HIST 35A-35B. History of China (3-3)
Lec-3 CR/NCR 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/NCR 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/NCR 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/NCR 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/NCR 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/NCR 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/NCR 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/NCR 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/NCR 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/NCR 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/NCR 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/NCR 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/NCR avail.
Repeat: if no subject repeat
Selected topics in history will be explored through lectures, discussions, film, video, and/or television leading to a critical analysis and understanding of the topic under consideration.

HIST 53A. The Civil War. CSU

Home Economics
See 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
TIHI 9635 Food Tech & Dining Service ............. 900
TIHI 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:

TIHI 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.

TIHI 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.

TIHI 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.

TIHI 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.

TIHI 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.

TIHI 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 manager, 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 Conciere, 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 Opera-
tion 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 an American Culinary Federation Certificate of Completion.

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, HR10 or HR10Q, HR20 and HR30. 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 (HR40W). 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 (HR10, HR10Q, HR20, HR30, HR40W) 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.cc.ca.us/Departments/Hotel-and-Restaurant

Completed applications must be submitted by the second Monday in November for the following spring semester and by the second Monday in April for the following fall semester (unless these dates are displaced by a holiday). Applicants should call (415) 239-3152 for the exact deadline dates for each semester. The Hotel & Restaurant Department's Admissions Committee interviews all applicants. Selection is made on the basis of an applicant's demonstrated interest in the field and potential success in his/her studies and, subsequently, in industry. Applicants whose primary language is not English must have completed ESL 60 and 62 or 68, or be eligible to enter ESL 72, or higher, based on the CCSF ESL 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 HR10 or HR10Q
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 HR10 or HR10Q, 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.

Repurpition. Students receiving a final grade of “D” or “F” in any of the consecutive laboratory series classes (HR10, HR10Q, HR20, HR30) 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) 239-3155.

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.
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.
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

H R 20. Quantity Food Preparation and Supervision (5)
Lec-4, lab-20
Prereq.: H R 10 or 10Q
Advise: Matb 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 and 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 method; analysis of profit-and-loss statements; conference leadership; experimental assignments. CSU

H R 21. Meat Analysis (2)
Lec-2
Advise: H R 20 (concur.)
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 proper percentage of profit in restaurant operation. CSU

H R 24. Specialty Baking and Decorating (3)
Lec-3, field trips
Advise: H R 10 and 20, or industry experience; Eligible for ESL 72
Repeat: max. 6 units
Intended for the 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 gumpaste 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. Evaluation of items prepared in class is done at each session. CSU

H R 25. Specialty Food Preparation (3)
Lec-3, field trips
Advise: H R 10 and 20, or industry experience; Eligible for ESL 72
Repeat: max. 6 units
Intended for the 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 and cooking techniques. Use of tools and cooking techniques are demonstrated. Items prepared in class are evaluated at each session. CSU

H R 30. Restaurant Operation (5)
Lec-5, lab-15
Prereq.: H R 20 and min. 12 units of G.E. requirements
Training in food and beverage service and control for hotel dining rooms, cafeterias and fast food operations. Addresses many aspects of personnel management, merchandising, principles of menu planning, operational reports, use and care of equipment, taxes and licenses, and the operational regulations pertaining to health and safety. Laboratory work includes training through a system of rotation in duties performed in various stations in the college's faculty dining room, cafeteria and snack bar. Team taught and divided into two, nine week segments. CSU

Formerly H R 30A-B-C

H R 32. Hospitality Marketing (3)
Lec-3
Advise: Eligible for ESL 72
Fundamentals of marketing in the hospitality industry, including research, sales, advertising, public relations, and other concepts related to hospitality marketing. CSU
H R 33. Purchasing and Cost Controls (3)
Lec-3, field trips CR/NCR avail.
Advis: Eligible for ESL 72
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

H R 34. Hospitality Law (3)
Lec-3
Advis: H R 30 (concur.)
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

H R 35. Hotel Front Office Operations (3)
Lec-1, lab-6
A general overview of the hotel industry followed by in-depth instruction in the operations of an automated hotel front office including reservations, guest registration and check out, cashiering, and night audit. Each student will learn to perform tasks on a PC-based, state-of-the-art hotel Property Management System. Course includes role playing, extensive use of videos and resume preparation and interviewing technique instruction. CSU

H R 40W. Field Work (3)
Lec-1, work-15
Prereq: H R 30
Coreq.: min. enrollment in 7 units including this course 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

H R 42. Hotel and Restaurant Accounting (3)
Lec-3
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 43. Principles of Hotel Administration (3)
Lec-3
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

H R 44. Supervisory Development (3)
Lec-3
Advis: Eligible for ESL 72
A practical approach to the understanding of supervision and management. The role of the supervisor/manager within the organization and the greater community. Principles of supervision, correction and improvement; conflict and co-operation; communication, the responsibilities of the labor management team within the organization and the community. Case studies of personnel and general human relations problems in the hospitality industry. CSU

H R 51-52-53. Selected Topics in the Hospitality Industry (1-2-3)
Lec-1,2,3, field trips CR/NCR avail.
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

H R 100. Introduction to Hospitality (3)
Lec-3, field trips
Advis: Eligible for ESL 72
A comprehensive examination of the hospitality industry, including hotels, restaurants, clubs, and the travel and tourism sectors. Emphasis on organizational structures, departments, job classifications, and career paths within each sector. Lecture and discussions are enhanced by industry guest speakers and industry visits. CSU

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.

H R 201. Garde-manger (3)
Lec-3
Introduction to fancy culinary work; hot and cold hors d'oeuvre, pates, gelatines, terrines, tallow work, ice-carvings and decorated show platters. Use of proper tools and equipment. Class focuses on how to organize, staff, tools, equipment, and materials for food preparation in hotels, restaurants and catering operations. Use of tools and cooking techniques are demonstrated. Evaluation of items prepared in class is done at each session. CSU

H R 202. Advanced Pastry Baking and Decorating (3)
Lec-3
Special instruction in the finer arts of baking and pastry preparation and decoration as related to foodservice in deluxe hotels and restaurants. Procedure and recipes in French pastries, candy making, petits fours, cake design and decoration, including gum-paste work and decoration of seasonal and wedding cakes. Class focuses on how to organize, 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
H R 203. Advanced Food Preparation Specialties (3)
Lec-3
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-5
Prereq.: Minimum age of 21
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
Advise: H R 10 and 20 or industry experience; Eligible for ESL 72
Intended for the 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
Advise: H R 10 and 20, or industry experience
Intended for the 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
Advise: Eligible for ESL 72, HR 20 or equivalent 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
Advise: Eligible for ESL 72
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
The fabrication of beef, pork, veal, and lamb. Proper cuts and their uses. Recognition of the quality of meat. Knowledge necessary to proper purchasing of meats in order to maintain the proper percentage of profit in restaurant operation. CSU

H R 242. Hotel and Restaurant Accounting (3)
Lec-3
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
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/NCR 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**

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**CREDIT, DEGREE APPLICABLE COURSES:**

**HUM 7. Comparative Religions (3)**
Lec-3
A survey of the world religions: Hinduism, Buddhism, Judaism, Christianity, and Islam. CSU/UC

**HUM 8. Philosophies of Religions (3)**
Lec-3
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

Lec-3, field trips
CR/NCR 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, tapes, films, as well as field trips (on the students' own time) to museums, concerts, and plays. CSU/UC
HUM 12. Music, Art, and Literature: Modern Concepts (3) sp
Lec-3, field trips CR/NCR avail.
An introduction to modern 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, tapes, 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
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/NCR avail.
Examination of the creative process by studying the history of women in the arts from pottery, ritual chants, and story telling to painting, sculpture, jazz, novels, and twentieth century 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/NCR 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-41B. Western Cultural Values (3-3) fa-sp
Lec-3, field trips CR/NCR avail.
Advise: Eligible for ENGL 1A
HUM 41A not prerequisite to 41B
The evolution of Western consciousness from paleolithic times to the present. 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 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. Pending approval of the curriculum by the State Chancellor’s Office, students will be able to 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
IDST 130 Multimedia Process & Production 3

Fourth Semester
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.

Design and Graphics Concentration
The Multimedia Studies Program Concentration in 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 Multimedia Design and Graphics (in addition to the core courses):
First Semester
Course Units
PHOT 51 Beginning Photography 3

Second Semester
GRPH 35 Graphic Design 3
PHOT 57 Photog & Multimedia 3
Electives (See below) 2
**Third Semester**
CIS 183 Computer Multimedia Tools .................................. 3
GRPH 140 Graphic Design for New Media .......................... 3
GRPH 145 Publishing for New Media ............................ 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: ART 130; BCST 140; BSEN 76; CIS 135A, 135B; FILM 24;
GRPH 53A, 100A, 120; PHOT 60A

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**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BCST 140 Video Production</td>
<td>3</td>
</tr>
<tr>
<td>or FILM 24 Basic Film Prod.</td>
<td></td>
</tr>
<tr>
<td>BCST 120 Audio Production</td>
<td>3</td>
</tr>
<tr>
<td>BCST 143 Digital Video Production</td>
<td>3</td>
</tr>
<tr>
<td>Electives (See below)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester**
BCST 120 Audio Production .......................... 3
BCST 143 Digital Video Production ................. 3
Electives (See below) .................................. 3

**Third Semester**
CIS 183 Computer Multimedia Tools .................. 3
BSCT 124 Digital Audio Production ................. 3
or MUS 30 Electronic Music Lab ........................ 3
BCST 147 Video Editing                         3
or FILM 136 Motion Pic Spec Effects .............. 3
Electives (See below) .................................. 2

**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 Image and Sound area are:
BCST 101, 110, 145, 146; CIS 135A; GRPH 35, 120; PHOT 57; TH A 145

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

**Courses required for a concentration in Performance Arts (in addition to the core courses):**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 28 Contemporary Music</td>
<td>3</td>
</tr>
<tr>
<td>or TH A 1 Intro to the Theatre</td>
<td></td>
</tr>
</tbody>
</table>

**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; MUS 44; PHOT 57; TH A 2, 16

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**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 135A Beginning Internet .................</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester**
CIS 110A Intro to Programming (C++) ............ 3
CIS 183 Computer Multimedia Tools .............. 3
GRPH 98A Digital Imaging .......................... 3
or MUS 30 Electronic Music Lab .................. 3
or PHOT 57 Photo & Multimedia .................... 3

**Third Semester**
CIS 184 Multimedia Programming .................. 3
Electives (See below) .................................. 5

**Fourth Semester**
CIS 185 Adv Multimedia Programming .............. 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 110B, 135B, 141, 143; FILM 24; GRPH 35; 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/NCR 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-5
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. Current Topics of the Model United Nations (2)
Lec-2  CR/NCR avail.
Historical and contemporary development of the United Nations, its operations and purpose as well as background study of the countries represented. CSU

IDST 9. Marine Biology (3)
Lec-3, field trips  CR/NCR 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/NCR avail.
A survey course integrating the biological, psychological, and social aspects of human sexuality. CSU/UC

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

IDST 27A-27B-27C. Asian Humanities (3-3-1)
Advis: For 27C: IDST 27A or 27B
IDST 27A not prerequisite to 27B
No knowledge of foreign languages required

IDST 27A-27B.
Lec-3  CR/NCR 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/NCR 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/NCR 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/NCR avail.
An interdisciplinary poetry course which explores the poetry of African Americans, Latino(a)s, Asian Americans, and Native Americans, including poetry by incarcerated people and by poets of all sexual orientations. Use of tapes, recordings, films, poetry readings, and discussions, close readings, guest lectures and performances to 1) identify poetry that is accessible to the general community and 2) develop strategies and various media for making poetry available to diverse communities. CSU/UC

IDST 37. Ethnic Minorities in the United States (3)
Lec-3
An interdisciplinary survey of the history, culture, problems, and conditions of American ethnic minorities and the effects of racism, prejudice, and discrimination on emerging minority groups in the United States. CSU/UC
IDST 38. Shakespeare: "for all time" (3)
Lec-3, field trips
CR/NCR avail.
Prereq: Eligible for ENGL 1A
May not be offered every semester.
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 Pilipino Community (3)
Lec-3, field trips
CR/NCR avail.
A survey of contemporary social, economic, cultural, and political issues of importance to the Pilipino community, including: defining Pilipino community populations; immigration and adaptation; socioeconomic status; employment; mental health issues; political empowerment; leadership, and national and regional conflicts. CSU/UC

IDST 42. Philippine Humanities (3)
Lec-3
CR/NCR avail.
Appreciation and critical evaluation of Filipino philosophy, literature, art, music, and dance for the purpose of developing an aesthetic sense and cultural acceptance. Exposure to the best of these forms through readings, recordings, films, and field trips. CSU/UC

IDST 44. African Literature (3)
Lec-3
CR/NCR 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/NCR 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 50 = LERN 50

IDST 51-52-53. Current Topics in Women's Studies
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/NCR 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/NCR avail.
Advis: IDST 54
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/NCR 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/NCR avail.
Advis: 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

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 and other computer platforms. Includes word processing, raster and vector graphics in multimedia, database software, utility software, web browsers and e-mail, fonts and font management, scanning peripheral hardware, technical specifications, 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 multi-
media. 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 pro-
duction. 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 160. Multimedia Internship/Work Experience (2)
Conf-1, work-7, field trips
Repeat: max. 6 units
Work experience as an intern in multimedia development com-
panies 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, licens-
ing issues, and other areas of professional practice. CSU

ITAL 2. Continuation of Elementary Italian (5)
Lec-5, lab-2 CR/NCR avail.
Prereq.: ITAL 1 or 1B
Continuation of beginner's course in grammar, composition
and reading. Practice in speaking and understanding Italian.
CSU/UC/CAN: ITAL 4

ITAL 2A-2B. Continuation of Elementary Italian (3-3)
Lec-3, lab-2 CR/NCR avail.
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 4; ITAL 1A+1B+2A+2B: ITAL SEQ A
ITAL 2A-2B = ITAL 2

ITAL 3A-3B. Intermediate Italian (3-3)
Lec-3, lab-2 CR/NCR avail.
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 comprehen-
sion of the spoken language. Conducted in Italian. CSU/UC

ITAL 4A-4B. Continuation of Intermediate Italian (3-3)
Lec-3, lab-2 CR/NCR avail.
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

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

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

ITAL 10C. Intermediate Conversational Italian (3)
Lec-3, lab-2 CR/NCR avail.
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

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/NCR avail.
Advise: Completion of 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 2

ITAL 1A-1B. Elementary Italian (3-3)
Lec-3, lab-2 CR/NCR avail.
Advise: For 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
Beginner's course: Grammar, composition and reading. Prac-
tice in speaking and understanding Italian. CSU/UC/CAN: ITAL
2; ITAL 1A+1B+2A+2B: ITAL SEQ A
ITAL 1A-1B = ITAL 1
ITAL 10D. Continuation of Intermediate Conversational Italian (3)
Lec-3, lab-2 CR/NCR avail.
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/UC

ITAL 15A-15B. Advanced Conversational Italian (3-3)
Lec-3, lab-2 CR/NCR avail.
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 CR/NCR avail.
Advise: Completion of 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: JAPN 2; JAPA 1A-1B: JAPN SEQ A

JAPA 1A-1B. Elementary Japanese (3-3)
Lec-3, lab-2 CR/NCR avail.
Advise: JAPA 1A: Completion of ENGL 94 or higher or ESL 82 or higher or any City College or university foreign language course
Prereq.: JAPA 1B: JAPA 1A
Beginner's course. Grammar, composition and reading. Practice in speaking and understanding Japanese. CSU/UC/CAN: JAPN 2; JAPA 1A+1B+2A+2B: JAPN SEQ A
JAPA 1A-1B = JAPA 1

JAPA 2. Continuation of Elementary Japanese (5)
Lec-5, lab-2 CR/NCR avail.
Prereq.: JAPA 1 or 1B
Grammar, composition, reading and writing. Continued practice in speaking and understanding Japanese. CSU/UC/CAN: JAPN 4; JAPA 1+2: JAPN SEQ A

JAPA 2A-2B. Continuation of Elementary Japanese (3-3)
Lec-3, lab-2 CR/NCR avail.
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: JAPN 4; JAPA 1A+1B+2A+2B: JAPN SEQ A
JAPA 2A-2B = JAPA 2

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

JAPA 3A-3B. Intermediate Japanese (3-3)
Lec-3, lab-2 CR/NCR avail.
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/NCR avail.
Prereq.: JAPA 3 or 3B
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/NCR 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

JAPA 10A. Beginning Conversational Japanese (3)
Lec-3, lab-2 CR/NCR avail.
Not open to native speakers of Japanese. Open to all beginning students.
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/NCR avail.
Prereq.: JAPA 10A
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/NCR avail.
Prereq.: JAPA 10B
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/NCR avail.
Prereq.: JAPA 10C
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/NCR avail.
Prereq.: JAPA 1 or 1A 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/NCR 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/UC

JAPA 49. Japanese Culture and Civilization (3)
Lec-3 CR/NCR 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

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
Course                                  Units
JOUR 22 Feature Writing                  3
BCST 101 Critical TV Viewing             3
or BCST 103 Mass Media & Society         3
or BCST 104 Minorities and Mass Media    3
or BCST 105 Women and Mass Media         3
LIBR 56 Computers in Libraries           3
LIBR 57 Internet Research Strategies     1
JOUR 27 Newspaper Design and Pagination  2
General Education/Graduation Requirements 4

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

Fourth Semester
Course                                  Units
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.

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.

Certificate Curricula
Pending state approval, City College will offer two certificate programs in Journalism, On-Line Research Techniques and Editorial Management and Design. A student will receive a certificate of completion after finishing the course of study with grades of C or higher in all courses. The Certificate programs are designed for working journalists interested in upgrading skills, students returning to school in search of new career

The Journalism Program prepares students for a two year degree, transfer to a four year program, or professional development in select areas of study. All journalism classes are credit classes and are offered on the 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.
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 (31 units)

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 | 1

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 (42 units)

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 | 1
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

JOUR 21. News Writing and Reporting (3)
Lec-3
Prereq.: ENGL 94
Techniques of newspaper writing, with an emphasis on developing and writing the news story. Also, training in information gathering and interviewing news sources. CSU

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. Also, training in how to free-lance a story for publication. CSU

JOUR 23. Electronic Copy Editing (3)
Lec-3
CR/NCR avail.
Prereq.: JOUR 21 and 22; GRPH 25
An advanced journalism course that prepares students for careers as copy editors and proofreaders. Emphasis will be on refining news and feature copy so that it conforms to newspaper style, which includes solid writing and reporting techniques and good organizational skills. Special attention is given to the understanding of libel laws. CSU

JOUR 24. Newspaper Laboratory (3)
Lec-1, lab-6
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
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
Advised: JOUR 24
Fundamentals of public relations 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/NCR avail.
Prereq.: GRPH 25 or equivalency exam
Fundamentals of newspaper design with special emphasis on tabloid publications. Practical hands-on experience in pagination. CSU

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 4
JOUR 28. Advertising and Design for Newspapers (2)
Lab-6
Prereq.: GRPH 25 or equivalency exam
A computer-based course providing 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)
Lec-var., lab-var.
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
Supervised on-campus or off-campus employment in a branch of journalism or a closely allied field to which the student is best adapted. This could include working on community newspapers, publishing on the Internet, or improving the journalism publishing program at CCSF for the betterment of the larger college community. CSU

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

JOUR 36. Advanced Reporting (3)
Lec-3, field trips
Prereq.: JOUR 21
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

Korean
Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

KOR 10A. Beginning Conversational Korean (3)
Lec-3, lab-2
Not open to native speakers of Korean
Beginner's course. Extensive oral practice of the language. Designed for students who wish to acquire basic skills of spoken Korean. CSU

KOR 10B. Continuation of Beginning Conversational Korean (3)
Lec-3, lab-2
Prereq.: K or 10A
Not open to native speakers of Korean
Second semester course: Continuation of extensive oral practice of the language. Designed for students who wish to acquire basic skills of spoken Korean. 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

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>LABR 70 Who Built America?</td>
<td>3</td>
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<tr>
<td>LABR 72 Labor Law</td>
<td>3</td>
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<tr>
<td>LABR elective</td>
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<td>Additional graduation requirements</td>
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Second Semester

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<tr>
<td>LABR 74 Econ for Labor and Comm Leaders</td>
<td>3</td>
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<tr>
<td>LABR 77 Grievance Machinery and Arbitration</td>
<td>3</td>
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<tr>
<td>LABR elective</td>
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Third Semester

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<tr>
<td>LABR 73 Labor Rel &amp; Collective-Barg Proc</td>
<td>3</td>
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<tr>
<td>LABR elective</td>
<td>3</td>
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<td>Additional graduation requirements</td>
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Fourth Semester

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<th>Course</th>
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<td>LABR electives</td>
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<td>Additional graduation requirements</td>
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Recommended electives: ADMJ 53, 54; BSMA 66, 68; BSEN 70, 74; ECON 1, 3, 5; HIST 1, 17A, 17B; IDST 10A, 30; JOUR 21A, 21B, 26A; MABS 160; PHIL 40, 41; POLS 1, 46; PSYC 26; SOC 1, 2, 20; SFCH 1A, 4, 11, 12

Required Courses

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<tr>
<td>LABR 77 Grievance Machinery and Arbitration</td>
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<tr>
<td>Other Labor Studies courses</td>
<td>6</td>
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</tbody>
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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.

Labor Studies

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

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

LABR 71A-71B. Labor and Politics (1-1)
Lec-1, CR/NCR 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
Not open to students who are enrolled in or who have completed L A 63
Designed to review the development of basic legal frameworks and doctrines governing labor-management relations and the rights of minorities in the context of the growth of the federal/state legal system. Emphasis on how these bodies of case, statutory, and administrative law relate to each other in the world of functioning unions and affirmative action. Further designed to provide practical legal background for the study of labor relations and related urban problems. CSU

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.
LABR 73. Labor Relations and the Collective-Bargaining Process (3)
Lec-3
A practical course in the conduct and art of collective bargaining. 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/NCR avail.
Survey of the major worker security programs, focusing both on similarities and differences between those which are negotiated by labor-management groups and those which are legislated in California and in the United States. The working procedures of the various programs (coverage, financing, benefit levels, claims procedures, and appeals); analysis of various issues requiring change and/or reform in the programs. Existing programs among public workers and in the railroad industry. Guest experts on specialized subjects and materials, especially in connection with Social Security, Unemployment Insurance, Workers Compensation, and negotiated health, welfare, and pension plans. CSU

LABR 76A. Communications for Labor Leadership (3)
Lec-3
Basic communication skills needed in union leadership. How to use language to communicate simply, directly, and effectively. Includes speaking, reading, writing, interpreting, listening, and exchanging ideas related to trade unions and industrial relations. CSU

LABR 76B. Advanced Communications for Labor Leadership (3)
Lec-3
Prereq.: LABR 76A or concurrent enrollment in one other Labor Studies course
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/NCR 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 CR/NCR only
Recognizing, understanding, and controlling work hazards. Principles of industrial hygiene and safety; the role of union and collective bargaining activity; medical screening. Analysis of the background, content, and practical impact of both federal and state legislation, and a survey of resources and agencies available for assistance in the recognition and control of workplace hazards. CSU

LABR 80. Rights and Discrimination in the Workplace (3)
Lec-3 CR/NCR avail.
Overview of employees' legal rights under federal, state and local law. Analysis of legal remedies available to the unorganized worker. Includes anti-discrimination laws (dealing with race, sex, sexual preference, national origin, age, physical handicap, etc.), California State Labor Code, the Fair Labor Standards Act, and protections against arbitrary discipline and discharge. CSU

LABR 81. Union Organizing (3)
Lec-3 CR/NCR 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/NCR avail.
Covers significant issues affecting public employee relations on the state and local levels. Includes the 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/NCR 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, 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/NCR avail.
Comprehensive overview of labor-management relations in the building and construction trades. Labor law; organizing, bargaining and contract administration; pension fund investment; 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  CR/NCR 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/NCR 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/NCR 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/NCR 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. Arbitration Techniques and Strategy (1)
Lec-1  CR/NCR avail.
An intensive course on preparing and presenting an arbitration case. Will cover gathering evidence, preparing statements, witness utilization, direct and cross examination techniques, and writing briefs. Will 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/NCR avail.
A comprehensive course of study designed for union shop stewards or job site representatives. Focus on the role and responsibilities of stewards including membership recruitment, communication link between union and members, mediator between worker and supervisor, and contract interpretation and enforcement. CSU

LABR 90B. Advanced Steward Training (1)
Lec-1  CR/NCR avail.
Prereq.: LABR 90A
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/NCR 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 94-95-96. Selected Topics in Labor Relations (1-2-3)
Lec-1,2,3, field trips  CR/NCR 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 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/NCR avail.
A study of contemporary labor relations issues in various industries. Topics include patterns of ownership, the structure of the workplace, the changing work force, management practices, unionization, worker's rights and special concerns. An introductory analysis of labor relations as they affect the workplace and society. CSU

LABR 97A. History
LABR 97B. Present Status
LABR 97C. Current Issues
LABR 100. Race and Ethnicity in the American Labor Movement (3)  
Lec-3 CR/NCR 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/NCR 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/NCR 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

NONCREDIT COURSES:

LAIR 9800. The Art of Mediation (7 hrs)  
An overview of the mediation process. Mediation skills and techniques used in crisis bargaining and other situations. Writing an agreement. Includes role-playing and simulated mediations.

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

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

LAIR 9803. The Minority Worker and Organized Labor (8 hrs)  
Identification of the economic, political, and social issues in regard to minority workers and the role the union can play in addressing these issues. Particular attention will be on the unemployed and unorganized minority worker.

LAIR 9804. parliamentary Procedure (8 hrs)  
Development of skills in basic parliamentary rules and procedures, including Robert's Rules of Order, chairing a meeting, taking minutes, proposing and debating an action or motion and writing a resolution.

LAIR 9805. San Francisco Labor Today - Its Issues (5 hrs)  
An overview of the various organizations within the San Francisco labor community. Attitudes of various unions on matters of wage policy, hours, health, pensions and welfare, automation and employment problems, minorities, apprenticeship and job opportunities, safety and environmental problems, and community issues as they affect the labor movement.

LAIR 9806. Shop Steward Training (3 hrs)  
Introduction to the roles and functions of the union steward. Legal rights and responsibilities; contract interpretation; and effective use of the grievance procedure in contract enforcement. The human relations aspects of dealing with members and supervisors.

LAIR 9808. Assertiveness Training (12 hrs)  
How to be assertive in the workplace and in everyday life. Communicating effectively in asserting your rights and the rights of others. Learning to use personal power effectively; confronting and reducing anxiety. Examples drawn from typical situations facing workers on the job, as union stewards and representatives, and in interpersonal situations outside of work.

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

LAIR 9810. Advanced Collective Bargaining - A  
This course is geared for those with some familiarity with the collective bargaining process. After a brief review of the legal foundation of collective bargaining, students will focus on 1) the content and process of negotiations and 2) how that process varies industry by industry. Particular attention will be paid to the sources and uses of bargaining strength in selected settings.

LAIR 9811. Advanced Collective Bargaining - B (16 hrs)  
This course is geared for those with some familiarity with the collective bargaining process. After a brief review of the legal foundation of collective bargaining, students will focus on 1) the content and process of negotiations and 2) how that process varies industry by industry. Particular attention will be paid to the sources and uses of bargaining strength in selected settings. An extended simulated negotiation session is included.

LAIR 9812. Steward and Leadership Training - A (6 hrs)  
Designed for those interested in techniques of contract enforcement. Participants will utilize the knowledge gained from earlier courses and from their own experiences in simulated grievance handling role-play situations. Typical grievances drawn from discharge, discipline and contract interpretation cases will be analyzed, argued and adjudicated.
LAIR 9813. Steward and Leadership Training - B (9 hrs)
Designed for those interested in techniques of contract enforcement. Participants will utilize the knowledge gained from earlier courses and from their own experiences in simulated grievance handling role-play situations. Typical grievances drawn from discharge, discipline and contract interpretation cases will be analyzed, argued and adjudicated. Extensive time for role-play will be provided.

LAIR 9814. Steward and Leadership Training - C (12 hrs)
Designed for those interested in techniques of contract enforcement. Participants will utilize the knowledge gained from earlier courses and from their own experiences in simulated grievance handling role-play situations. Typical grievances drawn from discharge, discipline and contract interpretation cases will be analyzed, argued and adjudicated. In addition, students will role-play and discuss typical situations faced by stewards in open-shop situations.

LAIR 9815. Health and Safety in the Workplace (8 hrs)
Designed to provide the tools for recognizing, understanding and controlling the hazards at work. Includes use of both federal and state OSHA legislation, principles of safety and industrial hygiene and utilization of the collective bargaining process. Focus on selected workplace settings may cause course content to vary semester by semester.

Latin American Studies
For the curriculum in Latin American Studies, see “Program in Ethnic Studies.”
Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

LAMS 10. Latinas in the U.S.: Voces (Voices) (3)
Lec-3, field trips CR/NCR avail.
The lives and experiences of Latinas living in the U.S. The effects that their experiences have on self-esteem. Multidisciplinary discussion and analysis of major social and cultural issues and themes. CSU/UC

ANTH 11. Latin American Cultures and Societies (3)
Lec-3 CR/NCR 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 (3)
Lec-3, field trips
A survey of Latin American art and culture from the sixteenth century to the present. CSU/UC

HIST 18A-18B. Latin America (3-3)
Lec-3 CR/NCR 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/NCR 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/NCR 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

MUS 25. Music of Latin America and the Caribbean (3)
Lec-3, lab-1, field trips CR/NCR 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

POLs 8. Political Problems of Latin Americans (3)
Lec-3 CR/NCR avail.
Advise: POLs 1 or 46
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/NCR avail.
The constitutional systems, political processes, and social problems of Latin American nations. CSU/UC

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

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

LERN P. Perspectives on Disability Rights (1)
Lec-2 (9 wks) CR/NCR only
Students who have completed DSPS P may not enroll in LERN P.
Disability, education, and employment rights; development of understanding of rights and obligations to accommodations as provided under The Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act of 1973; development of self-management and self-advocacy skills for students with disabilities as related to their accommodation rights; recent legislation related to disability rights.

LERN R. Improving Receptive & Expressive Language (3)
Lec-3, conf-1 CR/NCR only
Repeat: max. 9 units
Not recommended for students enrolled in or who would be eligible for beginning level ESL 22 through 68.
This is a course designed for students with disabilities.
Students experiencing difficulties in completing multiple level tasks that require inner language functions such as listening, concentration and organizing information will benefit from this course. Emphasis is on developing prerequisite skills in selective attention, organizing inner language, comprehending auditory and visual information and producing organized verbal and written language.

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/NCR only
Prereq.: acceptance into a CCSF peer tutoring program and 2.50 GPA
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/NCR 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 instructor by arrangement. Minimum one hour per week of regularly scheduled, instructor supervised tutoring will be arranged for each student. CSU

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

LERN 21A-21B. Effective Study Skills for Intermediate ESL Students (1-1)
Lab-3 (9 wks) CR/NCR avail.
Designed for students currently enrolled in ESL 22 through 68
LERN 21A: Organization, time management, concentration, listening skills, note-taking strategies goal setting/decision making strategies, learning styles, and library orientation. 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/NCR avail.
Constructing career success through integrating values, skills, and interests with an understanding of the emerging world of work. Topics include self-assessment, on-line and other career resources, and the construction of a plan for exploring career options. Appropriate for new college students as well as continuing students. CSU

LERN 50. College Success (3)
Lec-3 CR/NCR 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, 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
LERN 50 = IDST 50

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

Lesbian Studies
See Gay, Lesbian and Bisexual Studies.

Library Information Technology Announcement of Curricula

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

Admission. Enrollment is open to all interested students.

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

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

Students with a college degree can complete the program by taking 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 Information Technology. Students who have completed an Associate of Arts/Science degree or higher need only take courses in the department to receive the Award of Achievement. A transcript stating the degree granted must be on file in the Admissions and Records office to receive the Award of Achievement.

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 391 A Beg Word Proc - Word for Win......... 1.5
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
Advis: 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
Advis: 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
Advis: WDPR 80 or 391A
Hands-on experience with microcomputers, accessing computer databases and microforms as used in information and resource centers. CSU

LIBR 57. Internet Research Strategies (2)
Lec-2 (18 wks)
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
Advis: LIBR 57
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
Advis: LIBR 57
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
Advis: LIBR 57
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, 53, 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 ca.)
Lec-9 hrs (tot.)
Prereq.: Completion of at least one course in library information technology or experience working in a library
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.

LIBR 90A. MARC Records and the Online Catalog. CSU

Library Orientation
II O 10. Use of Information Resources (1)
Lec-1
CR/NCR avail.
Open to students who have not completed or are not currently enrolled in LIBR 51. Fulfills the SFSU Library Requirement. Organization of library materials. Use and evaluation of print and electronic library information resources such as catalogs, reference works, indexes, and World Wide Web-based databases. Documentation of retrieved information according to a standard citation format. CSU/UC

Life Science
See Biological Sciences

Mathematics
Announcement of Courses

For "Business Mathematics" see "Business."

Enrolling in Mathematics Courses

To be eligible to enroll in any mathematics course at or above the level of prealgebra (MATH 835), a student must have passed MATH E or have received a CCSF placement of MATH 840 or higher.

In addition, before enrolling in any mathematics course at or above the level of applied geometry (MATH 850) or geometry (MATH 855), a student should first take the Algebra Skills Placement Examination and then consult with a mathematics advisor or counselor.

Finally, before enrolling in a particular course, a student must have satisfied the prerequisites for that course.