC avail.  
Prereq: Eligible for ENGL 1A  
An interdisciplinary introduction to Shakespeare’s plays as theater pieces, literature, and historical chronicles. Three instructors from the Theater Arts, English, and History departments examine Shakespeare’s artistry from their respective points of view, using some of his most popular plays. CSU/UC

IDST 40. Introduction to Contemporary Issues in the Filipino Community (3)  
Lec-3, field trips  CR/NC avail.  
Students identify and critically analyze contemporary social, political, economic, educational, and cultural issues that are important and significantly affect the life of the Filipino American community. Issues include the following areas: defining Filipino and Filipina American identity, immigration and acculturation, socioeconomic status, employment, racial and ethnic diversity, gender, political empowerment, education, and emerging patterns of the Filipino family. CSU/UC

IDST 42. Philippine Humanities (3)  
Lec-3, field trips  CR/NC avail.  
Appreciation and critical understanding of Philippine heritage in philosophy, art, music, architecture, dance, literature, theater and film. CSU/UC

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

IDST 50. College Success (3)  
Lec-3  CR/NC avail.  
Not open to students who have completed LERN 20ABC, IDST 5, or LERN 50  
A comprehensive course that integrates personal growth and values, academic study strategies, and critical and creative thinking proficiency. Life management, learning styles, personal and educational values, instructor-student relations, maintaining health, memory and concentration, lecture notetaking, textbook studying, subject-specific studying, test taking, using the library, critical analysis, problem-solving, and creative thinking. Emphasis on the attainment of life-long success in academic, professional and personal development. CSU

IDST 51-52-53. Current Topics in Women’s Studies (1-2-3)  
Lec-1,2,3  
Repeat: if no subject repeat  
An interdisciplinary approach to current issues and concerns of women in a variety of areas, such as health, history, and sexuality. CSU/UC

IDST 54. Politics of Sexual Violence (3)  
Lec-3, field trips  CR/NC avail.  
Examination of political and psycho-social causes of sexual violence, its connection to other hate crimes, and strategies for transforming a violent culture through prevention education, with a special emphasis on the healing function of creative expression; field project required. CSU

IDST 55. Ending Sexual Violence: Peer Education (3)  
Lec-3, field trips  CR/NC avail.  
Education and skills training in peer education to promote healthy sexual relationships by reducing sexual violence, specifically battery and rape. Peer education activities, geared towards ending sexual violence, are conducted among CCSF students, with volunteer work in community-based organizations; field project required. CSU

IDST 70. Architecture and Diversity (3)  
Lec-3, field trips  CR/NC avail.  
An introductory critical review of the building and design heritage of women all over the world and of indigenous people’s architecture in Africa and Latin America from tribal dwellings to monumental structures, followed by a series of architectural and engineering studios introducing students to basic building and design skills: developing a project, drawing a floor plan, building an architectural model, using drafting tools and computers. Emphasis on hands-on skills. CSU

IDST 100A. Science through the Ages (3)  
Lec-3  CR/NC avail.  
Advisory: Eligible for ENGL 1A, and at least one college-level science class  
A thematic exploration of the development of scientific thought and method throughout the world from ancient times to c. 1500. Topics will include the origins of all major branches of science as they were practiced and learned in various cultures. CSU/UC
IDST 170. Pilgrimage: The Sacred Journey (1)
Lec-3 (6 wks) CR/NC avail.
This course traces the pilgrims’ journey through time to an awareness of the divine. The course covers well-traveled pilgrim roads, saints, relics, sacred time and space, and many holy places of the world, including Rome, Jerusalem, Benares, and Mecca. The secularization of pilgrimage in the 20th century will also be included. For those students interested in history, mysticism, art history, and the great religions of the world, this course will be an enlightening experience.
CSU/UC

Multimedia courses:
IDST 110. Orientation to Multimedia Careers (2)
Lec-2, field trips
A survey of the areas of study and employment in the multimedia industry; includes visits by working professionals and industry leaders. CSU

IDST 120. Computer Skills for Multimedia (3)
Lec-2, lab-4
Hands-on computer class covering hardware, system, and application software on the Macintosh. Includes word processing, raster and vector graphics in multimedia, digital sound, digital video, database software, utility software, web browsers and e-mail, fonts and font management, scanning peripheral hardware, computer set-up, and cross-platform issues. CSU

IDST 125. Multimedia Content and Form (3)
Lec-3, field trips
Introduction to issues of content and visual form through a critical analysis of multimedia products. The function and importance of visual elements and design principles in multimedia. The history of multimedia and its artistic and cultural impact. CSU

IDST 130. Multimedia Process and Production (3)
Lec-3, lab-3, field trips
Prereq.: IDST 120
An overview of multimedia development, planning, and production. Includes multimedia platforms, team players and their roles, media elements, production techniques, and distribution. CSU

IDST 150. Multimedia Team Production (4)
Lec-1, lab-7, field trips
Prereq.: Successful completion of the required courses in a MMS skills option
Repeat: max. 12 units
Advanced multimedia production; development of skills in a team-based environment. Design, prepare, and produce a multimedia project. CSU

IDST 155. 2D Animation for Multimedia (2)
Lec-1, lab-3, field trips
Prereq.: IDST 120 and 125
An introduction to techniques used in animation. An overview of the industry of animation, as well as the specific tools and techniques currently used in multimedia. CSU

IDST 160. Multimedia Internship/Work Experience (2)
Conf-1, work-7, field trips
Repeat: max. 6 units
Work experience as an intern in multimedia development companies throughout the Bay Area. CSU

IDST 165. Multimedia Portfolio Development (2)
Lec-1.5, lab-1.5, field trips
Repeat: max. 6 units
Conceptualization and development of a multimedia portfolio for gaining entry-level work in the multimedia industry. Includes resume writing, interview techniques, contracts, licensing issues, and other areas of professional practice. CSU

IDST 200. Multimedia Computer Laboratory (0)
Lab-8
Coreq.: Concurrent enrollment in at least one multimedia computer course leading to the Multimedia Certificate
An open laboratory in which students may complete their multimedia assignments. CSU

NONCREDIT COURSES:
IDST 1001. Multimedia for the Macintosh
An intensive introductory course to the basics of multimedia with an emphasis on using the Macintosh Operating System environment effectively. Students will gain an overview of the applications used in multimedia production and will apply the fundamentals of multimedia tools and Macintosh features toward the completion of small projects.

Italian
Announcement of Courses

Students of beginning Italian are directed to consider Italian 1, 1A and 10A.

CREDIT, DEGREE APPLICABLE COURSES:

ITAL 1. Elementary Italian (5)
Lec-5, lab-2 CR/NC avail.
Advise: ENGL 94 or higher or ESL 82 or higher or any City College or university foreign language course
Beginners course. Grammar, composition and reading. Practice in speaking and understanding Italian. CSU/UC/CAN

ITAL 1A-1B. Elementary Italian (3-3)
Lec-3, lab-2 CR/NC avail.
Advise: ITAL 1A: ENGL 94 or higher or ESL 82 or higher or any City College or university foreign language course.
Prereq.: ITAL 1B. ITAL 1A
Grammar, composition and reading. Practice in speaking and understanding Italian. CSU/UC/CAN
ITAL 1A-1B = ITAL 1

ITAL 2. Continuation of Elementary Italian (5)
Lec-5, lab-2 CR/NC avail.
Prereq.: ITAL 1 or 1B
Second semester course. Continuation of beginner's course in grammar, composition and reading. Practice in speaking and understanding Italian. CSU/UC/CAN
ITAL 2A-2B. Continuation of Elementary Italian (3-3)
Lec-3, lab-2
Prereq.: ITAL 2A: ITAL 1 or 1B ITAL 2B: ITAL 2A
Continuation of beginner's course. Grammar, composition, and reading and practice in speaking and understanding Italian. CSU/UC/CAN
ITAL 2A-2B = ITAL 2

ITAL 3A-3B. Intermediate Italian (3-3)
Lec-3, lab-2
Prereq.: ITAL 2 or 2B
May be taken non-sequentially
Review of grammar and composition; reading of cultural and literary materials. Constant practice in the use and comprehension of the spoken language. Conducted in Italian. CSU/UC

ITAL 4A-4B. Continuation of Intermediate Italian (3-3)
Lec-3, lab-2
Prereq.: ITAL 3A and 3B
May be taken non-sequentially
Review of grammar with emphasis on writing; reading of cultural and/or literary materials. Constant practice in the use and comprehension of the spoken language. Conducted in Italian. CSU/UC

The 12 unit sequence of Italian 10A-10B-10C-10D permits three repeats for a total of 21 units. It is the student's prerogative to choose which courses will be repeated.

ITAL 10A. Beginning Conversational Italian (3)
Lec-3, lab-2
Not open to native speakers of Italian
Beginner's course. Intensive oral practice of basic structures and vocabulary most often used in conversation. Designed for students who wish to acquire basic skills of spoken Italian. CSU

ITAL 10B. Continuation of Beginning Conversational Italian (3)
Lec-3, lab-2
Prereq.: ITAL 10A
Not open to native speakers of Italian
Second semester course. Continuation of oral practice of structures and vocabulary of spoken Italian. CSU

ITAL 10C. Intermediate Conversational Italian (3)
Lec-3, lab-2
Prereq.: ITAL 10B
Not open to native speakers of Italian
Third semester course. Designed for students who wish to acquire more advanced skills in conversational Italian. CSU

ITAL 10D. Continuation of Intermediate Conversational Italian (3)
Lec-3, lab-2
Prereq.: ITAL 10C
Not open to native speakers of Italian
Recommended for students enrolled in ITAL 2B or 3.
Continuation of extensive oral training in Italian. Designed for students who wish to acquire more advanced skills in conversational Italian. CSU

ITAL 15A-15B. Advanced Conversational Italian (3-3)
Lec-3, lab-2
Prereq.: ITAL 10D
ITAL 15A not prerequisite to 15B.
Continuation of extensive oral training in Italian. Designed for students who wish to acquire more advanced skills in conversational Italian. CSU/UC

Japanese
Announcement of Courses

Students of beginning Japanese are directed to consider JAPA 1, 1A, and 10A.

CREDIT, DEGREE APPLICABLE COURSES:

JAPA 1. Elementary Japanese (5)
Lec-5, lab-2
Advised: ENGL 94 or higher or ESL 82 or higher or any City College or university foreign language course
Beginner's course. Grammar, composition and reading. Practice in speaking and understanding simple Japanese. CSU/UC/CAN

JAPA 1A-1B. Elementary Japanese (3-3)
Lec-3, lab-2
Advised: JAPA 1A: ENGL 94 or higher or ESL 82 or higher or any City College or university foreign language course
Prereq.: JAPA 1B: JAPA 1A
Grammar, composition and reading. Practice in speaking and understanding Japanese. CSU/UC/CAN
JAPA 1A-1B = JAPA 1

JAPA 2. Continuation of Elementary Japanese (5)
Lec-5, lab-2
Prereq.: JAPA 1 or 1B

JAPA 2A-2B. Continuation of Elementary Japanese (3-3)
Lec-3, lab-2
Prereq.: JAPA 2A: JAPA 1 or 1B
JAPA 2B: JAPA 2A
Grammar, composition, reading and writing; emphasis on speaking and understanding Japanese. CSU/UC/CAN
JAPA 2A-2B = JAPA 2

JAPA 3. Intermediate Japanese (5)
Lec-5, lab-2
Prereq.: JAPA 2 or 2B
Third semester course. Grammar, composition, reading, and writing. Practice in speaking and understanding Japanese. CSU/UC

JAPA 3A-3B. Intermediate Japanese (3-3)
Lec-3, lab-2
Prereq.: JAPA 3A: JAPA 2 or 2B JAPA 3B: JAPA 3A
Grammar, composition, reading and writing. Practice in speaking and understanding Japanese. CSU/UC
JAPA 3A-3B = JAPA 3
JAPA 4. Continuation of Intermediate Japanese (5)  
Lec-5, lab-2  
CR/NC avail.  
Prereq.: JAPA 3 or 3B  
Fourth semester course. Grammar, reading and writing with emphasis on speaking and understanding of Japanese culture. Conducted in Japanese. CSU/UC

JAPA 4A-4B. Continuation of Intermediate Japanese (3-3)  
Lec-3, lab-2  
CR/NC avail.  
Prereq.: JAPA 4A: JAPA 3 or 3B  
JAPA 4B: JAPA 4A  
Grammar, reading and writing with emphasis on speaking and understanding of Japanese culture. Conducted in Japanese. CSU/UC  
JAPA 4A-4B = JAPA 4  
The 12 unit sequence of Japanese 10A-10B-10C-10D permits three repeats for a total of 21 units. It is the student's prerogative to choose which courses will be repeated.

JAPA 10A. Beginning Conversational Japanese (3)  
Lec-3, lab-2  
CR/NC avail.  
Not open to native speakers of Japanese. Open to all beginning students.  
Beginner's course. Extensive oral practice of the language. Designed for students who wish to acquire basic skills of spoken Japanese. CSU

JAPA 10B. Continuation of Beginning Conversational Japanese (3)  
Lec-3, lab-2  
CR/NC avail.  
Prereq.: JAPA 10A or equivalent  
Not open to native speakers of Japanese  
Second semester course. Continuation of oral practice of structure and vocabulary of spoken Japanese. CSU

JAPA 10C. Intermediate Conversational Japanese (3)  
Lec-3, lab-2  
CR/NC avail.  
Prereq.: JAPA 10B or equivalent  
Not open to native speakers of Japanese  
Third semester course: Designed for students who wish to continue acquiring more advanced skills in conversational Japanese. CSU

JAPA 10D. Intermediate Conversational Japanese (3)  
Lec-3, lab-2  
CR/NC avail.  
Prereq.: JAPA 10C or equivalent  
Not open to native speakers of Japanese  
Fourth semester course. Designed for students who wish to continue acquiring more advanced skills in conversational Japanese. CSU

JAPA 16. Kanji for Reading and Writing (3)  
Lec-3  
CR/NC avail.  
Prereq.: JAPA 1 or 1B or equivalent  
Repeat: max. 9 units  
Intensive study of Kanji characters to increase competence in reading and writing Japanese and in understanding authentic materials. CSU

JAPA 39. Japanese Culture and Civilization (3)  
Lec-3  
CR/NC only  
Advise: Eligible for ENGL 1A  
No knowledge of Japanese required  
Not open to students who are enrolled in or have completed JAPA 49  
A consideration of the major achievements of Japanese culture as reflected in language, literature, art, religion and daily life. CSU

JAPA 49. Japanese Culture and Civilization (3)  
Lec-3  
CR/NC only  
No knowledge of Japanese required  
Not open to students who are enrolled in or have completed JAPA 39  
A consideration of the major achievements of Japanese culture as reflected in language, literature, art, religion and daily life. CSU

Journalism  
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 courses are credit classes and are offered on the Phelan Campus. Enrollment in the various program areas is open to all interested students. Prospective students are encouraged to meet with a program adviser to discuss program specifics and articulation agreements.

Degree Curriculum
City College offers a degree in Journalism that gives students the research, writing, and production skills that are essential to a career in journalism. Current technology, from on-line research to electronic pagination, will be taught during the first two semesters. Third and fourth semester students use these skills to write, design, and edit the Guardsman. They cover a beat within the larger college community, learning the art and applying the crafts of journalism.

Award of Achievement. The degree curriculum in Journalism is designed so that students can satisfy the requirements for graduation from the College. Students who satisfy general education requirements and complete the major courses with final grades of C or higher receive an Associate Degree. Students receive an Award of Achievement in Journalism when they complete the required program of study with final grades of B or higher.

Courses Required for an Associate in Arts in Journalism
First Semester
Course                                      Units
JOUR 19 Contemporary News Media ................ 3
JOUR 21 News Writing and Reporting ............... 3
GRPH 25 Intro. to Graphic Arts Microcomputer ..... 3
LIBR 51 Intro to Libraries & Lib. Mat'ls ........... 3
General Education/Graduation Requirements ....... 3
Second Semester
JOUR 22 Feature Writing .......................... 3
BCST 101 Critical TV Viewing
  or BCST 103 Mass Media & Society
  or BCST 104 Minorities and Mass Media
  or BCST 105 Women and Mass Media ....... 3
LIBR 56 Computers in Libraries ................. 3
LIBR 57 Internet Research Strategies .......... 2
JOUR 27 Newspaper Design and Pagination .... 2
General Education/Graduation Requirements ... 4

Third Semester
JOUR 23 Electronic Copy Editing .................. 3
JOUR 24 Newspaper Laboratory .................... 3
BCST 110 Broadcast Writing ....................... 3
General Education/Graduation Requirements .... 6

Fourth Semester
JOUR 24 Newspaper Laboratory .................... 3
JOUR 25 Editorial Management .................... 3
JOUR 26 Public Relations .......................... 3
General Education/Graduation Requirements .... 6

Suggested Electives
Journalism majors are advised to seek out a broad based education that will provide a strong liberal arts background. This is considered to be one of the best assets for a journalism professional. The list below is far from inclusive and is simply offered as a suggestion. Consult with an advisor and become familiar with college wide course offerings.
BCST 130 Radio Writing Workshop ............... 3
ENGL 30 Introduction to American Literature .... 3
ENGL 44A/B Surv of World Lit, Past & Present .... 3
FILM 120A/B Film History ......................... 3
HIST 1 United States in the Twentieth Century .... 3
IDST 37 Ethnic Minorities in the United States .... 3
LIBR 58A/B/C Research Techniques1 PHOT 50A
History & Aesthetics of Photo .................... 4
PHOT 50B History & Aesthetics of Photo ......... 4
PHOT 51 Beginning Photography .................. 2
PHYS 10 Conceptual Physics ..................... 3
SOC 30 Social Psychology ....................... 3

Certificate Curricula
City College offers two certificate programs in Journalism, Online Research Techniques and Editorial Management and Design. A student will receive a certificate of completion after finishing the course of study with grades of C or higher in all courses. The Certificate programs are designed for working journalists interested in upgrading skills, students returning to school in search of new career opportunities, or currently enrolled students in the program. A student may receive a certificate while still working on a degree.

Certificate Curriculum in On-line Research Techniques
First Semester
Course Units
JOUR 19 Contemporary News Media .................. 3
JOUR 21 News Writing and Reporting ................ 3
GRPH 25 Intro. to Graphic Arts Microcomputer .... 3
LIBR 51 Intro to Libraries & Lib Mat'l's ............ 3

Second Semester
JOUR 22 Feature Writing .......................... 3
LIBR 56 Computers in Libraries .................... 3
LIBR 57 Internet Research Strategies .............. 2

Third Semester
BCST 110 Broadcast Writing ....................... 3
JOUR 24 Newspaper Laboratory ..................... 3
JOUR 23 Electronic Copy Editing .................... 3
JOUR 35 Internet Journalism ....................... 3

Certificate Curriculum in Editorial Management and Design
First Semester
Course Units
JOUR 19 Contemporary News Media .................. 3
JOUR 21 News Writing and Reporting ................ 3
GRPH 25 Intro. to Graphic Arts Microcomputer .... 3
LIBR 51 Intro to Libraries & Lib Mat'l's ............ 3

Second Semester
JOUR 22 Feature Writing .......................... 3
LIBR 56 Computers in Libraries .................... 3
LIBR 57 Internet Research Strategies .............. 2
PHOT 51 Beginning Photography .................... 3
JOUR 27 Newspaper Design and Pagination ....... 2

Third Semester
GRPH 36 Publication Design ....................... 3
JOUR 23 Electronic Copy Editing .................... 3
JOUR 25 Editorial Management ..................... 3

Fourth Semester
JOUR 24 Newspaper Laboratory ..................... 3
JOUR 26 Fundamentals of Public Relations ............ 3
BCST 110 Broadcast Writing ....................... 3

Journalism
Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

JOUR 19. Contemporary News Media (3)
Lec-3
Introduction to modern mass communication. Emphasis on the development of news media (newspapers, radio, television, news magazines, advertising); analysis of the credibility of news media and its effect on daily life. Survey of career opportunities in journalism and related fields. CSU/UC/CAN

JOUR 21. News Writing and Reporting (3)
Lec-3
Prereq.: ENGL 94
Techniques of newspaper writing, with emphasis and practice on developing and writing the news story. Training in information gathering and interviewing news sources. CSU/UC/CAN
JOUR 22. Feature Writing (3)
Lec-3
Prereq.: ENGL 94
Fundamentals in feature writing for magazines and newspapers with special emphasis on profile and interpretive news features. Practical experience in interview and in-depth research techniques. Training in how to free-lance a story for publication. CSU

JOUR 23. Electronic Copy Editing (3)
Lec-3 CR/NC avail.
Prereq.: JOUR 21, 22, and GRPH 25
This course is for writers, working editors, and those considering a career in editing or copyediting. Students learn to edit newspapers, magazines and web site articles for accuracy, style and organization. The writer-editor relationship, and ways to keep it healthy, is emphasized throughout the course. CSU

JOUR 24. Newspaper Laboratory (3)
Lec-1, lab-6 CR/NC avail.
Prereq.: JOUR 21, 22, and GRPH 25
Repeat: max. 6 units
An advanced newspaper laboratory course in which students apply the skills they have learned in previous writing and research courses to the publication of the college newspaper. CSU

JOUR 25. Editorial Management (3)
Lec-3, field trips
Coreq.: JOUR 24
An advanced journalism course that trains prospective print editors on all aspects of operating a publication, including developing a publishing schedule and story assignments, coordinating a writing staff, designing a page, writing headlines and cutlines, sizing photographs, understanding the business side of print journalism, and working with other editors and printers. CSU

JOUR 26. Fundamentals of Public Relations (3)
Lec-3
Prereq.: GRPH 25
Advis: JOUR 24
Prepares students to create an effective public relations campaign which includes writing media releases, "pitch" letters, public service announcements, managing media outlets, coordinating mailings and designing leaflets and posters, as well as setting up news conferences. Special attention given to in-house public relations duties for corporate and non-profit entities. CSU

JOUR 27. Newspaper Design and Pagination (2)
Lec-2, lab-2 CR/NC avail.
Prereq.: GRPH 25
Fundamentals of newspaper design with special emphasis on tabloid publications. Practical hands-on experience in paginating the campus newspaper, the Guardsman. CSU

JOUR 28. Advertising and Design for Newspapers (2)
Lab-6
Prereq.: GRPH 25 or demonstration of GRPH 25 exit skills
A computer-based course designed to provide practical laboratory projects in the design and layout of newspaper advertisements using such applications as Multi-Ad Creator, or other current software. CSU

JOUR 30A-30B-30C. Selected Topics in Journalism (1-2-3)
Conf-1, ind st-2,3,4
Prereq.: LIBR 57 or CIS 135A
Supervised individual research and study on topics and issues in the mass media. The research could be an expansion of topics covered in introductory courses or an exploration of new topics. The work must serve to further the knowledge of the journalism student. Topics must be acceptable to both the student and the instructor. CSU

JOUR 30B. Orientation to Careers in Journalism.

JOUR 31. Internship Experience (2)
Conf-1, work-5
Prereq.: JOUR 24
Repeat: max. 4 units
Supervised on-campus or off-campus employment in a branch of journalism or a closely allied field to which the student shows himself 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 CGSF for the betterment of the larger community. CSU

JOUR 35. Internet Journalism (3)
Lec-3, lab-1 CR/NC avail.
Prereq.: CIS 100M, 100P, 102W, 102E, 135A, or demonstration of exit skills from one of the above courses
Advis: LIBR 57
Internet Journalism focuses on three topic areas: examination of the role of the online journalist, web publishing, and using the Internet for investigative purposes. CSU

JOUR 36. Advanced Reporting (3)
Lec-3, field trips
Prereq.: JOUR 31
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. CSU

JOUR 37. Introduction to Photojournalism (3)
Lec-3, field trips
Emphasis on concepts of news and feature photography. Teaches basic camera and computer Photoshop techniques. Presumes no previous knowledge about photography. Most assignments involve taking pictures of people, telling stories and conveying information. Assignments will be geared for publication in the campus newspaper and/or magazine. CSU
Labor Studies
Announcement of Curricula

Degree Curriculum
The curriculum in Labor Studies is a two-year program designed to give students a sound foundation in the theory and practice of labor and industrial relations. This course of study will provide members of San Francisco labor unions and other interested individuals with a comprehensive introduction to the role and contributions of organized labor to American society; a thorough grounding in the rights of employees on the job; and a specialized training in the skills necessary to be an effective practitioner in the field of labor and industrial relations.

Students who satisfy the requirements for graduation from the College and complete the required Labor Studies courses with the average grade of C (2.00 grade-point average) or higher receive the degree of Associate in Arts and the Award of Achievement in Labor Studies.

Admission. Enrollment in Labor Studies is open to all interested students.

Course of Study. The course of study includes instruction in labor history; labor and politics; labor law; labor economics; labor relations and collective bargaining; pension, health and welfare issues; grievance handling and arbitration; women's employment issues; health and safety in the workplace; employment discrimination; steward training; contemporary labor issues; and communications for labor leaders. Electives have been recommended to strengthen students' knowledge and skills in selected areas, to guide students in selecting courses to fulfill the requirements for graduation from the College, and to aid students considering further education at a branch of the California State University and Colleges or the University of California.

The Faculty. The faculty consists of labor scholars and labor practitioners with experience working for San Francisco unions and governmental agencies.

Employment. Those who complete the Associate in Arts curriculum satisfactorily are qualified for employment with labor organizations and governmental agencies. Labor Studies graduates hold staff positions with unions as negotiators, field representatives, organizers, and also work in union research, education, and legislative departments. Local, state, and federal agencies also employ labor relations graduates.

Courses Required for the Award of Achievement in Labor Studies
First Semester
Course
LABR 70 Who Built America? .................. 3
LABR 72 Labor Law ............................ 3
LABR elective ................................. 3
Additional graduation requirements

Second Semester
LABR 74 Econ for Labor and Comm Leaders .... 3
LABR 77 Grievance Machinery and Arbitration .... 3
LABR elective ................................... 3
Additional graduation requirements

Third Semester
LABR 73 Labor Rel & Collective-Barg Proc .......... 3
LABR elective ................................... 3
Additional graduation requirements

Fourth Semester
LABR electives ................................ 6
Additional graduation requirements

Labor Studies electives: LABR 75, 76A, 76B, 78A-B-C, 79, 80, 81, 82, 83, 84, 85, 88, 90A, 90B, 91, 92, 93, 94, 95, 96, 100, 101

Recommended electives: ADMJ 53, 54; BSMA 66, 68; BSFN 70, 74; ECON 1, 3, 5; HIST 1, 17A, 17B; IDST 10A, 30; JOUR 1A, 1B, 26A; PHIL 40, 41; POLS 1, 46; PSYC 26; SOC 1, 2, 20; SPCH 1A, 4, 11, 12

Certificate Curriculum
The program of study for the Certificate of Completion in Labor Studies is designed to provide interested individuals with an introduction to the role and contributions of organized labor to American society; to their rights as employees on the job; and to the skills necessary to function effectively as members of their unions and citizens in their communities.

Admission. Enrollment is open to all interested students.

Requirements for the Certificate of Completion. Students may obtain the Certificate of Completion in Labor Studies by completing the five following core courses, and Labor Studies elective courses totaling six units, with the average final grade of C (2.00 grade-point average) or higher.

Required Courses
Course
LABR 70 Who Built America? .................. 3
LABR 72 Labor Law ............................ 3
LABR 73 Labor Rel & Collective-Barg Proc .......... 3
LABR 74 Economics for Labor and Comm Lead .... 3
LABR 77 Grievance Machinery and Arbitration .... 3
Other Labor Studies courses ........................ 6

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

Other Certificates
The Labor studies Program offers a number of noncredit certificate programs. They are designed to foster an understanding of work and organized labor in America. Short-term courses (four to eight sessions) are offered as noncredit courses to meet the needs of unions, community organizations and working populations. For complete information on the Certificate Programs please call the Labor Studies Office at 267-6550.

Offered by: Labor Studies Office 267-6550.
CREDIT, DEGREE APPLICABLE COURSES:

LABR 70. Who Built America? (3)
Lec-3, field trips
A multicultural history of the United States from the perspective of its working people. The economic, social and cultural trends that have shaped American class, race and gender relations. Emphasis on the struggle for justice at work and in society. Special focus on the history and present status of the American labor movement. CSU

LABR 71A-71B. Labor and Politics (1-1)
Lec-1 CR/NC avail.
LABR 71A. Survey of the history, goals, and organization of unions and workers in the American political process. Underlying philosophies of labor’s political involvement and ability to reflect workers’ political interests. CSU
LABR 71B. Survey of current organizational structure, strategies and activities of labor and unions in the political arena. Current approaches to issues, campaigns and member involvement. CSU

LABR 72. Labor Law (3)
Lec-3
An overview of the legal frameworks and doctrines governing labor-management relations and the workplace rights of minorities and other employees. Designed to provide practical legal background for the study and practice of labor relations. CSU

LABR 73. Labor Relations and the Collective Bargaining Process (3)
Lec-3
A practical course in the conduct and art of contract negotiations between labor and management. Special attention is given to the structure of bargaining, sources and uses of bargaining power, strategies for successful negotiation of agreements, “table manners,” and the content and language of labor contracts. CSU

LABR 74. Economics for Labor and Community Leadership (3)
Lec-3
A nontechnical examination of how the American economy works. Designed to identify important policy choices in dealing with employment and unemployment, inflation, resources allocation to priority needs, poverty, income distribution, and other major domestic and urban problems. Special attention given to economic forces affecting collective bargaining. CSU

LABR 75. Pension, Health and Welfare Issues (3)
Lec-3 CR/NC avail.
Survey of the major worker security programs including private and public employers and publicly-legislated plans. Working procedures, including coverage, financing, benefit levels, claims procedures, and appeals; analysis of issues requiring change and/or reform. Guest speakers on specialized topics: social security, unemployment insurance, and worker’s compensation. CSU

LABR 76A. Communications for Labor Leadership (3)
Lec-3
How to use language to communicate simply, directly and effectively in union and community activity. Preparation and delivery of speeches. Public relations and media skills, including writing press releases and newsletters. Using video technology and radio preparation of public service announcements. Analysis of propaganda techniques. CSU

LABR 76B. Advanced Communications for Labor Leadership (3)
Lec-3 CR/NC avail.
A continuation of leadership training with a focus on the psychological aspects of leadership. Techniques in handling social and group conflicts. Time management and internal organizing techniques. Motivating the union member. CSU

LABR 77. Grievance Machinery and Arbitration (3)
Lec-3
A practical study of grievance handling as a continuation of the bargaining process, leading up to and including arbitration as the final step in resolving grievances. Procedures, skills, responsibilities, and problems involved in handling work grievances. CSU

LABR 78A-78B-78C. Women’s Employment Issues (1-1-1)
Lec-1 CR/NC avail.
These courses may be taken in any sequence. Repeat: max. 3 units if no subject repeat
LABR 78A. A survey of women’s work in the past and present. Examines the historical evolution of women’s work lives, the impact of family structure, prevailing notions of “women’s place,” labor market opportunities, and trade union organizations. CSU
LABR 78B. Current issues facing women workers will be discussed. Topics include pay equity, legal rights of women workers, sexual harassment, combining work and family responsibilities and women’s employment issues. CSU
LABR 78C. Focus on special problems of selected occupational groups such as clerical workers, health workers and women in non-traditional jobs. CSU

LABR 79. Health and Safety in the Workplace (3)
Lec-3, field trips CR/NC only
Recognizing, understanding, and controlling work hazards. Principles of industrial hygiene and safety; role of union and collective bargaining activity; medical screening. Analysis of the background, content, and practical impact of both federal and state legislation. A survey of resources/ agencies that assist in recognition/control of workplace hazards. CSU
LABR 80. Rights and Discrimination in the Workplace (3)
Lec-3 CR/NC avail.
Overview of employees’ legal rights under federal, state and local law. Analysis of legal remedies available to unorganized workers. Includes anti-discrimination laws (dealing with race, sex, sexual preference, national origin, age, disability, etc.). California State Labor Code, Fair Labor Standards Act, and protections against arbitrary discipline and discharge. CSU

LABR 81. Union Organizing (3)
Lec-3, field trips CR/NC avail.
A historical and contemporary examination of labor organizing and the factors that influence union organizing campaigns. Strategies and tactics employed in organizing drives, both labor and management. Legal issues relating to organizing campaigns. CSU

LABR 82. Public Sector Labor Relations (2)
Lec-2 CR/NC avail.
Covers significant issues affecting public employee relations on the state and local levels. Includes development of public sector unionism, recent collective bargaining legislation, public financing, dispute resolution in the public sector, and lobbying, political action, and community coalition building as strategies for public sector workers. Comparison between public and private sector and within public sector throughout. CSU

LABR 83. Federal Sector Labor Relations (1)
Lec-1 CR/NC avail.
An overview of labor-management relations in the federal sector. Includes the statutes affecting federal employees, the procedures and rulings of relevant federal agencies and current issues of concern (lay-offs, contracting out, employee benefits). Discussion of lobbying, political action and public relations techniques for federal employees. CSU

LABR 84. Building Trades Labor Relations (3)
Lec-3 CR/NC avail.
Comprehensive overview of labor-management relations in the building and construction trades. Labor law; organizing; bargaining and contract administration; pension fund investment; and combating the two-gate system and growth of double-breasting. Pre-hire agreements, closed shop, prevailing wages, apprenticeship and OSHA standards. CSU

LABR 85. History of the Labor Movement in San Francisco and the Bay Area (2)
Lec-2, field trips CR/NC avail.
Survey of the Bay Area labor movement based on written documents and recollections; comparison to labor history in a national context. Analysis of implications of Bay Area history for contemporary challenges. Simple techniques of historical research and oral history; research projects. CSU

LABR 86. Mediation Skills and Techniques (1)
Lec-1 CR/NC avail.
An overview of the dynamics of the mediation process. Instruction in the skills and techniques necessary to its practice. Analysis of the potential effectiveness of mediation in a variety of labor-management and community disputes. CSU

LABR 87. Managing Unions (3)
Lec-3 CR/NC avail.
A survey of the organizational and leadership skills necessary to today’s union official. Topics include developing an effective organizational structure, managing through planning, motivating members and staff, meeting legal responsibilities, making committees work, building steward systems, using new technology in the union office, resolving conflicts and developing personal leadership skills. CSU

LABR 88. California Labor History (3)
Lec-3, field trips CR/NC avail.
The history of California’s working men and women and their quest for justice. Includes Native Peoples and the Spanish conquest, Chinese workers and the railroads, robber barons, general strikes, and Central Valley farmworkers. The history of working Californians of all regions, races, and cultures. CSU

LABR 89. Advanced Arbitration Techniques and Strategy (1)
Lec-1 CR/NC avail.
An intensive course on preparing and presenting an arbitration case. Covers gathering evidence, preparing statements, witness utilization, direct and cross-examination techniques, and writing briefs. Develop strategies appropriate to a variety of issues, contractual and discipline. Simulated arbitration cases will be used. CSU

LABR 90A. Steward Training (1)
Lec-1 CR/NC avail.
A comprehensive course of study designed for beginning union stewards or job site representatives. Roles and responsibilities of stewards including membership recruitment, communications union and members, mediating between workers and supervisors, and contract interpretation and enforcement. CSU

LABR 90B. Advanced Steward Training (1)
Lec-1 CR/NC avail.
Designed for experienced union stewards and representatives. Effective approaches to handling the more complicated and difficult situations facing employee advocates. Resolving worker vs. worker disputes and meeting the needs of problem members. CSU

LABR 91-92-93. Special Topics in Labor Studies (1-2-3)
Lec-1,2,3 CR/NC avail.
Repeat: if no subject repeat
Exploration of topics of current interest in labor and industrial relations. CSU

LABR 91A. Worker Participation Programs
LABR 91B. Strikes and Alternative Tactics
LABR 91D. Gay and Lesbian Issues in the Workplace
LABR 91E. Workers Compensation Update
LABR 92A. Unions around the World
LABR 93A. Workers and Unions in Literature and the Arts
LABR 93B. Labor Research
LABR 93C. Labor Heritage Chorus (LABR 93C = MUS 43)
LABR 93D. Work Tales: Labor Drama Workshop
LABR 94-95-96. Selected Topics in Labor Relations (1-2-3)
Lec-1,2,3, field trips CR/NC avail.
Study of labor relations in various industries, including their history, present status, and current issues. Includes ownership patterns, workplace structure, the changing workforce, management philosophies, unionization, workers’ rights, and current concerns. Labor relations as they affect the economy, society, and culture. CSU

LABR 94A. Labor Relations in Childcare: History
LABR 94B. Labor Relations in Childcare: Present Status
LABR 94C. Labor Relations in Childcare: Current Issues
LABR 94D. Labor Relations in Workforce Education
LABR 95A. Labor Relations in Health Services
LABR 96A. Labor Relations in the Hospitality Industry
LABR 96B. Labor Relations in the Automotive Industry
LABR 96C. Labor Relations in the Modern American Workplace
LABR 96D. Labor Relations in Aircraft Maintenance
LABR 96E. Labor Relations in Health Care
LABR 96F. Labor Relations in Broadcasting

LABR 97. Current Issues in Labor Relations (0.5)
Lec-8 hrs (tot.) CR/NC avail.
A study of contemporary labor relations issues in various industries. Topics include patterns of ownership, the structure of the workplace, the changing workforce, management practices, unionization, workers’ rights and special concerns. An introductory analysis of labor relations as they affect the workplace and society. CSU

LABR 97A. History
LABR 97B. Present Status
LABR 97C. Current Issues

LABR 100. Race and Ethnicity in the American Labor Movement (3)
Lec-3 CR/NC avail.
Historical examination of the experiences of African American, Asian American, Spanish speaking and other minority workers in the 20th century, with special attention to union organizing. CSU/UC

LABR 101. Issues in Workplace Health and Safety (1)
Lec-1 CR/NC avail.
An overview of workplace health and safety hazards and how to control them. Update on recent legal developments. CSU

LABR 102. Computer Skills for Labor and Community Activists (3)
Lec-3, lab-1 CR/NC avail.
Prereq.: CIS 100M or 100P or equivalent
This class will help students manage their membership lists, design budgets using spreadsheets, develop interactive communications through e-mail, on-line bulletin boards and list serves, conduct strategic research through the Internet, track grievances using databases, and cost out labor contracts. CSU

LABR 103. Peer Counseling in the Workplace (1)
Lec-1 CR/NC avail.
Training for volunteer peer counselors in the areas of substance abuse, strike and emergency assistance, unemployment, and related workplace problems. Covers information and referral issues as well as communication skills necessary to peer counseling. CSU

NONCREDIT COURSES:

LABR 9801. Collective Bargaining (6 hrs)
Designed to develop skills for effective participation in the negotiation process as conducted under a labor-management contract. Includes philosophy and mechanics of bargaining, as well as current issues facing labor and management negotiations.

LABR 9802. Worker’s Rights (18 hrs)
An overview of the rights and responsibilities of employees under federal, state and local law. Topics include wage and hour regulations, workers compensation, disability and unemployment insurance, discrimination laws, health and safety protections, and how unions work. Especially designed for current employees and vocational students. Conducted in English, Cantonese or Spanish.

LABR 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.

LABR 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.

LABR 9809. Labor Relations in Selected Industries (7 hrs)
An in-depth analysis of labor-management relations in selected industries. Includes a discussion of the nature and evolution of the collective bargaining relationship, the laws governing that relationship and workplace issues particular to that industry. Industries to be analyzed include health care, postal and federal sectors, transportation, garment, construction, retail and food service.

Latin American Studies
Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

LAMS 10. Latinas in the U.S.: Voces (Voices) (3)
Lec-3, field trips CR/NC avail.
The lives and experiences of Latinas living in the U.S. The effects that their experiences have on self-esteem. Multi-disciplinary discussion and analysis of major social and cultural issues and themes. CSU/UC
ANTH 11. Latin American Cultures and Societies (3)
Lec-3 CR/NC avail.
Comprehensive and critical analysis of the cultures and traditions of the peoples of Latin America. Critical in-depth study of contemporary society and political systems, inter-ethnic relations, traditional medical and healing methodologies, religion and sorcery. Analysis of the development of Latin American cultures and the impact of civilization on its peoples. Emphasis on the way of life in Latin American cities, barrios, and villages. CSU/UC

ART 105. Ancient Art and Architecture of Latin America (3)
Lec-3, field trips
A survey of Pre-Columbian Mexican, Central, and South American art, culture, and architecture. CSU/UC

ART 106. Latin American Art History (3)
Lec-3, field trips
A survey of the artistic heritage of Latin America from the sixteenth century AD to the present. All art will be discussed from a critical and historical perspective, with regard to formal visual elements of style and the societies, values, and ideas that gave birth to Latin American art. CSU/UC

HIST 18A-18B. Latin America (3-3)
Lec-3 CR/NC avail.
HIST 18A not prerequisite to 18B
A survey of Latin American history, institutions, culture, and art from colonial times to present. CSU/UC

HIST 20. History of Mexico (3)
Lec-3 CR/NC avail.
A survey of the history of Mexico. Examination of indigenous, cultural, psychological, socio-economic, and artistic elements. CSU/UC

HIST 21. History of the Mexican-American/Chicano (3)
Lec-3 CR/NC avail.
Survey of historical processes undergone by the Mexican-American/Chicano from pre-Conquest to the present. Social, political, economic, artistic, and cultural trends. Emphasis on the history of the United States to explain the contemporary status of Mexican-American/Chicanos. CSU/UC

IDST 70. Architecture and Diversity (3)
Lec-3, field trips CR/NC avail.
An introductory critical review of the building and design heritage of women all over the world and of indigenous people's architecture in Africa and Latin America from tribal dwellings to monumental structures, followed by a series of architectural and engineering studios introducing students to basic building and design skills: developing a project, drawing a floor plan, building an architectural model, using drafting tools and computers. Emphasis on hands-on skills. CSU

MUS 25. Music of Latin America and the Caribbean (3)
Lec-3, lab-1, field trips CR/NC avail.
Survey of Latin American and Caribbean music. Music as a form of communication and as a social and cultural force in the Americas. CSU/UC

POLS 8. Political Problems of Latin Americans (3)
Lec-3 CR/NC avail.
The relationship between Latin American citizens and American political institutions. Emphasis on the political problems of Latin Americans, proposed solutions to these problems, and practical political techniques for achieving such solutions. CSU/UC

POLS 18. Government and Politics of Latin America (3)
Lec-3 CR/NC avail.
The constitutional systems, political processes, and social problems of Latin American nations. CSU/UC

SPANISH LANGUAGE COURSES: See Spanish in this section of the catalog.

TH A 19. Latin American Theatre (3)
Lec-3
An introduction to the study of Latin American theatre through its playwrights. Lectures, demonstrations, laboratories and viewing of video tapes or attendance to live performances when available. CSU/UC

Learning Assistance
Announcement of Courses

CREDIT, NON-DEGREE APPLICABLE COURSES:

LERN M. Diagnostic Learning (2)
Lec-1, lab-3 CR/NC only
Repeat: The content of LERN M varies. A student may repeat LERN M if it is needed for the continued success of the student in his/her CSF classes, and the student has demonstrated progress using the supports learned in LERN M.
An individualized course designed for students who have documented disability, similar in content to LERN O except that LERN M is designed for those students who have support and intervention needs which require more intensive daily assistance in one or more major skill areas or classes in a particular semester.

LERN O. Diagnostic Learning (1)
Lab-3 CR/NC only
Repeat: The content of LERN O varies. A student may repeat LERN O if it is needed for the continued success of the student in his/her CSF classes, and the student has demonstrated progress using the supports learned in LERN O.
An individualized course designed for students with cognitive disabilities, but open to all students. Focus is on instruction and practice of learning strategies related to support needed for one to two current CSF classes. Students are assisted in using compensation strategies to use on assignments from their classes.
LERN P. Perspectives on Disability Rights (1)
Lec-2 (9 wks) CR/NC only
Students who have completed DSPS P may not enroll in LERN P.
Disability, education, and employment rights. Acquire skills to
understand rights and obligations to accommodations as
provided under The Americans with Disabilities Act (ADA) and
Students with disabilities develop self-management and self-
advocacy skills related to their accommodation rights and
learn more about recent legislation related to disability rights.

LERN Q. Main Idea Strategies for Reading and Writing (1)
Lec-2 (9 wks) CR/NC only
Designed specifically for students with learning disabilities
who are in English 1, 90, 92, 94, 96, or any student in content
courses involving reading and writing who wants to improve
his or her reading comprehension skills and basic written
expression skills. Examination of the prerequisite language
and reasoning skills necessary for identifying the main idea in
addition to textbook reading study skills.

LERN R. Improvement of Receptive and Expressive
Language (3)
Lec-5, conf-1 CR/NC only
Repeat: max. 9 units
Not recommended for students enrolled in or who would be
eligible for beginning level ESL classes.
Designed for students experiencing difficulties in multiple
level tasks that require inner language functions such as concen-
tration, listening, taking notes and organizing. Increasing
skills in organizing inner language, auditory and written
information and producing organized verbal and written language.

LERN S. Strategies for Problem Solving (1)
Lec-2 (9 wks) CR/NC only
Designed for students with learning disabilities but is open to
all students. Practice and practical application in a variety of
creative and critical thinking problem-solving process strat-
egies presented for all learning modalities.

LERN T. Supervised Tutoring (0)
Hours by arrangement No grades given
Repeat: Students may re-enroll without repeating subject matter.
Individualized tutoring outside of class time. A learning assistance
course to help students achieve specific course objectives, or to improve learning and study skills. The content of
this course varies according to the course for which tutoring is needed.

CREDIT, DEGREE APPLICABLE COURSES:

LERN 10. Introduction to Tutoring (1)
Lec-1 CR/NC only
Prereq.: Acceptance into a CCSF Peer Tutoring Program
Designed for students who wish to tutor in the Learning Assistance Center, other tutorial programs, or classrooms.
An introduction to the theories and methods of effective
tutoring. Tutoring responsibilities, lesson planning, study skills,
questioning and modeling techniques, cultural awareness,
subject area tutoring, and problem-solving. CSU

LERN 11. Advanced Tutoring (1)
Conf-1 CR/NC only
Prereq.: LERN 10
Designed for students who wish to tutor in the Learning Assistance Center, other tutorial programs, or classrooms.
Individualized training in subject matter tutoring techniques as
presented by the Learning Assistance Center Coordinator or an
instructor of a specific course or program. There will be
weekly problem-solving conferences with an instructor by
arrangement. Minimum one hour per week of regularly sched-
uled, instructor supervised tutoring will be arranged for each
student. CSU

LERN 12A-12B-12C. Tutoring Work Experience (1-2-3)
Work-3,6,9 CR/NC only
Prereq.: LERN 10 (concur.)
Repeat: The content of this course varies. Students may re-
enroll without repeating subject matter. Each course may be
repeated a max. of 3 times. Total credit is limited to twelve
semester hours no more than 3 units per semester.
Designed for students who wish to tutor in the Learning Assistance Center, other tutorial programs, or classrooms.
Individualized training in subject matter tutoring techniques as
presented by the Learning Assistance Center Coordinator or an
instructor of a specific course or program. Weekly problem-
solving conference with instructor will be arranged for each
student. Students will also work a minimum of 3 hours per week of regularly scheduled, instructor supervised, tutoring per unit. CSU

LERN 21A-21B. College Success for Intermediate ESLN
Levels (1-1)
Lec-1.5 (9 wks) CR/NC aval.
Designed for students currently enrolled in ESL 42 through 68.
LERN 21A is not a prerequisite to LERN 21B.
LERN 21A: Organization, time management, goal setting,
concentration, listening skills, note-taking strategies,
decision-making strategies, and learning styles. CSU
LERN 21B: Textbook study systems, memory techniques,
examination preparation, and test taking strategies. CSU

LERN 40. Orientation to Career Success (1)
Lec-1 CR/NC aval.
Constructing career success through integrating values, skills,
and interests with an understanding of the emerging world of
work. Topics include self-assessment, on-line and other career
resources, and the construction of a plan for exploring career
options. Appropriate for new college students as well as con-
tinuing students. CSU

LERN 41. Successful Job Search Techniques (1)
Lec-1 CR/NC aval.
A comprehensive job search course that addresses skills assessment,
generating employment options, hard copy and electronic
resources and job postings, research techniques, tradi-
tional resume types as well as keyword scannable resumes
and cover letters, and interview techniques. Emphasis on tech-
niques to sustain healthy motivation for job search network
and development throughout life. CSU
LERN 42. Career Counseling for Work Experience (1)
Lec-1 CR/NC avail.
Coreq.: Concurrently working in a paid or unpaid position
Repeat: max. 3 units
The seminar provides support and skill building experiences
for students currently working in paid or unpaid positions.
The content addresses workplace objectives, and interpersonal,
communication and problem solving skills and their
work site application. CSU

LERN 50. College Success (3)
Lec-3 CR/NC avail.
Not open to students who have completed LERN 20ABC, IDST 5,
or IDST 50
A comprehensive course that integrates personal growth and
values, academic study strategies, and critical and creative
thinking proficiency. Life management, learning styles, personal
and educational values, instructor-student relations, maintain-
health, memory and concentration, lecture notetaking,
textbook studying, subject-specific studying, test taking, using
the library, critical analysis, problem-solving, and creative
thinking. Emphasis on the attainment of life-long success in
academic, professional and personal development. CSU
LERN 50 = IDST 50

LERN 52A-52B. Specific Study Strategies (0.5-0.5)
Lec-9 (hrs total) CR/NC only
Repeat: max. 1.5 units ea.
LERN 52A not prerequisite to 52B. This brief intensive course
increases student success by introducing study strategies partic-
ular to a targeted academic discipline, or course or section
within a discipline, or study skill area. CSU

LERN 60. Career Success and Life Planning (3)
Lec-3 CR/NC avail.
An in-depth guide to career decision-making and career
change and their impact on lifelong learning. Topics include
self-assessment, assessment of the world of work, evaluation
of options, and the creation of a career action plan. Focus is
on the role of career development in contributing to a satis-
ifying life. Helpful to people considering a career change or
undecided about a college major. CSU

Lesbian Studies
See Gay, Lesbian and Bisexual Studies.

Library Information Technology
Announcement of Curricula

Degree Curriculum
Graduates of the two-year Library Information Technology Cur-
riculum are prepared for employment in information resource
centers and libraries as library technicians or library assistants.

Admission. Enrollment is open to all interested students.

Course of Study. The ten classes comprising the two-year
course of study are transferable to state universities and
include instruction in the following areas: lending procedures;
shelf management; standard reference materials and services;
supervision and scheduling; statistics and records; equipment
and machines; public relations and displays; computer applica-
tions; and the acquisition, processing, and cataloging of print
and non-print materials.

The course of study includes practical experience in a
resource center.

Students with a college degree can complete the program by
taking nineteen and one half units of course work. With the
consent of the department chair, those with college degrees or
those who have documented work experience in a library or
information center may accelerate their program by taking
several courses concurrently.

Associate in Arts Degree and Award of Achievement.
The course of study is designed so that students may complete
the program while working on requirements to graduate from
the College. Students who satisfy graduation requirements and
complete the curriculum in Library Information Technology
with an average final grade of C (2.00 grade-point average) or
higher receive the Award of Achievement in Library Informa-
tion Technology. Students who have completed an Associate
of Arts/Science degree or higher need only take courses in the
department to receive the Award of Achievement. A transcript
stating the degree granted must be on file in the Admissions
and Records office to receive the Award of Achievement.

Courses Required for the Award of Achievement in
Library Information Technology

First Semester
Course Units
LIBR 51 Intro to Libr and Libr Mat ..................... 3
WDPR 391A Beg Word Proc - Word for Win1.5
Additional graduation requirements

Second Semester
LIBR 56+ Comp in Libraries .............................. 3
LIBR 53+ Inf Resource Services .......................... 2
LIBR 58B+ Medical Resources & Libraries ............. 2
Additional graduation requirements

Third Semester
LIBR 55A+ Cataloging and Classification ............... 3
LIBR 58A+ Legal Resources .............................. 1
Additional graduation requirements

Fourth Semester
LIBR 55B+ Library Technical Processes ................. 3
LIBR 58C+ Bus Resources & Libraries .................. 2
LIBR 59 Lib Wk Exper .................................... 3
Additional graduation requirements
+Courses may be taken concurrently with LIBR 51 if the
students holds an A.A. degree or higher.
Library Information Technology
Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

LIBR 51. Introduction to Libraries and Library Materials (3)
Lec-3
An introduction to information media; functions and organization of libraries and learning resource centers; research tools; arrangement of books and files. Development of basic research skills to provide background essential for the library technician and the general student. CSU

LIBR 53. Information Resource Services (2)
Lec-2
Prereq.: LIBR 51
The study of the role of the Library Technician in the Public Service sector of the information industry. Manual and online circulation systems, statistical design and compilation, inventory control, reserve desk maintenance, supervision, personnel problem solving, the information desk, interviewing techniques, shelving, paging, design of information displays, and computer maintenance of records. CSU

LIBR 55A. Cataloging and Classification (3)
Lec-3
Prereq.: LIBR 51
Advisory: WDPR 80 or 391A
The study of cataloging and classification of information resources, including books, periodicals, audiovisual, computer software, CD-ROM and Internet materials. The manual process of cataloging materials and the online network systems for copy cataloging. Use of the Dewey and Library of Congress classification schemes. CSU

LIBR 55B. Library Technical Processes (3)
Lec-3
Prereq.: LIBR 51
Advisory: WDPR 80 or 391A
A continuation of LIBR 55A. The study of the applied aspects of technical services. Acquisitions; bibliographic verification and control; serials; bindery preparation; Interlibrary Loan; repair and maintenance of resources; library automation; and basic bookkeeping and budgeting techniques. CSU

LIBR 56. Computers in Libraries (3)
Lec-3
Prereq.: LIBR 51
Advisory: WDPR 80 or 391A
Hands-on experience with microcomputers, accessing computer databases and microforms as used in information and resource centers. CSU

LIBR 57. Internet Research Strategies (2)
Lec-2
The Internet as a research tool. Use Internet access tools to identify appropriate sources for a given topic. Formulate search strategies and retrieve information. Compare information found on the Internet with that found in other library sources. CSU

LIBR 58A. Legal Resources and Libraries (1)
Lec-1
The study of the use of legal research tools. The use of printed resources and computerized search techniques is stressed. CSU

LIBR 58B. Medical Resources and Libraries (2)
Lec-2, field trips
The study of the use of library medical research tools and medical libraries for the library technician or student entering the health or medical fields. The use of printed, online, CD-ROM and Internet search techniques is stressed. CSU

LIBR 58C. Business Resources and Libraries (2)
Lec-2
The study of the use of business research resources and corporate, academic and public business collections. The use of print and computer accessed information is stressed. CSU

LIBR 59. Work Experience in Library Information Technology (3)
Work-10
Prereq.: LIBR 51, 55A, 55B, 56, and consent of instructor
Coreq.: Enrollment in 4 semester units
Repeat: max. 6 units
Supervised practice in local libraries; weekly conference for evaluation and discussion of the experience. CSU

LIBR 90. Topics in Library Technology (0.5 cr.)
Lec-9 hrs (tot.)
CR/NC only
Repeat: May vary
Lectures, demonstrations, group discussions, and hands-on experiences pertaining to the duties of library/media personnel. Subject varies according to demand and timeliness. CSU

LIBR 90A. MARC Records and the Online Catalog.

Library Information Skills

LIS 10. Use of Information Resources (1)
Lec-1
CR/NC avail.
Use and evaluation of online and print information resources such as catalogs, periodical databases, WWW, and reference sources. Emphasis on developing effective information search techniques and evaluating results. Open to students who have not completed or are not currently enrolled in LIBR 51. Fulfills the SFSU Library Requirement. CSU/UC

Life Science

See Biological Sciences