

**COLLEGE OF NOTRE
DAME
1994-96 COLLEGE CATALOG**

- **Catalog conversion notes**



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COLLEGE OF NOTRE DAME 1994-96

College of Notre Dame
1500 Ralston Avenue
Belmont, California 94002-1997
(415) 593-1601
FAX - Ralston Hall (415) 637-0493
FAX - St. Mary's Hall (415) 508-3736

CHARTERED 1868.

Applicability of Catalog

The College reserves the right to change, without prior notice, any policy or procedure, tuition or fee, curricula requirements, or any other information found within the Catalog. The College assumes no liability, and hereby expressly negates the same for failure to provide or delay in providing educational or related services due to a cause(s) beyond the reasonable control of the College. These causes include without limitation financial exigency, power failure, fire, strikes, damage by the elements, or acts of public authorities. While every effort is made to insure the correctness of the information contained in the Catalog, the College does not guarantee absolute accuracy.

Statement of Nondiscrimination

College of Notre Dame extends equal employment and educational opportunity to all people regardless of race, color, age, marital status, sex, pregnancy, national origin, ancestry, religion, veteran's status, sexual orientation, or disability. This includes, but is not limited to, hiring, employment promotion and transfer, admission to, participation in, and the benefits and services of educational programs or related activities sponsored by the College. This policy is in accordance with the Title VI of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Pregnancy Discrimination Act of 1978; the Age Discrimination Act of 1975, and any applicable state laws.

Anyone who believes that College of Notre Dame is not in compliance with these laws or their regulations should contact the Vice President for Student Affairs, College of Notre Dame, (415) 508-3511.

INTRODUCTION TO COLLEGE OF NOTRE DAME

Our Mission Statement
Our Aims
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Academic Organization
Special Events & Programs Honors Day
Visiting Scholars Program
International Students of English
Archives of Modern Christian Art
Ralston Hall Cultural Events
Student Exchange & Study Abroad Programs
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Bookstore
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Library Services
Mail Center
Tutorial Study Center.

OUR MISSION STATEMENT

Adopted 1987

Our Past

The history of College of Notre Dame demonstrates that we are a dynamic institution centered in the Catholic tradition and responsive to change. We were founded in 1851 by the Sisters of Notre Dame de Namur in San Jose, California. Our 1868 charter established us as the first women's college in the state empowered to grant the baccalaureate degree. In 1922, the Sisters sought a more spacious location for the campus, moving to our present Belmont site later that year. Evening classes were introduced in 1955, followed by the inception of fifth-year teaching credential programs in 1965. We became a fully coeducational college in 1969 and began offering master's degrees in 1972.

Our Purpose

As an institution of higher education, we are a teaching and learning community dedicated to the search for truth, the transmission of knowledge, and the appreciation of beauty. Inspired by the mission of the Sisters of Notre Dame to live and work for justice and peace, we focus on the educational dimension of their commitment. We provide a scholarly and creative environment, enriched by women and men of diverse backgrounds who represent a variety of professional, academic, and personal talents. While emphasizing the insights and values of the Judeo-Christian humanistic tradition, we open ourselves to an understanding of other cultures and religions. Our small campus community of students, faculty, staff, and administrators allows for close interaction and mutual support. Here, with freedom for inquiry and expression, all members of our College community can develop their potential and affirm the dignity of their lives.

Our Programs

College of Notre Dame is committed to education of the whole person - mind and heart, body and spirit. Our undergraduate programs are built on a core curriculum rooted in the liberal arts. This curriculum is balanced with career preparation and stresses the importance of integrating knowledge, critical thinking, problem solving, communication, and aesthetic appreciation. Our graduate programs concentrate in areas of professional studies which combine theory and practice. In addition to our academic programs, we are actively engaged with the local community in providing cultural, educational, and professional events.

Our Students

College of Notre Dame attracts a student population with a broad range of backgrounds, abilities, and needs. We admit freshman, transfer, and graduate students. Many of these students in both day and evening programs are returning adults who choose to study part-time. The presence of a

significant number of international students enriches our already diverse campus community. In welcoming this broad range of students, College of Notre Dame acknowledges a responsibility to provide balanced support for all segments of its complex population.

Our Future

For over 140 years, College of Notre Dame has demonstrated an ability to adapt to changes in society. We remain flexible and innovative within the context of our Catholic, liberal arts heritage and in accordance with our resources. Our future actions will focus on better serving adult students, becoming more involved with the local community, and more fully meeting our commitment to the development of the whole person. We will continue to renew and improve our programs and services, so that our graduates will be prepared to live and work in the twenty-first century.

OUR AIMS

To assist the student to acquire a deeper understanding of Christianity in its Catholic interpretation, to live and experience it relevantly; and to provide knowledge of other Christian and non-Christian religions.

To further the continuing pursuit of truth and love of knowledge in an environment conducive to learning with a program structured enough to ensure a well-rounded liberal arts background and an appreciation of past and present events and values; and flexible enough to encourage independent study, personal judgement, and difference of opinion.

To cultivate the ability to think logically, critically, and independently; to foster a sensitivity to and a proper appreciation for intuitive faculties and creative insights; and to develop the ability to communicate thoughts accurately and concisely.

To stimulate and to increase the capacity of the student to enjoy and share life.

To foster the free exchange of ideas among all members of the academic community; to assist the individual to become a mature, responsible, world minded adult.

To provide special academic programs which develop the knowledge and skills necessary to pursue individual and community interests, professional competence, and cultural enjoyment.

CAMPUS GUIDE

Conference Center (1930)

The Conference Center stands at the campus entrance on Ralston Avenue. Originally part of the San Carlos Parish, it was built in 1930 and used as the local parish church until 1958. From 1958 to 1986, the building housed the College Art Department. It is now used by the College community for special events and conferences.

2. Cunningham Memorial Chapel (1961)

The Cunningham Memorial Chapel was completed in August, 1961, and dedicated in 1987 to the memory of Sr. Catharine Julie Cunningham who served as College President from 1956 to 1980. The campanile, hanging sculpture, and stained glass windows were designed by Sr. Margaret Mary Hoffman, former head of the Art Department, and the stained glass windows were made by Gabriel Loire, an internationally-recognized artist in stained glass sculpture.

3. Library (1975)

The Library houses a collection of over 100,000 volumes, 650 current periodical subscriptions, sound recordings, and videos. The Library has a CD-ROM catalog, as well as several reference services on CD-ROM. In addition, the Library participates in RLIN (The Research Libraries Information Network) and has access to other library catalogs via the Internet.

4. St. Joseph Hall (1957)

This coeducational residence hall has furnished study areas, large main lounges, kitchens, and laundry facilities. It houses more than 100 students.

5. Dining Hall (1952)

Food services are managed by a professional corporation, and are offered to the entire CND community, cafeteria-style.

6. Rosenberg Campus Center (1952)

The Campus Center is the site of Campus Activities, the Writing Center, the Instructional Resources Center, the Student Lounge, Added Dimensions, the Education Department, and many of the Humanities Division faculty offices.

7. St. Mary's Hall (1952)

The south wing of St. Mary's Hall includes classrooms, an academic computing lab, the Tutorial Study Center, science labs, the Math and Science Division faculty offices, the foreign language lab, foreign language faculty offices, and the Administrative Computing Center. The north wing houses the Registrar's Office, several administrative offices, Graduate Programs Administration, and Student Affairs Division offices.

8. Julie Billiard Residence Hall (1952)

The Julie Billiard Hall is a coeducational residence hall housing more than 100 students.

9. Bookstore (1991)

10. Third Floor Entrance to Ralston Hall

Provides access to the College Business Office, administrative offices, and faculty and division offices of the Social & Behavioral Sciences and Visual & Performing Arts.

11. Ralston Hall (1864)

The elegant nineteenth century mansion was the country estate of early California financier William Chapman Ralston, founder of the Bank of California. Built around an Italian villa constructed by Count Leonetto Cipriani in 1840, Ralston Hall has been the site of many elegant cultural events for the past 130 years. Today, it is a National and State Historic Landmark. The 80-room mansion is constructed of redwood covered by STUCCO.

12. Cuvilly Hall (1924)

Cuvilly Hall was originally built as a residence hall for the Sisters and students. It now houses the Division of Business Administration faculty offices, classrooms, and an academic computing lab.

13. Tabard Inn (1948)

Named to commemorate the starting point of the pilgrims in Chaucer's Canterbury Tales. Tabard Inn offers food and recreation in a casual setting.

14. Toso Residences (1983)

These residences house Sisters of Notre Dame, including some CND faculty members.

15. Gavin Hall (1966)

In 1983, this newly-renovated classroom building was named in honor of Sr. Rosemarie Julie Gavin, faculty member and former Academic Dean of the College (1967-1983).

16. Madison Art Center (1874; Renovated 1986)

William Ralston's century-old stone carriage house now contains four major art studios, one each for painting, sculpture, graphic arts, and photography.

17. Wiegand Gallery (1987)

This exhibit space and the 50-seat theater next to it were funded in part by a grant from the E. L. Wiegand Foundation. Located in the Madison Art Center, the Gallery is the site of major exhibits each semester. A schedule of shows is available in the Gallery which is open Tuesday through Sunday, noon to 4 pm.

18. Elementary School (1956)

19. Early Learning Center (1964)

College of Notre Dame was the first institution of higher education on the West Coast to offer Montessori teacher training. The Early Learning Center is a Montessori preschool serving the Peninsula, with an enrollment of 45 students (three to six years of age) per session in two sessions a day, year 'round.

20. Student Apartment Complex (1966)

Thirty-six apartments provide housing for up to one hundred upper-division students. Each apartment includes a kitchenette, a balcony overlooking the pool, and separate sleeping, study, and living areas.

21. The Oaks & Pool (1966)

The first floor multipurpose room opens onto a redwood deck adjacent to the pool. The lower floor houses the offices of international Students of English (ISE-West).

22. High School (1928)

23. Notre Dame Theater (1955)

The College theater has a seating capacity of 600. Fully-equipped for musical and dramatic productions, it is used for community, College, and high school performances.

24. Gleason Gymnasium/Recreation Center (1991)

The 19,950 square-foot sports complex accommodates a regulation-size basketball court, three cross courts, and pull-out bleachers which seat 900. Dressing/locker rooms, and the Athletics Department offices occupy the ground floor; an all-purpose exercise room is located on the second floor.

ACADEMIC ORGANIZATION

College of Notre Dame is a fully accredited, independent co-educational college offering both undergraduate and graduate degrees.

Bachelor's degree programs are offered in the areas of Business Administration, Humanities, Natural Sciences, Social & Behavioral Sciences, and the Visual & Performing Arts. Undergraduate upper-division evening degree programs are offered in the areas of English, Psychology, and Computer Science. In addition, Business Administration and Human Services are offered in the Intensive Evening Degree Program.

At the Graduate level, offerings include master's degrees in Art Therapy, Business Administration, Counseling Psychology, Education, Music, Public Administration, Systems Management and Teaching; teaching credential programs, and certification programs in Montessori education and chemical dependency are also part of the Graduate programs.

The undergraduate and graduate academic calendar is organized around two 15-week semesters and a Summer Session. The Intensive Evening Degree Program is offered throughout the year in six terms. The full academic calendar can be found on page 225.

SPECIAL EVENTS & PROGRAMS

Honors Day - Traditionally, Honors Day was the presentation of undergraduate academic gowns to incoming students. Today, Honors Day ceremonies give recognition for academic achievement, announce scholarships, and present noted scholars and professionals who

Visiting Scholars Program - The Sr. Catharine Julie Cunningham Endowed Chair, dedicated to the late president of the College, brings academically-recognized scholars on campus. Notables appearing in past years include Seamus Heaney, poet, Dr. Robert Bellah, sociologist, Dr. Manuel C. Velasquez, ethicist, and Ilan Chabay, scientist.

International Students of English - The ISE-West program, sponsored by World Learning, Inc. (formerly the Experiment in International Living), is located in The Oaks on campus. Students come from many foreign countries to attend four- and eight-week study programs which begin with campus living and conclude with homestay visits with families in the area. While on campus, the

ISE students share CND facilities and learn English and American customs from students and faculty.

Archives of Modern Christian Art - The Archives of Modern Christian Art is a special collection of publications and audio-visual materials which document the history of Christian art and architecture in the modern world. The collection is located in the Library and is open to all College of Notre Dame students and other artists and scholars with a bona fide interest in carrying out research in this field.

Ralston Hall Cultural Events - The elegant Ralston Hall ballroom, dining room, and other areas on the first floor provide gracious settings for the Ralston Concert Series, presenting professional chamber musicians in concert; the Ralston Lecture Series, featuring lively, entertaining, and informative presentations by noted speakers on Bay Area history; student recitals and receptions; the Viennese Valentine's Waltz and many other special events.

Student Exchange & Study Abroad Programs - The College provides sophomore and junior students the opportunity to spend either a semester or a year at sister colleges Trinity College in Washington, D.C., or Emmanuel College in Boston, Massachusetts, through the Student Exchange Program. Students participating in the program remain officially enrolled at their home campus and need not file for an official leave of absence. Interested students should contact the Student Exchange/Study Abroad Advisor for application materials and detailed information about Trinity and Emmanuel campuses.

The College offers opportunities for students to study abroad for one or two semesters, preferably as juniors. Programs are available in Great Britain, France, Spain, Greece, Japan, and numerous other countries. A study abroad program must be approved by the Study Abroad Advisor, and by the student's major advisor. Information and guidance on the Study Abroad program is available from the Student Exchange/Study Abroad Advisor.

ASPIRE Program - College of Notre Dame offers an Accelerated Studies Program in Regular Enrollment, ASPIRE, for high school students. ASPIRE enables students to earn college credit while they are still in high school. ASPIRE students may choose to take courses based on interest, for enrichment, or as preparation for a particular objective. For the especially motivated student willing to undertake the challenge, ASPIRE offers an opportunity to earn both a high school diploma and an Associate in Arts within the normal four-year high school period.

RESOURCES & SERVICES

Alumni Association - is designed to serve all constituents who demonstrate an interest and commitment in support of the College's mission. This is done through the support of the Alumni Office. The goal of the Alumni program is to have one integrated association which represents alumni from all disciplines, undergraduate and graduate. This is accomplished by providing avenues of involvement for the alumni. The Alumni Association values the rich diversity of its membership and plans to provide continuing support through new programs and involvement opportunities. These can address the specific needs of the individual groups within the alumni and at the same time work for institutional advancement and enhancement.

Bookstore - is located next to Tabard Inn. Serving the campus community, it carries new and used textbooks, a wide variety of school and dorm supplies, general interest paper-backs and reference books, and many other items such as backpacks, apparel, art supplies, gift items, and greeting cards.

Instructional Resources Center - supports the academic goals of the College and oversees the operations of the Media Center and Instructional Computing Labs. The Media Center provides audio/visual services, including video production and playback, 16 mm film equipment, slide projectors, and audio tape systems. Students can receive assistance in producing audio/visual materials for class assignments.

There are two computer labs on campus. The St. Mary's lab provides support for Apple and Macintosh computer applications. The Cuvilly lab supports a Novelle Network with DOS computer workstations providing access to word processing, spreadsheet, and statistical software packages. The labs are open to all CND students, alumni, faculty and staff.

Library Services - The College Library is committed to providing materials and services that support and expand the undergraduate and graduate academic programs. In addition to a collection of approximately 100,000 volumes, 650 current periodical subscriptions, sound recordings and videos, the Library offers a variety of services, including bibliographic instruction and individual reference assistance. The Library provides access to its holdings via a CD-ROM catalog; reference indexes are also on CD-ROM for easy searching. Equipment for individual listening of sound recordings and viewing of videos is available in the Library. The Library participates in RLIN (The Research Libraries Information Network) for both cataloging and interlibrary loan and has access to other library catalogs via the Internet.

Detailed information regarding the Library may be found in The Library Handbook.

Mail Center - is located on the first floor of Ralston Hall, at the side entrance, and provides postal services to students, faculty and staff. Stamp vending and dollar bill changing machines are located in the lobby of the Rosenberg Campus Center.

Tutorial Study Center - is provided to meet students' needs ranging from building basic study skills to preparing for admission to graduate schools. Appropriate mentors are assigned to support and assist students as needed. The Center is located in St. Mary's Hall, Room 128.

STUDENT AFFAIRS DIVISION

Susan Welte, Ed.D., Vice President

STUDENT SERVICES

The Student Affairs Division supports liberal arts education at CND with co-curricular programs and services.

Campus Activities - provides opportunities for social, cultural, and educational growth. Students plan and produce events, participate in student government, and interact with others through the many activities offered.

The Associated Students of College of Notre Dame (ASCND) and the Programming Board work closely together to develop a complete range of experiences. ASCND charters a variety of student organizations, allocates funds for clubs and activities, and represents student viewpoints on college governance committees. The Programming Board and ASCND clubs coordinate a full calendar of events. The College's small size easily allows students to be active at all levels and hold leadership positions if desired. Faculty and staff often participate with students in the many programs. Events sponsored on campus include international dinners, music and comedy performances, dances, recreational sports, and speakers on a wide range of topics. Students also take advantage of the cultural and recreational offerings of San Francisco and the Bay Area, including performing arts, museums, professional sports, beaches, and parks.

Campus Ministry - sponsors events which encourage students to develop their spiritual lives and experience the connection between spirituality and life. Liturgies, community service, retreats, RCIA, social justice events, and other programs explore the moral, religious, and relational issues of spirituality and offer students opportunities to reflect on meaningful life issues. Rooted in our Catholic identity, Campus Ministry offers the entire College community resources to develop faith and affirm and share in the ecumenical spirit.

Career Development - provides services and academic courses designed to assist students in converting the promise of their degree into the reality of a satisfying job and/or career. Both of these components offer students an opportunity to explore personal values and interests, assess their skills, explore job and career options, develop and execute effective job search strategies and integrate classroom instruction with practical work experience through internships.

The Career Development staff provides a full range of career development services including individual career counseling, part-time and full-time job listings, on-campus interviews, job placement assistance, internships, career information workshops, and a career resource library.

Dining Services - are managed by a professional corporation, are offered to the entire CND community in the Dining Hall. Tabard Inn offers food and recreation in a casual setting. These locations provide nutritious meals and snack items as well as pleasant places to gather, to study, and to share ideas.

Health Services - provides resources to enable students to assume personal responsibility for their physical and mental health. The drop-in center offers first aid, over-the-counter supplies, referrals, screenings, CPR classes, and information regarding health care.

Counseling Services - Personal growth and the emotional well-being of students are the primary concerns of Counseling Services. Students have an opportunity to discuss problems and decisions with a trained professional. Students explore ways of becoming more effective in personal relationships, to increase self-understanding and acceptance, to gain support during emotional crises, and to clarify short- and long-range goals.

Intercollegiate Athletics - at CND are measured by the development of skill and attitude in each athlete, the cultivation of team and college community spirit, and the ability of the athlete to maintain a productive academic and personal life.

CND sponsors men's soccer, women's volleyball, and men's and women's cross-country teams in the fall; men's and women's basketball; and men's and women's tennis, women's softball, and men's and women's track and field in the spring.

Eligibility For Participation In Intercollegiate Athletics

The privilege of participation in intercollegiate athletics is accompanied by the responsibility for satisfactory academic performance and behavior.

To be eligible for any intercollegiate competition, a student must:

1. Have a minimum 2.0 cumulative College of Notre Dame grade point average at the beginning of the season of participation;
2. Make satisfactory progress toward a degree;
3. Be enrolled in a minimum of 12 units (full-time status) at the time of participation, or if the participation takes place between terms, have been enrolled in 12 units in the term immediately preceding the date of participation;
4. Exemplify and abide by the CND Code of Student Conduct as stated in the College Catalog;
5. Abide by N.C.A.A. and conference regulations.

Failure to comply with any of these requirements will result in students being ineligible to participate in intercollegiate athletics. The Director of Athletics will receive the listing of students on academic warning and probation and will be responsible for enforcing eligibility requirements with the assistance of individual coaches. Each coach will be responsible for notifying his/her players of ineligibility. Each player is responsible for notifying his/her coach of any information he/she has which may affect eligibility.

Absence From Class For Participation In Intercollegiate Athletics

A student who will be absent from class because of participation in intercollegiate athletics is required to notify the instructor at least 24 hours prior to the absence. The student is responsible for making up class assignments, quizzes, or examinations as well as for obtaining lecture notes.

The instructor is responsible for enabling the student to complete class work or to make up any quizzes or examinations given during the student's absence. "Notice of Absence" forms are available from the Athletics Office.

International Student Advising Services - assists students from different countries in academic, cultural, and social transition and development. It provides opportunities for exchange of cultures and ideas between American and international students. The staff also processes immigration and intergovernmental documents related to a student's enrollment at CND.

New Student Orientation - Students new to College of Notre Dame are invited to participate in Orientation, a program designed to welcome newcomers to the CND community. Orientation provides opportunities for new students to meet other new students, returning students, faculty, administrators, and staff. New students learn about the resources of CND and the community, participate in academic advising, and register for classes. A portion of the Orientation program encourages families of new students to meet faculty and administrators, and to become more familiar with the campus.

Re-Entry Program/Added Dimensions - provides special services for students who are continuing their education beyond what has traditionally been considered college age. This office provides re-entry student orientation, support and guidance, information and referral to various resources, programs of particular interest to re-entry students, and a newsletter, *Horizons*. A lounge provides meeting space as well as a study area for the re-entry population.

Residential Life - College of Notre Dame values the uniqueness and potential of each individual and strives to create an environment which encourages respect, understanding, and concern for

others. The residential life program assists students in developing an understanding of and appreciation for themselves and a sensitivity to the needs of others.

Resident Advisors, who are students themselves, serve as peer advisors and assist residents in developing their floor communities. Within the residence halls, the staff works with students in planning educational, social, and recreational programs and in utilizing the cultural, intellectual, and athletic opportunities of San Francisco and the Bay Area. Resident students also have the opportunity to exchange ideas in spontaneous discussions, study groups, and cross-cultural experiences.

Residence facilities offer students two different living environments. St. Joseph Hall and Julie Billiard Hall are coeducational facilities which accommodate men and women. Earroll, Kane, and Wilkie apartment complexes accommodate upper-division men and women. All apartment spaces are assigned according to seniority and as space is available. Applications are due on the dates listed in the "Terms and Conditions for On-Campus Residence."

ACADEMIC INFORMATION, POLICIES & PROCEDURES APPLICABLE TO BOTH UNDERGRADUATE & GRADUATE STUDENTS

CODE OF STUDENT CONDUCT

College of Notre Dame expects high standards of honesty and integrity from all members of the community. The College is committed to creating an environment which facilitates the spiritual, academic, and personal development of its members. The College, therefore, has a duty to protect its educational purpose through the setting of standards of scholarship and conduct. To this end, each student is responsible for reading and complying with the "Code of Student Conduct" found in the Student Handbook (*Student Rights, Freedoms and Responsibilities*).

Student Academic Responsibilities

It is the responsibility of each student to:

1. Know and comply with the policies and procedures, deadlines, and graduation requirements found within this Catalog and posted on the Registrar's bulletin board (St. Mary's Hall, near room 113);
2. Monitor his/her own progress in individual courses and toward completion of the graduation requirements;
3. Obtain correct information regarding academic programs and requirements;
4. Know and comply with the requirements and deadlines established in the syllabus for each course;
5. Know and comply with the contents of the Student Handbook (*Student Rights, Freedoms and Responsibilities*), which is incorporated by reference into this catalog.

Attendance

Students are required to attend all classes and laboratory sessions. Penalties for absences are left to the discretion of individual instructors and may include a lowering of the student's overall grade. Students are held accountable for all assignments in each course, whether or not the assignments were announced during an absence.

Student Grievances

Students seeking to redress an action by a member of the faculty, administration, or staff of the College should consult the Student Handbook (*Student Rights, Freedoms and Responsibilities*) for detailed policies and procedures.

COURSE DESIGNATIONS

A course is designated by the discipline, the title, and the number under which credit is given, and the number of semester units of credit it offers.

Department Codes

AC Accounting AR Art
BA Business Administration BY Biology
CD Career Development CH Chemistry
CM Communication CS Computer Science

FR	French	PA	Public Administration
GB	General Business	PE	Physical Education
HS	Human Services	PH	Physics
HU	Humanities	PL	Philosophy
HY	History	PS	Political Science
IB	International Business	PY	Psychology
LA	Latin American Studies	RS	Religious Studies
MA	Mathematics	SM	Science/Mathematics

MG	Management	SO	Sociology
MK	Marketing	SP	Spanish
MS	Management Information Systems	SY	Systems Management
MU	Music	TA	Theatre Arts
NS	Nutritional Science		

Course Numbering System

Course numbers are assigned according to the following classification: 001-099 Undergraduate lower-division courses

100-199	Undergraduate upper-division courses
200-299	Graduate courses leading to a CND Master's degree or credential
300-399	Graduate methods courses or practica leading to a CND Master's degree or credential
400-499	Post-baccalaureate professional growth courses for academic credit not leading to a CND Master's degree or credential
500-599	Upper-division undergraduate courses which receive graduate credit when taken by a graduate student upon the prior approval of a graduate program director
900-998	Continuing Education Units (CEU) for which academic credit is not granted
099,199,299	Independent Study

Continuing Education Units (CEU)

Units are awarded for each 10 hours of instruction and are graded on a pass/not pass basis. These units are a nationally recognized means of recording nonacademic credit study. CEUs earned may not be applied to, nor substituted for, degree requirements.

CLASSIFICATION OF STUDENTS

Students are classified as follows:

Freshman: 0-29 units completed.

Sophomore: 30-59 units completed.

Junior: 60-89 units completed.

Senior: 90 or more units completed.

Graduate: student who holds a Bachelor's degree.

STUDENT RECORDS

College of Notre Dame complies with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). This Act protects the privacy of academic records, provides for the right of students to inspect their academic records, and outlines the procedure for correcting inaccurate information found within the records.

The Buckley Amendment grants the College authority to release "directory information" to any person on request, unless a student requests in writing that directory information be kept private. The following information is regarded as directory information:

1. Student's name
2. Address (campus, local and/or permanent)
3. Telephone numbers
4. Date and place of birth
5. Major field of study and classification
6. Dates of attendance, degrees, and honors received
7. Most recent previous educational institution attended
8. Weight and height of members of intercollegiate athletic teams

At each registration, students may request in writing that directory information be held private. Once filed, the request remains in effect only for that semester. Certain types of records are excluded by law from inspection, specifically:

1. Confidential letters and recommendations associated with admission, employment or job placement;

2. Parents' financial information, including statements submitted in connection with scholarship, grant, and loan applications;
3. Records created or maintained by a physician, nurse, psychiatrist, or psychologist in connection with the treatment or counseling of students;
4. Education records containing information about more than one student (in such cases, access is permitted only to that part of the record which pertains to the inquiring student).

Students may inspect their records at the following offices:

1. Official records, including application forms, admission transcripts, and students' permanent academic records: the Registrar's Office (working academic files are also maintained by academic advisors);
2. Records relating to students' financial status with the College: the Business Office;
3. Records relating to students' nonacademic activities: the Student Affairs Office.

Third parties, including parents and legal guardians, shall not have access to education records, including grades and transcripts, without the written consent of the student. Copies of the complete policies and procedures of the Buckley Amendment may be obtained from the Registrar.

FINAL EXAMINATIONS

Final exams are retained by the instructor for a period of one semester after the date of the exam. Exams of part-time instructors, or those who are no longer at the College, are stored in the department or division offices. Students who desire to review a final exam evaluation should contact the instructor within the next semester.

ACADEMIC HONORS

Delta Epsilon Sigma - In May, 1971, College of Notre Dame established the Delta Zeta Chapter of Delta Epsilon Sigma, a national honor society for men and women of Catholic colleges and universities. The chapter recognizes academic accomplishments, fosters scholarly activities, and provides an intellectual meeting ground for its members. Juniors and seniors with a cumulative GPA of 3.5 or higher may be nominated after one semester of residence. Graduate students who have achieved a 3.9 GPA in 15 or more units are eligible for nomination. See section on Undergraduate Policies and Procedures for more information on undergraduate academic honors.

VETERANS AFFAIRS

Veterans eligible for G.I. benefits should contact the Registrar's Office for assistance with necessary documents.

TRANSCRIPTS

Students may obtain official transcripts of credit work at College of Notre Dame from the Registrar's Office upon written request and with payment of a \$3.00 fee for each transcript requested (first copy free of charge). Please allow a minimum of five working days for processing. Official transcripts can not be sent by fax. Transcripts of work taken at other institutions cannot be issued. The College reserves the right to withhold issuing the transcript of any student not in good financial standing as defined by the College.

UNDERGRADUATE ADMISSION

ADMISSION REQUIREMENTS

College of Notre Dame welcomes applications from all students regardless of religious preference, financial need, age, or ethnic background. Each applicant is evaluated on the basis of individual academic and extracurricular achievement. All interested students are encouraged to visit the campus; please call the Office of Admission at (415) 508-3607 to arrange a visit.

Freshman

1. Completed application with required fee
2. Graduation from high school*
3. An official high school transcript showing, at minimum, completion of the following college preparatory courses:
 - a. English - four years
 - b. Mathematics - Algebra and Geometry
 - c. Foreign Language - two years of the same language
 - d. Laboratory Science - one year in grades 10-12
 - e. Social Science - two years in grades 10-12
4. College Preparatory Electives - a total of two full-year courses. This equates to one full-year course in two of the following areas: advanced mathematics, advanced foreign language, advanced laboratory science, computer science, advanced social science, fine arts, OR two years of a second foreign language
5. Official scores from the Scholastic Aptitude Test (SAT) or the American College Test (ACT). (International students may substitute the Test of English as a Foreign Language (TOEFL).)
6. A letter of recommendation from a teacher or counselor
7. Application essay

Freshman applicants are evaluated on an individual basis according to the strength of college preparatory coursework, grades in college preparatory courses, and standardized test results. The application essay, the recommendation, and extracurricular achievement also weigh in the admission decision.

Offers of admission are contingent upon high school graduation and continued high performance in the senior year. College of Notre Dame reserves the right to revoke acceptance should the final transcript change admission eligibility or if any application materials are false or misrepresented.

Transfer

College of Notre Dame considers anyone who has previously matriculated at an accredited college or university to be a transfer applicant. A transfer applicant may not disregard a previous college record and apply for admission as a first-time freshman.

Transfer applicants are accepted at all class levels according to the following policies:

1. Applicants transferring with fewer than 30 transferable semester units must also meet freshman admission requirements;
2. The minimum cumulative college grade point average for consideration is 2.0;
3. Applicants on probation or disqualification from the last college attended are not eligible for consideration unless the probation or disqualification occurred at least seven years prior to the intended semester of matriculation at College of Notre Dame, or until they have completed 12 transferable semester units or more at a subsequent institution and the cumulative GPA of all institutions is 2.0 or higher.

**Students who are not high school graduates may be considered for admission with satisfactory scores on the California High School Proficiency Examination or the Test of General Educational Development (GED).*

Transfer applicants must submit the following:

1. Completed Application with required fee;
2. Official transcripts from all colleges and universities attended;
3. Official high school transcript and SAT or ACT scores if the applicant has completed fewer than 30 transferable semester units;
4. A letter of recommendation, preferably from a teacher or counselor;
5. Application essay.

Second Bachelor's Degree

College of Notre Dame offers the opportunity for students to pursue a second bachelor's degree. Applicants who hold an undergraduate degree from a regionally accredited college or university with at least a 2.0 cumulative grade point average will be considered for admission to a second degree program. The SAT is not required, but students whose first language is not English must demonstrate a TOEFL score of at least 450.

Accepted students must complete at least 24 units of coursework at CND, taken in at least two semesters. This CND coursework must include a minimum of 12 upper-division units in the second major. In addition, each student must follow CND's current General Education (G.E.) requirements. Students whose original bachelor's degree was obtained at CND must meet the most current G.E. requirements.

Evening Degree Program

Admission to programs in Behavioral Science, Computer Science, or Psychology is granted according to the following policies:

1. Applicants must have completed a minimum of 45 transferable semester units;
2. The minimum cumulative college grade point average for consideration is 2.0;
3. Applicants on probation or disqualification from the last college attended are not eligible for consideration unless the probation or disqualification occurred at least seven years prior to the intended semester of matriculation at College of Notre Dame, or until they have completed 12 transferable semester units or more at a subsequent institution and the cumulative GPA of all institutions is 2.0 or higher.

Admission to the Intensive Evening Degree Program in Business Administration or Human Services is granted according to the following policies:

1. Applicants must have completed a minimum of 60 transferable semester units. Applicants with 45 to 59 semester units may be accepted as "Special Status" students in the Evening Degree Program, and may enroll in 15-week semester classes until they qualify to transfer to the Intensive Program;
2. Applicants must be 25 years of age or older;
3. Applicants must have three years of demonstrated professional work experience;
4. The minimum cumulative college grade-point average for consideration is 2.0;
5. Applicants on probation or disqualification from the last college attended are not eligible for consideration unless the probation or disqualification occurred at least seven years prior to the intended semester of matriculation at College of Notre Dame, or until they have

completed 12 transferable semester units or more at a subsequent institution and the cumulative GPA of all institutions is 2.0 or higher.

Evening Degree Program applicants must submit the following:

1. Completed Evening Degree Program Application with required fee;
2. Official transcripts from all colleges and universities attended;
3. A letter of recommendation, employer preferred;
4. Application essay.

International Student

International student applicants must meet the admission requirements for freshman or transfer students respectively. If English is not the applicant's first language, a minimum score of 450 from the Test of English as a Foreign Language (TOEFL) is also required for consideration. Students submitting TOEFL are not required to submit SAT or ACT scores.

International student credentials are equated and evaluated according to the guidelines and placement recommendations of the American Association of Collegiate Registrars and Admissions Officers (AACRAO), World Education Series.

Admitted international students must agree to take an English placement examination upon arrival at the College, and to take any English as a Second Language (ESL) course required by the English department based on the result of this examination.

Non-Matriculated Enrollment

Undergraduate students may enroll in classes at College of Notre Dame in non-matriculated status. A non-matriculated student is a part-time student who is not formally admitted to the College but is permitted to enroll in undergraduate classes, up to a maximum of 11 units. Non-matriculated students are not eligible for financial aid.

An undergraduate student wishing to take classes in non-matriculated status should submit an Application for Enrollment as a Non-matriculated Student form with the required application fee to the Registrar's Office. (Students holding baccalaureate degrees are processed through the Graduate Office, regardless of whether they are taking undergraduate or graduate courses. Permission to enroll requires evidence that any prerequisites for the selected course(s) have been met. International students requiring Form 1-20 from College of Notre Dame and students on probation or disqualified at another institution are not eligible for non-matriculated status unless the probation or disqualification occurred at least seven years prior to the intended semester of non-matriculated enrollment.

A new Application for Enrollment as a Non-Matriculated Student must be submitted for each semester a student wishes to take classes in non-matriculated status. Since units earned in non-matriculated status do not apply to the College residency requirement, students intending to pursue a College of Notre Dame undergraduate degree should, in their own best interest, apply for formal admission as soon as possible.

Applications for non-matriculated enrollment are available from the Registrar's Office. Students with permission to enroll in non-matriculated status may register for approved classes during Final Registration at the start of the semester, or during the Drop/Add period. Should a class become over-enrolled, priority will be given to matriculated students. Full payment of tuition or suitable arrangements must be made at the time of registration. Tuition is fully refundable if enrollment is denied due to over-enrollment.

Policies for Awarding Transfer Credit

With the exception of remedial and non-academic vocational courses, College of Notre Dame accepts credit for courses completed with grade "C" or higher at any degree-granting regionally accredited two-year college or four-year college or university. Courses from California Community Colleges completed with grade "C" or higher are generally accepted according to the published recommendations for transfer of courses to the California State University system. Limitations exist in physical education, co-op education, remedial courses, and vocational subjects. The maximum number of lower-division units that may be transferred is 78. Reasonable consideration is given to equivalent courses of transfer students in fulfillment of the College's General Education

Requirements. General Education Articulation Agreements are available in the transfer centers at many Bay Area community colleges. Courses completed pass/credit may be used in fulfillment of General Education or major requirements only if the pass/credit is validated as grade "C" or higher.

Military Credit

Credit is granted for various levels of active service in the United States military as follows:

1. Basic military service of more than one year = 6 semester units lower-division.
2. Completion of Officers' Candidate School (one year) = 9 semester units lower-division plus 6 semester units upper-division.

Students in any of the above categories may also be granted credit for courses taken in military schools according to the recommendations for institutions of higher education in the American Council on Education's, "A Guide to the Evaluation of Educational Experiences in the Armed Services." An original Form DD 214 is required for all military credit.

R.N. Transfer Credit

College of Notre Dame offers registered nurses the opportunity to complete studies leading to a degree other than Bachelor of Science in Nursing. A two-year associate degree registered nurse is granted up to 35 semester units for coursework in nursing as well as credit for transferable general education courses taken during the nursing program. A three-year diploma registered nurse is granted up to 60 semester units for the hospital nursing program as well as any transferable units in general education (not part of the nursing core courses) completed at an affiliated college or university. College of Notre Dame also offers continuing education courses for registered nurses under provider number 00095.

UNDERGRADUATE EXPENSES

(Rates in effect as of Fall 1994)

Application Fees & Deposits

Application Fee (non-refundable)	\$ 35.00
Re-enrollment Fee (non-refundable)	20.00
Non-Matriculated Application Fee (non-refundable)	20.00
Intent to Register Deposit (non-refundable)	200.00
Housing Reservation Deposit	150.00
Housing Security Deposit	150.00

Tuition Per Semester

Full Tuition (12-17 units)	6300.00
Partial Tuition (1-11 units and over 17 units) (per unit)	525.00
Evening Degree Program (1-11 units) (per unit)	315.00
ASPIRE/College Credit (per unit)	230.00
ASPIRE/High School Credit (per unit)	90.00
Audit fee, 50% per unit discount	
Senior Citizen (65+) rate: 60% per unit discount on degree credit courses only	

Room & Board Per Semester

Room	2025.00
Optional additional charge for:	
Single Room	675.00
Double Apartment	375.00
Meals	
Plan 1	\$700.00*
Plan 2	\$800.00
Plan 3	\$900.00

*Available to apartment residents only.

Other Expenses

Music: individual instruction (per class)	375 - 425.00
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Graduation Fee	50.00
Transcripts (first copy free)	3.00
Challenge Fee (per unit)	60.00
Lost Library Books Replacement cost + \$15.00 processing fee	
International Student Fee (first semester of enrollment only)	500.00

Payments

Tuition and fees for the semester are payable at the time of registration unless other arrangements have been made with the Business Office. The College accepts cash, checks, VISA, Mastercard, and Discover. A four-payment deferred plan, subject to a monthly finance charge, is available.

The College also defers payment of a semester's tuition for employed students who qualify for their company's tuition reimbursement plans. A flat service charge of \$25 per semester is charged for participation in this deferred-payment plan.

In addition, a Budget Plan with no finance charge is available for full-time domestic students through Academic Management Services. Additional information is available from AMS 1-800-635-0120.

Policy Regarding Unpaid Bills

Transcripts are issued and degrees awarded only when all charges due College of Notre Dame are paid.

Refund Policy

Students who have officially withdrawn from a class or from the College, are entitled to the following refunds:

Fall & Spring Tuition

100%	prior to the first class;
75%	to the end of the first week during which withdrawals are permitted by the Registrar;
50%	to the end of the third week, and No refund after the third week.

Undergraduate Evening Degree Programs & Summer Session Tuition

100%	refund before the first class meeting;
75%	refund before the second class meeting;
50%	refund before the fourth class meeting, and
	Refunds will be processed thirty calendar days after the student has officially withdrawn through the Registrar's Office and has filed for refund at the Business Office.
	No refund after the fourth class meeting.

Room & Board See the Resident Terms of Agreement.

FINANCIAL AID

Student Financial Aid

The Student Financial Aid Office, located in Ralston Hall, serves students seeking financial assistance, and provides information to students and parents who are not familiar with the financial aid process. Students who have been admitted to College of Notre Dame as at least half-time students, and are U.S. citizens, U. S. permanent residents, natives of American Samoa or Swain's island, permanent residents of the Trust Territories of the Pacific Islands or citizens of the Federated States of Micronesia or the Marshall Islands, are eligible to be considered for financial assistance. College of Notre Dame administers financial aid in accordance with nationally accepted principles.

Rights & Responsibilities

The Student Financial Aid Office, with advice from the Committee on Scholarships and Grants, sets general financial aid policy and regulations under which it administers its programs. These policies include the following:

1. All students seeking admission to the College who require financial aid are encouraged to apply for such aid;
2. Financial aid packages usually combine scholarships, grants, loans, and part-time work on campus. The total amount of financial aid offered by the College, together with all other financial aid sources, may not exceed the student's need;
3. Financial aid eligibility is the difference between the cost of education at College of Notre Dame and the expected financial contribution of the student and family (or contribution of the student and spouse if the student is married). Students and their families are expected to bear the primary responsibility for meeting educational costs. When a family's resources are less than the cost of education, every effort will be made by the College to meet the difference with financial aid. The amount a family is expected to contribute each year toward educational expenses is determined by a federally mandated formula called Federal Methodology. Factors used to evaluate a family's relative financial strength are annual income, equity in assets, the number of family members, and the number of family members in college at least half-time;
4. To be considered for all sources of financial aid, students must enroll full-time and complete sufficient academic units each semester to graduate in four years. (Federal and state financial aid programs are available to students enrolled at least half-time);
5. To maintain eligibility for financial aid, students must complete 12 units of passing work per semester and maintain a cumulative 2.0 grade point average. Failure to do so results in being placed on financial aid probation which requires a contract with the Financial Aid Office specifying the conditions which must be met within the following year to regain clear academic standing and maintain eligibility for financial aid. Generally, students are eligible to receive financial aid for the equivalent of five years of full-time study.

Applying for Financial Assistance

1. To apply for financial aid assistance, students are required to submit the Free Application for Federal Financial Aid (FAFSA) and the Financial Aid Form (FAF). These applications are available through the Financial Aid Office at CND or any other colleges that use these forms. California residents who are applying for the Cal Grant Program must also complete a G.P.A. Verification form. A description of this program follows.
2. Supporting documents, such as parent and student tax returns, may be requested by the Financial Aid Office at CND when processed FAFSA and FAF forms are received from the College Scholarship Service.
3. Financial assistance is awarded only after admission to the College. Thus, students applying for financial aid should also apply for admission at the same time.

For further information, please call (415) 508-3509 or write: Student Financial Aid Office, College of Notre Dame, 1500 Ralston Avenue, Belmont, CA 94002-1997.

Deadlines

March 2 is the FAFSA, FAF, and G.P.A. Verification deadline for new Cal Grant applicants. March 2 is also the priority filing date for other aid programs. However, you may apply for the Pell Grant and Federal Family Education Loan programs after school has started for the Fall semester.

Federal Programs

All federal student aid programs are domestic assistance programs. This means that to be eligible, a student must be a U.S. citizen, national, or permanent resident, or fall into one of several specific categories defined by the Federal Government. The regulations governing all federal programs are subject to Congressional approval and are also subject to change. The student is advised to check the eligibility requirements each academic term.

Pell Grant

The Pell Grant Program is a federal aid program designed to provide financial assistance to undergraduate students who demonstrate financial need under the guidelines of the program.

Grants range up to \$2,300 per academic year. The amount of a student's award is based upon his or her need for financial assistance and the cost of education at College of Notre Dame.

Students carrying at least a half-time (6 semester units) course of study are eligible to apply. Pell Grants are renewable upon application each year for the equivalent of five years of full-time study, provided the student continues to be eligible, is in good academic standing, and is making satisfactory progress toward a degree.

Pell Grant applicants will receive a Student Aid Report (SAR) directly from the SAAC processor. Students should then submit all copies of the SAR, signed and dated, to the Financial Aid Office at CND.

Supplemental Education Opportunity Grant (SEOG)

The Supplemental Educational Opportunity Grant is a federal program which provides aid to undergraduate students who have exceptional financial need and who would be unable to attend college without such assistance. SEOG awards at CND range from \$200 to \$1,000 per academic year.

College Work-Study (CWS)

This federal program provides jobs for students who need financial aid and enables students to earn money to pay for part of their educational expenses while attending college. Students earn an hourly wage and are assigned jobs by the Financial Aid Office. Every attempt is made to place students in jobs that are related to their academic programs.

The average Work-Study award at CND is \$1,500. During the school-term the maximum number of hours a student may work per week is twenty.

Perkins Loan (Formerly the National Direct Student Loan)

This federal program provides long-term, low interest loans to eligible students. Federal guidelines stipulate that students may borrow up to \$4,500 for the first two years of undergraduate study, up to \$9,000 for their total undergraduate study, and up to \$18,000 for the combined undergraduate and graduate study. The amount a CND student is awarded depends upon the availability of funds. Repayment of these loans begins 180 days after the student ceases to be enrolled at least half-time. The minimum repayment is \$360 per year. The maximum repayment period may be ten years depending upon the size of debt. This debt may be cancelled partially or totally if the borrower subsequently serves as a teacher of the handicapped, or in a school designated by the Office of Education as one attended predominantly by students from low income families, as defined by federal laws and regulations. The Financial Aid Office can advise you of other cancellation provisions for Perkins Loan borrowers.

Subsidized Stafford Student Loan

The Subsidized Stafford Student Loan Program enables students to obtain loans through banks, credit unions, and other lending institutions. However, this is a need-based program in which interest does not accrue while the student is in school at least half-time. Undergraduates may borrow up to \$2,625 per academic year during the freshman year; \$3500 during the sophomore year; and \$5,500 per year during the junior and senior years. Students may borrow a total of \$23,000 during their undergraduate career. Students have a 4% fee taken out of their loan given to the federal government and guaranty agency to cover program costs and defaulted loans.

Graduate students may borrow up to \$8,500 per academic year to a cumulative undergraduate and graduate maximum of \$65,500. Payments begin 180 days after the student drops below half-time enrollment. The rate of repayment depends upon the size of the loan. The maximum amount of time for repayment is ten years, unless the loans are consolidated to allow up to twenty years. The interest rate is variable, to be set once a year on July 1 at 3.1% above the 91 -day Treasury bill, with a cap of 8.25%. The interest rate for 1993-94 was 6.22%.

Unsubsidized Stafford Student Loans

This program is non-need based. This federal loan is provided through banks and other participating lenders. A student may borrow up to \$4425 minus any Subsidized Stafford loan during the freshman year; \$7500 minus any Subsidized Stafford loan during the sophomore year; and \$10,500 minus any Subsidized Stafford loan during the junior and senior years.

Graduate students may borrow up to \$18,000 minus any Subsidized Stafford loan. The interest rate is variable at the same rate and cap as the Subsidized Stafford loan, but the interest accrues right away.

Plus Loans

These are non-need based loans made to the parent of the student. These loans are also provided by lenders. The maximum a parent may borrow is the total cost of attendance less other aid. The interest rate on the PLUS loans is set at 3.1% above the 52-week Treasury bill, with a cap of 9%. The interest also accrues on these loans and repayment begins immediately after the check is disbursed.

Paul Douglas Teacher Scholarship

This program provides scholarships of up to \$5,000 per year to outstanding high school graduates and college students who demonstrate an interest in pursuing teaching careers at the preschool, elementary, or secondary level. The number of years this scholarship may be received is based on the student's academic grade level when first entering the program.

State of California Programs

Cal Grant A

This grant program provides assistance to undergraduate California resident students who will be studying at least half-time (6 or more units per semester). This grant can be used for tuition only and ranges up to \$5,250 per year. Cal Grants are renewable for up to eight semesters for those who remain eligible. Applicants to this program qualify based on need and their grade point average (or SAT scores if attending a non-grade. d school).

Students can apply for Cal Grants by completing the Free Application for Federal Student Aid (FAFSA) and Financial Aid Form (FAF). These forms are available in late December of each year from high school counselors, community college counselors, the California Student Aid Commission, or the College of Notre Dame Financial Aid Office. The deadline for new applicants to complete and submit the FAFSA and FAF is March 2.

Cal Grant B

This grant program provides assistance to eligible entering freshmen who will be enrolled at least half-time (6 or more units per semester). This grant is limited to California residents from low-income families.

For college freshmen, this program provides a subsistence for non-tuition costs. The size of the subsistence grant is \$1,410 per year. When renewed by sophomores, juniors and seniors a Cal Grant B can also cover tuition. Additional tuition grants may range up to \$5,250 per year and may be renewed each year for students who remain eligible.

Application is made by completing the appropriate sections of the Free Application for Federal Student Aid (FAFSA) and Financial Aid Form (FAF). The deadline for new applicants to submit the FAFSA and FAF is March 2. *The regulations governing California State Aid are subject to change without prior notice.*

College of Notre Dame Programs

All applicants desiring to receive College of Notre Dame scholarships, grants, or work awards MUST follow procedures for applying for financial aid. All College of Notre Dame scholarships, grants, or work awards are subject to adjustment when other scholarships/grants are received.

Grants

CND provides grants to qualified full-time undergraduate students who demonstrate financial need.

Campus Work Study

This CND program is similar to the College Work Study Program and provides on-campus employment to qualified full-time undergraduate students for a specified number of hours each semester.

Competitive Need-Based Scholarships

Most scholarship awards are based on a combination of academic excellence, exceptional promise and demonstrated need. These are awarded to full-time undergraduate students and may be renewed annually.

Alumni Scholarship

Ruth and George X. Beach Memorial Scholarship
 Carroll Scholarship
 Joseph Celotti Scholarship
 Chevron Scholarship
 Helen A. and J. Hart Clinton Scholarship
 Mary F. Connelly Scholarship
 Cuneo Scholarship
 Catherine and Dudley Drucquer Memorial Scholarship
 Elena Macondray Eyre Scholarship
 Foster-Belmont Police Department Scholarship
 Foster-Immaculate Heart of Mary Scholarship
 Celia Berta Gelleff Scholarship
 Hale Scholarship
 Harper Scholarship
 Hearst Foundation Scholarship
 Daniel Koshland Scholarship
 Catherine and Antone Laxague Scholarship
 Elena Eyre Madison Scholarship
 Marshall P. Madison Scholarship
 McCarthy-Cunningham Family Scholarship
 McCarthy Foundation Scholarship
 Memorial Scholarship
 Pacific Telesis Scholarship
 Rosenberg-Brandenstein Scholarship
 Andrea L. Roze Scholarship
 Smith-Weinberger Scholarship
 Beatrice M. Standish Scholarship
 Harold J. and Edythe D. Toso Alumni Scholarship
 Sister Helen Benedict Wilkie Memorial Scholarship
 Helen B. Wong Scholarship
 Leil L. Young Scholarship

There is no separate financial aid application for these scholarships other than the FAFSA and FAF.

MERIT SCHOLARSHIPS

Full-time undergraduate students are eligible to compete for scholarships based on academic excellence and exceptional promise. Financial need is not a requirement for merit scholarships. Applications are available from the Admission Office.

Presidential Scholarships

Ten scholarships of \$2,000 are awarded to entering freshmen who demonstrate academic merit and outstanding leadership potential. Presidential Scholarships are awarded on a non-need basis, and may be renewed for up to four years if the student continues to demonstrate leadership and academic merit in full-time status.

Honors at Entrance

These \$1,000 scholarships are awarded automatically at the time of admission to entering freshmen who receive Honors at Entrance. The scholarships are based on outstanding academic qualifications and are renewable annually for up to four years if the student maintains a minimum 3.0 grade point average.

Regents Scholarships

Six Regents Scholarships of \$2,000 are awarded to entering full-time transfer students who have achieved a minimum 3.0 GPA in sixty or more transferable semester units and who have demonstrated records of leadership or volunteer service.

Sealbearer Scholarships

Students who are life members of the California Scholarship Federation qualify for this scholarship. Students who submit verification of CSF Life Membership to the Financial Aid Office will receive a \$500 scholarship upon entrance to CND.

Music Scholarships

The CND Music Department awards scholarships of up to a maximum of \$5,000 over four years to students based upon musical ability as demonstrated by the entrance audition. These scholarships are renewable for up to four years contingent upon satisfactory musical and academic progress at the College. Interested students should contact the Music Department for additional information. Music Scholarships include: the John Stanton Brooks Fund; the Music Assistance Award; the Thomas LaRatta Award (for piano studies-incoming freshman, B.M. students only); and the Sister Anthony Marie Herzo Memorial Scholarship.

UNDERGRADUATE ACADEMIC INFORMATION

BACCALAUREATE DEGREES

The College offers four baccalaureate degrees: The Bachelor of Arts degree in Art, Behavioral Science, Biochemistry, Biology, Communication, English, French, History, Humanities, Latin American Studies, Liberal Studies, Music, Philosophy, Political Science, Psychology, Religious Studies, Social Science, Sociology, and Theatre Arts; The Bachelor of Science degree in Business Administration, Biology, Computer Science, Environmental Studies, and Human Services; The Bachelor of Fine Arts degree in Arts; The Bachelor of Music degree.

Evening Degree Programs

The undergraduate evening degree programs at College of Notre Dame are upper-division programs designed to enable career-oriented working adults to complete a Bachelor's Degree in the evening. Majors in Behavioral Science, Computer Science, and Psychology are offered in the regular 15-week fall and spring semesters. Majors in Business Administration and Human Services are offered in six 7-week terms in the fall, spring, and summer. Only students accepted into the Intensive programs may enroll in 7-week Intensive courses; however, Intensive Program students may enroll concurrently in 15-week semester courses. All evening classes meet one night a week.

General Degree Requirements

These are for all baccalaureate degrees and specific requirements for each category of degree follow. Further details are found under the major.

Unit Requirement - A total of 124 semester units is required for the bachelor's degree. These must include a minimum of 46 units in upper-division courses; at least 24 of the upper-division units must be in the major. The Bachelor of Arts, Science, and Fine Arts degrees require 48 units of General Education. The Bachelor of Music degree requires 33 units of General Education.

A single course may be used to fulfill both a general education requirement and a major or minor requirement. The student using this option must take an equivalent number of units of additional coursework to complete the CND total unit requirements (124) for graduation.

A maximum of 16 units in performance and activities courses, excluding courses required in the major, may be applied toward the total unit requirement, with a limit of 2 units per semester. A list of performance and activities courses is on page 55.

Major Requirement - The academic major includes a minimum of 24 units of upper-division coursework in the major discipline.

Minor Requirement - An academic minor requires a 12-20 unit sequence in the chosen area. A declaration or change of minor form must be filed with the Registrar's Office.

Academic Residency - After completing 90 units (any combination of CND and other post-secondary transferred units), a student must complete at least 24 units at College of Notre Dame in at least two semesters. The last 12 units toward the degree must be done consecutively at CND. Additionally, transfer students must complete a minimum of 12 upper-division units in the major at CND. (These may be included in the 24 residency units.) Only units earned after matriculation may be applied to residency.

Career Development - Every CND student must satisfy the College's 3-unit requirement in Career Development. Entering freshmen fulfill one (1) unit by taking Freshman Seminar (SO 003). The other two (2) units are satisfied by enrolling in CD 198 (Cooperative Education Internship Program) or by taking other Career Development courses. Transfer students with three or more years of full-time work experience and students in the Undergraduate Intensive programs need to take one (1) unit of Career Development coursework. Some majors include experiential coursework that satisfies the requirement.

U.S. History - Students who have not completed a United States history course with grade "C" or higher in an American high school or an American international school are required to pass one 3-unit course in United States History.

Writing Proficiency Requirement - As a requirement for graduation, all students who have completed 45 units must meet the College's Writing Proficiency requirement either by passing the Writing Proficiency Exam, offered every Spring semester, or by completing EN 101: Intermediate Writing or EN 136: Professional Writing (for Intensive Evening Degree students). Continuing students should take the Writing Proficiency Exam when they are second-semester sophomores; transfer students entering with more than 30 units take the Writing Proficiency Exam at the beginning of their first semester at the College. Students who do not pass the Writing Proficiency Exam must schedule an appointment with the head of the English Department to plan an appropriate course of action to improve their writing and satisfy the requirement.

Specific Degree Requirements

Bachelor of Arts - A curriculum which may require a maximum of 60 units of coursework in or out of the major department beyond the required 48 general education units. A minimum of 24 upper-division units is required in the major.

Bachelor of Fine Arts in Art - A curriculum leading to a professional degree in studio art for talented students seeking careers as artists. The BFA or its equivalent is normally prerequisite to graduate professional studies (MFA). A minimum of 78 units in art and art history is required. It is recommended that candidates for the BFA allow at least one extra semester to complete these requirements.

Bachelor of Music - A curriculum designed to serve the needs of students who desire a stronger concentration in performance than is provided by the requirements for the BA degree in music. A minimum of 80 semester units must be taken within the field of music.

Bachelor of Science - A curriculum which may require a maximum of 75 units of course-work in or out of the major department beyond the required 48 general education units. A minimum of 33 units shall be required in the major or in directly related fields, and of these at least 24 units shall be upper-division work in the major department.

Associate Degrees - The Associate in Arts degree and the Associate in Science degree require completion of 60 semester units. The degree includes completion of the 48-unit General Education requirement for the bachelor of arts or bachelor of science degree and 12 units in a concentration chosen with the guidance of a departmental advisor. A minimum of 15 units at CND in sophomore standing is required to satisfy residency. The last seven units must be done consecutively at CND.

INTERDISCIPLINARY MAJORS & MINORS

Majors - Students may design interdisciplinary majors under the guidance of an academic advisor and by agreement of the heads of the departments concerned. The major will involve a program flexible enough to satisfy the individual need of the student but structured enough to insure a practical group of related courses including at least 24 upper-division units and a concentration in one area. The following interdisciplinary majors are examples of possible programs:

European Studies - A combination of courses from history, philosophy, fine arts, and foreign languages.

Languages & Literature - Training in linguistics, literary criticism, English and foreign languages and their literatures.

Minors - Students may design interdisciplinary minors under the guidance of an academic advisor and by agreement of the heads of the departments concerned. The minor will involve a program flexible enough to satisfy the individual need of the student but structured enough to insure a practical group of related courses consisting of at least 12 units. The following interdisciplinary minors are examples of possible programs:

Women's Studies - A combination of courses from history, literature, philosophy, psychology, religious studies, fine arts, communication, or business.

Justice & Peace - A combination of courses from history, political science, religious studies, or sociology.

GENERAL EDUCATION REQUIREMENTS

Note: General Education requirements are currently under review by the CND Curriculum Committee.

	Units			
	B.A.	B.S.	B.F.A.	B.M.
Western Culture				
English Composition/Literature ¹	6	6	6	6
Western Civilization 2	6	6	6	6
Philosophy (content)	3	3	3	3
Foreign Language & Intercultural Studies				
Foreign Language 3	6	6		6
Foreign Language/Foreign Cultures 4		6		
Intercultural Studies 5	6	6	6	
Science, Behavior & Technology				
Behavioral Science	3	3	3	3
Natural Science 6	3	3	3	
Mathematics	3	3	3	
Natural Science/Mathematics/ Computer Science/Formal Logic	3	3	3	3
Values & Beliefs				
Religious Studies	6	6	6	6
The Arts				
Art/Music/Theatre Arts 7	3	3		
TOTAL	48	48	48	33

NOTES REGARDING GENERAL EDUCATION REQUIREMENTS

1. Generally, students entering CND as freshmen take EN 021- 022: English Composition/Literature. Transfer students may substitute previously-completed composition and literature courses.
2. Students entering CND as freshmen take HY 004 AB: Western Civilization. Transfer students entering with 45 units or more may substitute any 3-unit history course and HU 190 for the Western Civilization requirement. HU 190, Western Literature/Culture is an upper-division course for transfer students, team-taught by faculty from the Departments of English and History, which also satisfies the English literature requirement if not previously completed. Students required to take HY 004 AB as a preparation for their major should not enroll in HU 190.
3. All 6 units of the foreign language requirement must be in the same language. Students who meet one of the following criteria are exempt from the foreign language requirement:
 - a. A student whose native language is not English and who has attended school in the native language.
 - b. A student who has (1) completed six semesters, extending through the third year level, of the same foreign language in high school with grades "C" or higher; or (2) scored 600 or higher on a College Board Achievement Test in foreign language; or (3) passed a CND foreign language placement examination at a level of foreign language 3.

- c. A student who has (1) passed a College Board Advanced Placement Examination in a foreign language with a score of 3 or higher; or (2) passed a CLEP examination in a foreign language at the 50th percentile or higher. A student in this category will be granted 6 units advanced standing credit in foreign language.
4. Bachelor of Science students may substitute two courses in foreign culture (any non-U.S. culture) for the foreign language requirement.
5. If taken after the student matriculates at CND, at least one course must be taken in a division outside the student's major. Courses approved by the Curriculum Committee as satisfying the General Education requirement in intercultural studies (non-Western cultures) are identified in this catalog and on each semester's class schedule.
6. For the B.S. degree, a lab science is strongly recommended.
7. In-depth study in one 3-unit course. (Not to be satisfied with lesser units from multiple courses.)

Common Outcomes Expected From General Education Courses

Every student is expected to develop and demonstrate the following skills before graduating from College of Notre Dame:

Writing Standard English	Critical Reading
Speaking Standard English	Critical Reasoning
Listening	Clarifying Values

Specific Outcomes Expected From General Education Courses

Western Culture - English Composition/Literature; Western Civilization; Philosophy (content).

The purpose of the area requirement in western culture is to develop an understanding of significant ideas, events, persons, values, and literary works which have shaped the development of western civilization and to develop skill in critically analyzing, evaluating, discussing, and writing about such ideas, events, persons, values, or works.

Courses in this area cultivate an awareness of important aspects of western thought and culture, foster an appreciation of the importance of a knowledge of the past to understanding the present, and contain components in writing and critical reading.

Foreign Language & Intercultural Studies

Foreign Language - Courses open new horizons and promote understanding of other peoples, cultures, and values. They develop precision and clarity of expression in the foreign idiom, while encouraging insight into the nature of language. Competency in English is improved as students develop skills for better communication.

Foreign Culture- Courses open new horizons and promote understanding of other peoples, cultures and values. They introduce the student to the history, art, architecture, music, and literature of the foreign culture. These courses promote critical thinking and artistic insight.

Intercultural Studies - Courses develop student understanding of non-European cultural diversity and global interdependence and challenge ethnocentric assumptions. The focus is on countries or areas not usually emphasized in western civilization. Courses may include emphasis on subcultures within the United States if the cultures are traced to their non-European origins.

Specifically, intercultural studies courses focus on the essential and distinctive features of non-European cultures; or enhance the comprehension and appreciation of the lives and values, beliefs and attitudes, distinct from European cultures; or promote critical thinking about the perceptions of and interactions between contemporary Americans and the peoples of non-European cultures.

Science, Behavior & Technology

Behavioral Science - Courses introduce the student to the theories and concepts used to explain individual and interpersonal behavior. Such courses enable the student to develop an

understanding of the structure and function of society and how social forces contribute to change in social institutions and social systems. Through courses dealing with societies or cultures other than the student's own, the interaction of cultures, beliefs, attitudes, and behaviors are examined.

Students of sociology are able to analyze how various aspects of social systems may influence the behavior of groups or individuals. They can identify those activities and institutions which constitute the social aspects of culture and thereby develop an appreciation for various value systems and traditions. As a consequence, students will be able to understand international cooperation and competition and how they are influenced by human actions.

Courses in psychology introduce the student to the integrating function of the mind in human behavior. Normal developmental processes are explored and perception, learning, thinking, and motivation are discussed in connection with the growth of the human person. By seeking to become aware of the intricate structure of human behavior, the students are better able to equip themselves to live intelligently in our complex society.

Science/Mathematics/Computer Science/Formal Logic

Students enrolled in courses to fulfill the science/mathematics/computer science/formal logic requirements meet the outcomes for these areas by gaining a knowledge of problem-solving and methods of organizing ideas and testing information. They learn to analyze problems, to think consistently and abstractly, to reason from premises to conclusions, and to evaluate claims or generalizations by appropriate methods.

Students enrolled in science courses gain an understanding of principles, processes, and concepts which are the basic tenets of science. They develop observational and analytical skills as well as an exposure to the unique methods and discoveries of scientific research. It is also imperative that all students comprehend some of the impact science and technology have on the human environment, both natural and cultural, and that they have a sense of the historical context in which science has developed.

Courses in mathematics are designed to help students become comfortable with mathematics. Students become aware that mathematics extends beyond mere computation to embrace a rich and varied field of stimulating problems and ideas. Students also gain an appreciation for the role of mathematics in the development of society.

Values & Beliefs

Religious Studies - Courses offer students an opportunity to explore the religious dimensions of life. In keeping with the mission of the College, special consideration is given to the meaning and relevance of Christian belief. Courses in Religious Studies also explore the variety and richness of religious beliefs throughout the world.

The Arts

Art/Music/Theatre Arts - Courses in the area of the visual and performing arts promote student understanding and appreciation of the creative process in the visual arts, music, or theatre. In all courses offered in this area, students identify the visual, aural, or intellectual elements which constitute an aesthetic experience and develop a set of criteria for judging a work of art. Depending on the scope of each course, students describe historical developments, demonstrate basic creating/performing skills, demonstrate basic viewing/listening/ analytical skills, or identify interdisciplinary relationships among the arts. These courses provide the vocabulary necessary for writing, reading, and talking about a work of art.

PROFICIENCY & PLACEMENT TESTS

English

1. United States students, both freshmen and new transfer students, are evaluated as follows:
 - a. Freshman and transfer students who have not previously completed their General Education requirement in English composition are required to take the CND English Placement Exam and are enrolled in EN 21 or 22; they may also be required to enroll in EN 20 based upon results of the placement exam.

- b. Freshmen students who have passed a College Board Advanced Placement Examination in English with a score of 3 or higher are exempt from the ND Placement Exam and have satisfied general education requirements in English.
 - c. Transfer students in the Intensive Evening Degree Program who take EN 136 Professional Writing at CND are not required to take the CND English Placement Test.
 2. international students, both freshman and transfer, take an English as a Second Language test in listening, speaking, reading, and writing.
 - a. International students with TOEFL scores of 600 or higher are exempt from the ESL test but must take the CND writing test.
 - b. International students who do not pass the ESL test are placed in appropriate ESL courses, as determined by the Director of ESL.
 - c. international students who pass the ESL test then take the CND test in basic composition. English placement for these students will be as in a), b), or c) above.
 3. Permanent resident students take the CND writing test in basic composition unless notified by the Admission Office that they must take the ESL test.

All students are required to meet an upper-division Writing Proficiency Requirement, explained on page 45.

Foreign Language

Foreign Language Placement tests are offered to any student wishing to continue his/her study of French or Spanish.

Mathematics

All new students are evaluated for competency and/or placement in mathematics, using the Computerized Placement Tests developed by the College Board. The multiple-choice tests are administered on a personal computer. Students should bring only their student ID number and pencils with erasers to the test; calculators are not allowed.

There are three levels: Level I, Arithmetic Skills; Level II, Elementary Algebra; and Level III, College-level Mathematics. Students may be given one or two of these tests, depending on their responses at the time of testing. The tests are interactive and adaptive; a good assessment of current ability can be made with 12 to 20 questions per test. The tests are untimed but generally take 20 minutes each to complete.

Level I tests operations with whole numbers, fractions, decimals, and percents, as well as applications and problem solving. Level II tests operations with integers, rational numbers, and algebraic expressions, and abilities in equation solving, inequalities, and word problems. Level III tests algebraic operations, solutions of equations and inequalities, coordinate geometry, applications, functions, and trigonometry. More detailed descriptions of the tests are available from the Mathematics Department and are mailed to new students prior to testing time. Review books for Levels I and II are available in the CND bookstore.

Students are evaluated for mathematics competency and placement as follows:

1. Transfer students who have completed all General Education mathematics and all mathematics courses required for the major in which they are enrolling are exempt from the Mathematics Competency Test.
2. All other students take the Mathematics Competency Test and appropriate placement tests described above before registering. All CND students are required to pass Math Competency (Level I). The level needed for placement in a particular mathematics or science course is stated in the course description.

3. Students who do not pass Level I may enroll in and successfully complete MA 001 or may study on their own and retest at a scheduled time. Students who do not pass Level II and need it as a prerequisite for a college-level math course may enroll in and successfully complete MA 001 or study on their own and retest.

UNDERGRADUATE POLICIES & PROCEDURES

GENERAL POLICIES

Registration

Information and instructions concerning registration are distributed by the Registrar's Office. For continuing students, Advance Registration for courses takes place in the preceding semester. Students who advance register must pay tuition or make arrangements with the Business Office by a specified date. If payment or arrangements are not made, the advance registration is cancelled, necessitating registering again at Final Registration.

Final Registration (for new students, continuing students who do not advance register, and students who advance registered but did not return a signed Billing Form) takes place immediately preceding the opening of classes each semester. Failure to comply with the procedures specified by the Registrar for registration, changes of courses (Drop/Add), or withdrawal from a course may result in either denial of credit or failure for non-attendance ("AF").

Class Schedules for Summer and Fall semesters are available in late March, and for Spring semester in late October.

Academic Unit Load

Full-time students normally carry 12-17 units each semester. Students on F1 visas, intercollegiate athletes, and students receiving financial aid must carry a minimum of 12 units each semester. During Summer Session the maximum academic load is 1 unit per week of the session, with a cumulative total of 12 units for the entire Summer Session. Intensive Evening Degree students may carry a maximum of 6 units per term or 11 units per semester.

Academic Overload

More than 17 units per semester during the Fall and Spring semesters constitutes an academic overload. See item 5. below for the overload policy during the Summer Session. The following regulations apply to overload:

1. Students with a cumulative grade point average (GPA) of 3.0 or higher (CND GPA for continuing students; high school or transfer GPA for new students) may enroll in a maximum of 18 units without petitioning for overload. To enroll in more than 18 units, students must petition the Academic Standards Committee;
2. Students with a cumulative GPA lower than a 3.0 may enroll in a maximum of 17 units without petitioning for overload. To enroll in more than 17 units, students must petition the Academic Standards Committee;
3. All units for which a student registers, including physical education, athletics, music, theatre arts, laboratory assistant, teaching assistant, and Independent Study, and units which are added during the Drop/Add period, are included in the total unit count;
4. Academic Overload Petition forms may be obtained from the academic advisor or the Registrar's Office, and must be completed by both the student and the academic advisor;
5. Academic Overload during the Summer Session is defined as exceeding a maximum load of 1 unit per week of the session, for a total of 14 units for the entire Summer, regardless of cumulative GPA. The deadline for submitting petitions for Summer over load is April 15.

Course Restrictions

Upper-Division Courses

Students may not enroll in upper-division courses until the second semester of the sophomore year (i.e., after completing 45 units).

Performance/Activity Courses

Two restrictions apply to Performance/Activity courses:

1. Students are restricted to a maximum of 5 units in Performance/Activity courses per semester;
2. A maximum of 16 units in Performance/Activity courses may be applied to the bachelor's degree.

Units in the major (courses on the list below that are required for a given major) are not included in the above restrictions.

The following courses are considered as Performance/Activity courses: Intercollegiate Team Sports

PE 031A, 0318, 039A, 040, 043,049,050, 052

Leadership SO 197

Laboratory Assistant

(Any department code) 149L

Performing Arts

MU 018,021,022,041,075, 118, 121,122, 141,175 TA 090, 090C 090L, 190, 190C, 190L

Publications CM 118L, EN 120C Teaching Assistant

(Any department code) 149T

Dropping/Adding Courses (Including Course Withdrawal)

Students are responsible for attending all courses for which they have registered. Students may change their registrations during the three-week Drop/Add period after classes begin (dropped classes do not appear on the transcript).

For specified Mathematics and Science courses, the Drop period extends to eight weeks. A special ten-week Add period applies to the Writing Center.

Intensive Evening Degree courses follow the same three-week Drop period, but adhere to a shorter Add period; these classes must be added before the third class meeting.

During the Summer Session, the Drop/Add deadline is before the third class meeting for courses which are of three weeks duration or longer. For workshops and courses shorter than three weeks in duration, the Drop/Add period does not extend beyond the first class meeting. Instructors reserve the right to refuse late adds at any time after the start of classes.

Non-attendance does not constitute a Drop. Students will receive a grade of "AF" for any courses which have not been officially dropped. Requests to change courses must be made on the proper forms supplied by the Registrar's Office. They must be approved in writing by the student's Academic Advisor, the Instructor, and the Faculty Athletic Representative (if applicable), and must be returned to the Registrar's Office by the appropriate date and time.

After the three-week Drop/Add period, a student may withdraw from a course or courses only for serious reasons such as health or bereavement. In addition to the approvals listed in the paragraph above, withdrawal under these circumstances also requires the approval of the Registrar. A "W" appears on the transcript.

Repeating a Course

Students may repeat courses in which "C", "D", "F", or "AF" grades were received on the first attempt. Grades for all attempts appear on the transcript, but only the highest grade is computed in the GPA, and credit is earned only for the highest grade. Independent Study may not be used to repeat a course. Courses other than those described above may not be repeated for credit.

Should a CND student earn a grade of "D", "F", or "AF" in a course at CND and then subsequently repeat the course and earn a higher grade at a fully accredited institution, the grade earned outside of CND will be admitted to the student's CND record. This applies only to students who are dismissed from CND or voluntarily leave CND to continue their studies elsewhere, and are subsequently readmitted to CND.

Independent Study independent Study is individual study or research under the direction of an instructor. Independent Study is open only to matriculated students and is generally available only

for upper-division work. Independent Study may be taken under either optional or required circumstances.

Optional Independent Study includes circumstances such as:

1. The student wishes to pursue individual, creative research at the institution or in the field;
2. The student wishes to investigate new career opportunities;
3. The transfer student enters with one or two units remaining in a requirement and wishes to complete the requirement through Independent Study.

Required Independent Study includes circumstances such as:

1. Independent Study is required as part of a program;
2. A required course is not offered again during the time remaining before the student would normally graduate;
3. A program is discontinued and the student still needs a required course.

A separate independent Study Contract, available from the Registrar's Office, must be completed for each Independent Study. When all required signatures have been obtained, the contract is filed in the Registrar's Office. Students must also register for the Independent Study through the normal registration procedures. The contract must be presented at the time of registration and must be completed by the Add deadline of the semester or term in which the Independent Study is to be undertaken.

A maximum of 9 units of Independent Study may be included in a student's total degree program.

Declaration or Change of Major or Minor

Students normally indicate a major ("Major 1" or "primary" major) at the time of entry to CND. Those who are undecided are classified as "undeclared". Students who enter as undeclared should declare a major by the end of the sophomore year.

To declare a second major ("Major 2" or "secondary" major) it is necessary to complete a "Declaration or Change of Major/Minor" form, available from the Registrar's Office. Students may declare up to two majors and two minors. Any new declarations of majors, minors, or concentrations, or changes in majors, minors, or concentrations must be requested on a "Declaration or Change of Major/Minor" form available from the Registrar's Office.

GRADING SYSTEM

Grades reflecting the quality of students' work are based on a four-point system as follows:

A, A-	Excellent	4.0
B+, B, B-	Good	3.0
C+, C, C-	Pass	2.0
D+, D, D*	Minimum Pass	1.0
F	Failure	0
AF	Failure for non-attendance	0

Grades not used in computing the grade point average:

AU	Audit Incomplete
IP	In Progress
NP	Not Pass
P	Pass (equivalent grade "C" or higher)
TR	Transfer Credit
W	Withdrawal

Grade reports are issued at the end of each semester.

Pass/Not Pass Grades

With the permission of the major advisor, a student with a minimum 2.0 cumulative GPA may take one elective course each semester on a "Pass/Not pass" option. This choice may not include courses to be taken to fulfill General Education or major or minor requirements and may not

exceed a total of 24 units. Students must indicate at the time of registration the course to be taken on a "Pass/Not Pass" basis, and the grading option may not be changed after the Drop/Add deadline.

Incomplete Grades

A grade of Incomplete may be given for a course in which the work completed at midterm or beyond is of passing grade, but some portion of the course remains unfinished because of serious illness or for some other reason over which the student has no control. The Incomplete grade may be replaced by a final grade within a period not to exceed one full calendar year from the date on which the Incomplete was assigned, unless the instructor specifies a lesser time period. There will be no extension granted for clearing the Incomplete beyond this specified time period. Once the Incomplete has been changed to a terminal letter grade, no grade changes are accepted.

It is the student's responsibility to verify with the instructor whether she/he will be available to complete the evaluation of the course within the specified time period; to maintain contact with the instructor; to complete the course work, and to verify that the instructor submitted a final grade to the Registrar's Office.

Grade Changes

An instructor may submit a grade change within one semester after the issuance of the grade. Grade changes are allowed only to correct computational or administrative error. A grade may not be revised as a result of submission of additional work. Grade changes must be reported by the instructor on a "Change of Grade" form available from the Registrar's Office.

CREDIT BY EXAMINATION

Up to 30 semester units of credit by examination may be applied to the College of Notre Dame undergraduate degree. Units earned by examination, other than CND Course Challenge Examinations, may not be used in satisfying the 24-unit CND residency requirement. However, credits earned by examination are not considered as interrupting the residency requirement. During the residency period, up to 6 units earned through CND Course Challenge Examinations may be applied to residency.

Advanced Placement

The Advanced Placement (AP) examinations of the College Board are usually taken in the senior year of high school, in conjunction with high school courses. CND grants 6 semester units of college credit for each examination (except Latin exams, which are 3 units each) in which a student earns a score of 3, 4, or 5. Advanced Placement credit may be used to satisfy General Education requirements. With approval of the Department, AP credit may be applied to prerequisites in the major. Students with scores of 3, 4, or 5 in the AP Exam in English are exempt from the CND English Placement Exam and have satisfied general education requirements in English.

Course Challenge Examinations

A course is said to be challenged when a student demonstrates competency in the course for the purpose of obtaining credit. Except for courses requiring laboratories, any regularly offered course (either for General Education, the major, the minor, or for elective credit) may be challenged with the approval of the student's major advisor and the department head or program director in the discipline in which the course is to be challenged. To challenge a course, a student must be in continuing status (currently enrolled or on an official leave of absence) at CND. Assessment of competency may be made by examination or some other appropriate means. The exam for a challenged course may be comparable to, but not identical to, the final exam administered at the end of the regularly scheduled course. A challenge may be attempted only once for any given course.

The department head is responsible for the academic quality of the challenge. Grades will be issued for challenged courses in the same manner as those obtained through regular course work. To pass a course by challenge, a grade of "B" (3.0) or higher is required. A course which is not successfully challenged will be recorded as a grade of "NP" (Not Pass) on the transcript.

A student desiring to challenge a course should obtain an "Application to Challenge an Undergraduate Course" form from the Registrar's Office. The completed and approved form must be submitted at least two weeks before the anticipated examination date. A per unit fee of \$60 will

be charged for each challenge. An unsuccessful challenge does not result in refund of the challenge fee.

College Level Examination Program (CLEP)

College of Notre Dame grants CLEP credit according to the following guidelines;

For General Examinations - Six semester units of lower-division credit each are granted for General Examinations in English, Social Science, and Humanities passed at the 50th percentile or higher. Three semester units each of lower-division credit are granted for the General Examinations in Natural Science or Mathematics passed at the 50th percentile or higher. Credit is granted for total scores only. Successful subscores within an exam will not be granted partial credit. Credit for CLEP exams is entered on the transcript as ungraded.

There are two editions of the English Composition Examination. CND accepts only the edition including an essay.

All credit for General Examinations may be applied to the appropriate General Education requirements. The Humanities Exam yields 3 units in Fine Arts and 3 units in Literature. Credit for CLEP exams may not duplicate credit granted for classes previously or subsequently completed.

For Subject Examinations - Depending on whether the exam is designed to cover one or two semesters, 3 or 6 semester units respectively are granted for each exam passed at the 50th percentile or higher. Generally, credit granted is lower-division. In the case of an exam covering advanced subject matter in a given field, credit may be upper-division. For Subject Exams with an optional essay, CND requires the essay portion of the exam. Departments reserve the right to review essays before determining whether credit is granted. Credit is not allowed for foreign language exams taken by native speakers.

Appropriate Subject Exams may be applied to General Education requirements, and, at the discretion of Department Heads, may be applied to lower-division prerequisites. Credit for Subject Exams may not duplicate credit for General Exams or for classes previously or subsequently completed.

AUDITING A CLASS

With permission of the instructor, anyone may audit undergraduate classes at CND. Classes which are audited are not taken for academic credit, and cannot be changed to credit after the Drop/Add deadline. Audited classes are transcribed only for matriculated students. The extent of participation of an auditor is determined by the instructor. Auditors receive a course syllabus, but may not necessarily receive copies of all course materials. The audit fee per unit is 50% of the otherwise applicable tuition rate.

CLEAR ACADEMIC STANDING

Clear academic standing is defined as maintaining a minimum cumulative grade point average of 2.0. Students who do not maintain clear academic standing are subject to the provisions of Academic Warning, Probation, and Dismissal, as specified below:

The overall GPA in the upper-division major courses must be a 2.0.

For the two semesters preceding graduation, students must be in clear academic standing to qualify for the degree.

ACADEMIC WARNING, PROBATION, & DISMISSAL

The following steps, listed successively, are taken by the College when a student's GPA falls below the minimum as defined above.

Academic Warning- The first time a student's cumulative CND GPA falls below a 2.0, in a program of 12 units or more of graded courses for full-time students, or an accumulated total of 12 units for part-time students, the student is placed on Academic Warning, and is informed that during the next semester substantial progress toward restoring a 2.0 average must be made. A student receiving a notice of Academic Warning may not carry more than 15 units, may not hold elective or

appointed office, and may not participate in intercollegiate athletics unless eligible at the beginning of the season of participation. The Academic Warning is not transcribed.

Academic Probation - If, at the end of the semester in which a student has been placed on Academic Warning, the student's cumulative GPA improves, but remains below a 2.0, the student is placed on Academic Probation. A student will be placed on Academic Probation for one semester only (or for an accumulated total of 12 units for part-time students) and if at the end of the semester the cumulative GPA is not 2.0 or better, the student is dismissed. A student placed on Academic Probation is subject to the same restrictions listed above for Academic Warning. Academic Probation is noted on the student's transcript.

Appeal - If, before the end of the semester in which a student has been placed on Academic Probation, the student realizes that for extraordinary circumstances as determined by the College (i.e., financial hardship, death in the family, serious illness, learning disabilities), a 2.0 average is highly unlikely and probationary status will not be cleared, the student may petition the Academic Standards Committee for a one-semester extension of probationary status in lieu of dismissal. The recommendation of the academic advisor is required. This petition must be submitted before the close of the semester on Academic Probation. If the petition is granted, the student is given one additional semester in which to raise the cumulative GPA to 2.0. If not granted, the student will be dismissed under the provisions for Academic Dismissal.

Academic Dismissal - A student is dismissed for any one of the following academic reasons:

1. If special conditions of admittance, as outlined in the acceptance letter, are not met;
2. If, after being placed on Academic Warning, the cumulative GPA does not improve during the semester on Academic Warning and remains below a 2.0;
3. If, at the end of the semester on Academic Probation, the cumulative GPA is not 2.0 or better;
4. If, after clearing Academic Probation, the cumulative GPA falls below a 2.0 within a four-semester period.

Reinstatement after Dismissal - A student is generally granted reinstatement if she/he has raised her/his cumulative GPA to a 2.0 or better as adjusted by subsequent transferable work. The subsequent work is normally taken at another accredited institution, or may be taken as a non-matriculated student at CND during a Summer Session. The student may resume studies at CND by supplying an official transcript of the subsequent work to the Registrar's Office. A student who is reinstated under this policy will be on Academic Probation and will have two semesters to clear a 2.0 cumulative CND GPA or again be dismissed, this time without possibility of reinstatement.

LEAVE OF ABSENCE/OFFICIAL WITHDRAWAL

Upon completion of a Leave of Absence form, students may be absent from the College for a year (two semesters and a summer) on an official Leave of Absence. Forms are available from academic advisors or the Registrar's Office.

Students on Leave of Absence are eligible to return as continuing students without needing to be reinstated by the Registrar's Office, provided that they have met all financial obligations to CND and are not on Academic Probation. Students on official leave may return within a year as continuing students and retain the degree requirements from the Catalog in effect at the time of initial matriculation.

Students who leave the College without taking an official Leave of Absence must apply for reinstatement through the Registrar's Office.

Students intending to leave the College without planning to return should complete a Withdrawal form; failure to do so may result in the College being unable to release official transcripts. Forms are available from academic advisors or the Registrar's Office.

CATALOG OF GRADUATION

Students remaining in continuous registered attendance at College of Notre Dame may elect to meet the graduation requirements in effect either at the time of entering the College or at the time of graduation from the College, unless the College determines that changes are essential for certification requirements or competency in the academic or professional discipline, in which case the new graduation requirements shall be mandatory for all students. Continuous registered attendance also includes periods during which students have been granted an official Leave of Absence by the College.

CLEARANCE FOR GRADUATION

Students nearing completion of their undergraduate studies (90 earned units) should request an **Undergraduate Graduation Application** from their academic advisor. Completion of this form will initiate a process which includes: (1) a Graduation Audit, prepared by the Assistant Registrar; (2) a meeting with the Assistant Registrar to review the audit; and (3) receiving information about Commencement, graduation activities, and diploma ordering.

The deadlines for filing the Undergraduate Graduation Application are: October 1 for May and August candidates; May 1 for December candidates.

Students must complete all degree work and meet all College graduation requirements prior to participating in Commencement. Students who have 6 or fewer units to complete after May (confirmed by the Graduation Audit from the Registrar's Office) can request permission to "walk" in Commencement; students with more than 6 units remaining to be completed are not eligible to participate in Commencement. The 6 units include any outstanding credit: current Incomplete grades, credit by examination (Course Challenge or CLEP), and transfer work from other institutions. The remaining units must be completed by December 31 of the year of the ceremony; if they are not completed by that date, it is necessary to petition to the Academic Standards Committee for reinstatement, and any new General Education and/or major requirements may need to be met.

The form to request permission to "walk" is available from the Registrar's Office and must be accompanied by proof of advance registration for the remaining course(s).

The graduation date posted on the transcript and on the diploma coincides with the last month of the semester of the completion of graduation requirements: Fall - December; Spring- May; Summer - August. The graduation ceremony for all candidates, regardless of the semester of completion, is held in May.

ACADEMIC HONORS

Honors at Entrance are awarded to entering freshmen who have achieved outstanding records of academic excellence. Students awarded this honor receive \$1,000 merit scholarships at the time of their acceptance to the College. Awards are renewed annually if the student maintains a minimum 3.0 GPA and full-time status at CND. Upon enrollment, honors at entrance students are invited to participate as guests in the activities of Delta Epsilon Sigma, the national honor society on campus.

Dean's list is comprised of those students who have attained a semester GPA of 3.5 or higher in a program of 12 units or more of graded courses in the previous semester. Students on the Dean's List receive a letter of recognition from the Dean of Academic Administration and acknowledgement at Honors Day ceremonies each Fall.

Honor Societies - CND offers membership in the following Honor Societies;

Alpha Mu Gamma - is the national Language Honor Society. Notre Dame-Belmont's chapter, open to men and women, is Alpha Delta. The purpose of Alpha Mu Gamma is the recognition of linguistic achievement, the encouragement of interest in the languages, literatures, and civilization of other peoples, and the furthering of the ideals of friendship and international understanding. For membership, a student must have two college "A's" and one college "B" in the same language, each representing 3 units; or two high school "A's" may replace one college "B". One need not be a language major or even be continuing courses in the language. There are special conditions for international students.

Kappa Gamma Pi - membership is awarded to ten percent of the men and women of the senior class who have distinguished themselves by high academic rank and outstanding leadership.

Delta Epsilon Sigma - See page 27.

Honors at Graduation

Academic honors are awarded according to the following cumulative, all-college grade point average standards:

For those who entered the College prior to Fall 1984:

Cum Laude: 3.30 - 3.59

Magna Cure Laude: 3.60 - 3.79

Summa Cum Laude: 3.80 - 4.00

For those students who entered the College in or after Fall 1984:

Cure Laude: 3.50 - 3.64

Magna Cure Laude: 3.65 - 3.79

Summa Cum Laude: 3.80 - 4.00

To qualify for graduation with honors, students must complete a minimum of 30 units at CND with a minimum cumulative GPA of 3.5 and a minimum GPA in the major of 3.5. The transfer record is included in the cumulative GPA, and the combined GPA of College of Notre Dame and all transferable units attempted from other institutions must be 3.5 or higher. Students may not gain a higher level of honors than they have earned in their course work at CND.

THE DIVISION OF BUSINESS ADMINISTRATION

Chair: Roger M. Goodson, Ed.D.

The Division of Business Administration offers a Bachelor of Science in Business Administration to day students in its traditional day program and to working adults in its Intensive Evening Program. Major requirements establish a foundation for additional study which can be focused in one of five areas of concentration: Accounting, Economics & Finance, International Business, Management, or Marketing. Students who do not wish to concentrate their electives may select courses from a combination of areas.

The Business Administration major provides students with a comprehensive knowledge of the business environment as well as the opportunity to explore their particular interests. A range of skills and competencies are developed to equip students to enter business professions or to pursue advanced studies in the field.

Day Program
 Intensive Evening Program
 Business Administration Division Course Listings
 General Business
 Accounting
 Economics & Finance
 International Business
 Management
 Marketing

DAY PROGRAM

Bachelor of Science: Business Administration

In addition to major requirements, students must meet general degree requirements on pages 44-47.

	Units
General Education Requirements	48
<i>Prerequisites</i>	
GB 001	American Business: Foundations & Practice
AC 003	Financial Accounting
AC 004	Managerial Accounting
GB 008/CS 008	Introduction to Computers
EC 001 A	Macroeconomics
EC 001 B	Microeconomics
EC 102/MA 102	Statistics
<i>Major Requirements</i>	
GB 183	Political, Social & Regulatory Environment of Business
FN 131	Corporate Finance
MG 196	Management Principles & Organizational Behavior
MK 160	Marketing Principles
GB 192	Business Policies & Strategy
	Upper-division elective courses in the major or in an area of concentration.
	Career Development Requirement
	General Electives
	Total College Requirement
	124

Areas of Concentration

Students electing a concentration must complete 4 upper-division courses in any one of the following areas. Prerequisite courses and the core course which is the foundation course for the

concentration must be completed before taking concentration electives. Accounting*, Economics & Finance, International Business, Management, Marketing.

Minor Requirements: Business Administration

GB 001, AC 003, EC 001A and two courses chosen from: GB 183, FN 131, MK 160, and MG 196 for a total of 15 units.

**To qualify to take the C.P.A. exam, additional accounting courses will be needed. The State Board of Accountancy standards are subject to change and students are advised to confirm the requirements each semester. All upper-division accounting courses meet in the evening to accommodate both day and evening populations.*

INTENSIVE EVENING PROGRAM

The Business Administration major is offered in the evening through the Intensive Evening Degree Program. Designed for working students, this upper-division program enables students to complete their degree in a format that meets their needs. The 7-week intensive classes draw upon the experiences and expertise of the class members; course content and schedules emphasize both self-directed and collaborative learning. The major requirements are essentially similar to those in the day program with minor differences to recognize the needs and skills of working adult students.

All major requirements and concentrations, with the exception of Accounting and Finance, can be met in the 7-week intensive format. Most Accounting and Finance concentration courses are offered in the 15-week format to accommodate both day and evening students. Only students admitted to the Intensive Evening Degree Program may enroll in intensive classes.

		Units
General Education Requirements		48
<i>Prerequisites</i>		
AC 003	Financial Accounting	3
AC 004	Managerial Accounting	3
EC 001 A	Macroeconomics	3
EC 001 B	Microeconomics	3
EC 102/MA 102	Statistics*	3
<i>Major Requirements</i>		
GB 183	Political, Social & Regulatory Environment of Business	3
FN 131	Corporate Finance	3
MG 196	Management Principles & Organizational Behavior	3
MK 160	Marketing Principles	3
GB 192	Business Policies & Strategy	3
EN 1 36	Professional Writing**	3
PL 128	Ethics & Professional Responsibility** Upper-division elective courses in the major or in an area of concentration	
	Career Development Requirement	1
	General Electives	30
	Total College Requirement	124

**Intensive Business Administration students may use EC 102/MA 102 to satisfy 13 units of the General Education requirement in Math.*

***Intensive Students may use EN 136 to satisfy the English composition requirement in General Education, and PL 128 to satisfy the Philosophy requirement in General Education. See English and Philosophy sections respectively for course descriptions.*

Areas of Concentration

Students electing an area of concentration apply the 9 elective upper-division units to their concentration. See concentration descriptions under Day Program information. Please note that only three courses are required for a concentration in the Intensive Program.

Business Administration

Courses in the major offered by other departments are described in the course listings of those departments. See page 24 for department codes.

GENERAL BUSINESS

GB 001 American Business: Foundations & Practice (3) Fall Spring

Overview of the development of American business, its history, traditions and major functional areas. Class activities examine current practice and develop group decision making, analysis and presentation skills.

GB 008 Introduction to Computers (3) Fall Spring

Introduction to computer systems and programs for word processing, spreadsheet and database management in business. Cross listed as CS 008. See Computer Science section.

GB 102 Spanish for Business (3)

Cross listed as SP 102. See Latin Studies section.

GB 140 CD Francais Economique et Commercial (3-3)

Cross listed as FR 140 CDEF. See French section.

GB 182 legal Aspects of Business (3) Summer '96

Overview of business law and recognizing legal issues, examining state and federal legal systems. Survey of substantive law of contracts, torts and property, Uniform Commercial Code and developing areas such as computer and consumer law.

GB 183 Political, Social & Regulatory Environment of Business (3) Fall Spring

Development and implications of the government/business relationship. Political processes, business ethics and social responsibility, regulatory constraints and issues affecting employment, the environment, and trade.

GB 192 Business Policies & Strategy (3)

Fall Spring

Prerequisites: Completion of all core requirements and senior class standing. Capstone course integrating skills and knowledge attained through previous business courses in a case-method seminar that requires students to evaluate a firm's condition, formulate policy, and determine strategy to be pursued.

GB 194 Senior Business Project (3)

Prerequisites: Completion of all core requirements and senior class standing. Research, development and implementation of business related project. See department publication for specific GPA and other requirements.

GB 198 Cooperative Education - Internship in Business

Cross listed as CD 198. See Career Development section.

GB 199 Independent Study (1-3)

Individual study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study.

ACCOUNTING

AC 003 Financial Accounting (3)

Fall

GB 008 recommended. Introduction to the field of accounting. Covers fundamental principles emphasizing preparation, interpretation and uses of the balance sheet, income statement and statement of cash flow.

AC 004 Managerial Accounting (3)

Spring

Prerequisite: AC 003/EC 001 B.

Analysis, evaluation and use of accounting information as a basis for managerial planning, control, and decision-making.

AC 101/102 Intermediate Accounting 1/11 (3/3)

Fall Spring

Prerequisite: AC 003.

An in-depth study of basic accounting principles and theory. Includes detailed analysis of current assets and liabilities, long term investments and fixed assets, long term debt, and stockholder's equity. Incorporates current rulings of the AICPA.

AC 120 Cost Accounting (3)

Fall

Prerequisite: AC 004.

Analyzes problems of basic cost accumulation systems including job costing, process costing, accounting for manufacturing overhead, cost budgeting, joint product costing, and standard costs.

AC 121 Individual Income Tax (3)

Fall '94

Prerequisite: AC 003.

Provides a fundamental understanding of the federal income tax system emphasizing the preparation and analysis of tax returns for individuals. Considers the political, social, and economic forces influencing federal income tax policy.

AC 123 Taxation of Corporations & Partnerships (3)

Spring '95

Prerequisite: AC 121.

Provides in-depth coverage of taxation of entities other than individuals with an emphasis on partnerships, corporations, and subchapter S corporations.

AC 124 Auditing (3)

Fall '95

Prerequisite: AC 101/102.

Principles, standards, and procedures of auditing. Emphasis is on the public accounting profession, its current pronouncements, practices, and problems.

AC 126 Advanced Financial Accounting (3)

Spring '96

Prerequisite: AC 101/102.

Accounting for partnerships, business combinations, parent-subsidary and branch relationships, foreign exchange, and non-profit organizations.

AC 129 Accounting Analysis for Managers (3)

Summer

Prerequisite: Admission to Intensive Program.

Review of principal procedures and concepts utilized in contemporary financial accounting and reporting from a non-financial manager's perspective. Emphasis on use and interpretation of financial statement/reports.

AC 199 Independent Study (1-3)

Individual study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study.

ECONOMICS & FINANCE

EC 001A Macroeconomics (3)

Fall Overview of the national economic structure and the relationships among the major aggregates. Includes national income accounting, monetary vs. fiscal policy, the banking system, and approaches to economic analysis.

EC 001 B Microeconomics (3)

Spring Detailed examination of a specific component of the national economic system (industry, firm, household) as each impacts the aggregate. Implications of the pricing process and contemporary issues.

EC 102 Statistics (3)

Fall Spring Summer

Prerequisite: Math Competency Level II. Cross listed as MA 102. See Math section.

EC 135 Money & Banking (3)

Spring

Prerequisite: EC 001A.

Examines the central bank, banking institutions and monetary theories. International monetary systems are explored.

EC 182 Comparative Economic Systems (3)

Fall

Prerequisite: EC 001A.

Overview of the development, major theorists, and principles underlying the various economic systems. Includes capitalism, mercantilism, socialism, and communism.

EC 183 Economic Development of Less Developed Countries (3)

Spring

Prerequisite: EC 001A.

Introduces the concept and measurement of development, and some theories devised to explain it. Examines the culture and institutions of various less developed countries, their policies, strategies, and values. May be used to satisfy a General Education Requirement in Intercultural Studies.

EC 199 Independent Study (1-3)

Individual study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study.

FN 130 Securities & Markets (3)

Fall

Prerequisites: AC 003, FN 131.

Overview of setting investment objectives, integrating source data from advisory services and economic data into investment strategies, understanding primary and secondary markets, and steps needed to participate in the markets.

FN 131 Corporate Finance (3)

Fall Spring

Prerequisite: AC 003.

Principles, techniques and uses of finance as a business function. Study of financial analysis, planning and decision-making, asset management, and capital structures.

FN 135 Personal Financial Planning (3)

Summer

Prerequisite: AC 003. AC 121 (recommended).

Overview of the fundamental concepts and practices of financial management and planning for the individual. Specific topics include: budgeting, goal setting with controls, asset management, tax planning and portfolios.

FN 141 Intermediate Finance (3)

Spring

Prerequisite: FN 131.

In-depth analysis of specific problems facing the financial manager including the risk/return relationship, long term financing and capital budgeting.

FN 180 International Finance (3)

Spring International financial issues and operations, including balance of payments analysis, impact of tax policies, theories of trade, tariffs, quotas, bills of exchange, and short and long term international financing.

FN 199 Independent Study (1-3)

Individual study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study.

INTERNATIONAL BUSINESS**IB 102 CD Spanish for Business (3)**

Cross listed as SP 102.
See Latin Studies section.

IB 116 Comparative International Management (3)

Fall
Cross listed with MG 116.
See Management section.

IB 140 CD Francais Economique et Commercial (3-3)

Cross listed as FR 140 CD.
See French section.

IB 165 International Marketing (3)

Spring
Cross listed with MK 165.
See Marketing section.

IB 180 International Finance (3)

Spring
Cross listed with FN 180.
See Economics & Finance section.

IB 182 Comparative Economic Systems (3)

Fall
Cross listed with EC 182.
See Economics & Finance section.

IB 183 Economic Development: Less Developed Countries (3)

Spring
Cross listed with EC 183.
See Economics & Finance section.

IB 199 Independent Study (1-3)

Individual study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study.

MANAGEMENT

MG 115 Conflict Management: Theory & Practice (3)

Fall '95

Survey of the major theories, research and resources on the origins, significance and methods of managing and resolving conflict in the organization. Provides a framework to analyze and understand interpersonal and intergroup disputes and develop skills in mediation, negotiation and conciliation. Cross listed as HS 115 - see Human Services section.

MG 116 Comparative International Management (3)

Fall

Impact of cultural influences on management in multi-national organizations. Examines factors which influence perceptions, communication, behavior and decision-making in various geographical spheres of international business. May be used to satisfy a General Education requirement in Intercultural Studies.

MG 117 Small Business Management (3)

Spring '96

Policy formulation and implementation in smaller firms. Covers theories of entrepreneurship, startup and acquisition analysis, financial, personnel, and marketing issues relevant to effective small business management.

MG 151 Human Resource Management (3)

Spring '95

Prerequisite: MG] 96.

Staffing functions of job analysis, recruitment, selection, compensation, performance appraisal, training and development, bargaining, negotiation, and equity issues relevant to effective human resource planning.

MG 153 Operations Management (3)

Fall '94

Prerequisite: MG 196.

Major techniques, tools, and practices in operations management including resource distribution and allocation, production and project planning, scheduling, inventory and materials management systems, and quality assurance.

MG 157 Women in Management (3)

Summer '95

Contemporary issues and problems facing women in roles as organizational leaders and managers. Uses recent research and cases to explore personal and organizational barriers and success factors. Appropriate for both women and men.

MG 190A Educational Management & Assessment (.05)

Fall

Course is designed to provide entering adult students information and skills to more effectively manage their educational process. Covers adult learning theory, organizing learning activities, study habits and resources, dealing with numbers and math anxiety, developing support networks and applying self-assessment skills.

MG 190B Managing Group Processes & Project Development (.05)

Spring

Course is designed to assist adult students to develop skills and resources in project planning, research, management and presentation. Will include techniques of group facilitation and guided discussions, negotiation of group responsibilities and resources for presentation design.

MG 194 Readings in Management (3)

Spring '95

History and development of management concepts through discussion of ideas and observations of major theorists. Diversified readings in the classical and contemporary literature of management.

MG 195 Special Topics (1)

Short courses of interest to managers, e.g. time management, conflict resolution, leadership, and communication.

MG 196 Management Principles & Organizational Behavior (3)

Fall Spring Study of contemporary organizations and the evolution of management principles and practices; the application of behavioral & social sciences in the areas of socialization, motivation, group dynamics, leadership, concepts of organizational design and management functions.

MG 197 Managerial Decision Making (3)

Spring '96

Prerequisite: MG 196.

Decision-making as a rational process. Nature and kinds of organizational decisions, behavioral and organizational barriers to effective decisions, and models, tools and techniques to improve decision-making performance.

MG 199 Independent Study (1-3)

Individual study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study.

MARKETING

MK 122 Art in Business & Industry (3)

Cross listed as AR 122. See Art section.

MK 160 Marketing Principles (3)

Fall Spring

Survey course covering the activities involved in transferring goods and services from producers to consumers. Strategic decisions concerning product, pricing policies, promotion, and channels of distribution.

MK 161 Sales & Sales Management (3)

Fall '94

Prerequisite: MK 160.

Addresses selling as a basic human behavior and studies techniques and methodologies to support this concept. Sales selling and customer buying cycles, relevant motivational factors, and management of the sales force.

MK 162 Marketing Research (3)

Spring '95

Prerequisites: EC 102 and MK 160. Application of qualitative and quantitative research methods for gathering, evaluating, and presenting data to identify, analyze, and solve marketing problems.

MK 163 Current Issues in Marketing (3)

Spring '96

Prerequisite: MK 160.

Analysis and discussion of selected timely issues in the forefront of marketing theory and practice.

MK 164 Advertising (3)

Fall

Prerequisite: MK 160.

Examines the role of advertising in strategic promotional mix. Includes consumer, business-to-business, not-for-profit, and global advertising issues.

MK 165 International Marketing (3)

Spring

Prerequisite: MK 160.

Strategic issues in marketing products and services across national borders. Examines cultural, legal, ethical, and economic constraints.

MK 167 Consumer Behavior (3)

Fall '95

Prerequisite: MK 160.

Covers in depth the culture, psychology, motivation and decision process of the consumer.

MK 168 Marketing for Non-Profit Organizations (3)

Prerequisite: Admission to the Intensive

Evening Program.

Cross listed with HS 160. See Human Services section.

MK 199 Independent Study (1-3)

Individual study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study.

THE DIVISION OF HUMANITIES

Chair: Sylvia Rogers. Ph.D.

The Division of Humanities offers majors in Communication, English, French, Humanities, Latin American Studies, Liberal Studies, Philosophy, and Religious Studies.

Disciplines in the Humanities investigate the best that has been thought, said, or written about the purpose of human existence; the meaning of life; the nature of reality; right and wrong; reason and revelation; human aspirations, failures, and achievements; human emotions, feelings, joys, and sorrows. This is done through the study of works which are the products of acute observation, reasoning, and imagination and which require not only the use of reflective thought but also vicarious identification with humans in their varying conditions.

Communication
English
English As A Second Language
Foreign Language
French
Latin American Studies
Foreign Culture Courses
Humanities
Liberal Studies
Philosophy
Religious Studies

COMMUNICATION

The major in Communication equips students to enter the dynamic field of communications -- the development and exchange of knowledge and ideas influencing our economic, political, and cultural directions. It provides students with the specific skills, training and experience to move with confidence into careers in public relations, public affairs, corporate communication, television, radio and journalism.

Individualized classes taught by instructors who combine strong academic credentials with industry experience, stress vital knowledge and skills. Through the Mentor Program, students are in close association with professionals in corporate and media fields. As seniors in the Intern Program they work in the career field of their choice, enabling them to make the transition to the working world after graduation.

Bachelor of Arts: Communication

In addition to major requirements, students must meet general degree requirements specified on pages 44-47.

		Units
General Education Requirements		48
<i>Prerequisites</i>		
CM 010	Introduction to Communication	3
CM 011/111	Oral Communication	3
CM 012	Communication Technology	3
GB 001	Foundations & Practice of American Business	3
<i>Major Requirements</i>		
CM 018/118	Journalism	
EN 107	Technical Writing	
CM 120	Corporate Communication	
CM 130	Mass Media & Society	
MK 160	Marketing Principles	
AR 108	Media Graphics	
or		
AR 125	Photography	
CM 140	Television Production	
CM 160	Communication Internship	
	One elective course in Communication	
	Career Development Requirement	1
	General Electives (chosen in consultation with advisor)	32
	Total College Requirement	124

Minor Requirements: Communication

The Minor in Communication is designed to combine well with majors in English, Business, Psychology or Political Science. Students are required to take a minimum of 12 units from among the following courses:

CM 010	Introduction to Communication	3
CM 011/111	Oral Communication	3
	Any two courses from the following:	
CM 118	Journalism	3
CM 120	Corporate Communication	3
CM 130	Mass Media & Society	3
CM 140	Television Production	4

Communication

If a course is listed both as lower-division and upper-division, a separate syllabus is required for each. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

AR 108 Media Graphics (3)

Fall Spring See Art section.

AR 125 Photography (3)

Fall See Art section.

CM 010 Introduction to Communication (3)

Fall

Overview of media and corporate communications, including communication theory, history and practice of print and broadcast journalism, public relations, advertising, and ethical aspects of communication. Uses readings, case studies and discussion, and guest speakers from both media and business.

CM 011 Oral Communication (3)

Spring

A participatory course which emphasizes the student's development as a confident and effective speaker. Students learn to influence audience thought and behavior by presenting a variety of speeches, taking part in group discussions, and organizing and analyzing ideas. Recommended for liberal studies majors.

CM 012 Communication Technology (3)

Spring

Equips the student with computer skills in word processing and desktop publishing for use in college, in internships and on the job. Students will learn on a Macintosh using the Pagemaker program.

CM 018 Journalism (3)

Fall

Gives the student the basis of newspaper reporting, including identifying news, collecting information, interviewing subjects, and writing a basic news story under deadline. Readings and discussions will explore journalistic ethics and a critique of American print media.

CM 018L Journalism Lab (3)

Fall Spring

Prerequisite: Journalism 18 or 118 or permission of instructor.

Production of the campus newspaper, *The Argonaut*. This course covers all aspects of newspaper production, including news, editorial and feature writing, layout and editing. May be repeated for credit.

CM 111 Oral Communication (3)

Fall Spring

Develops speaking and listening skills through presenting a variety of speeches and participating in small group discussion, panels, and other means of communication. The student completes a special project related to speaking.

CM 118 Journalism (3)

Fall

Students gain experience in writing a variety of news styles, including straight news, features, and editorials. Special journalism project required.

CM 118L Journalism Lab (3)

Fall Spring

Prerequisite: Journalism 18 or 118 or permission of instructor.

Production of the campus newspaper, *The Argonaut*. This advanced course enables students to specialize in one area of journalism. Students usually serve on the paper's editorial board. May be repeated for credit.

CM 120 Corporate Communication (3)

Spring (Evening)

Provides in-depth study of internal and external communication in companies, including public relations, advertising, marketing and media relations, and crisis and issue management. The course includes lectures, case studies and guest speakers.

CM 130 Mass Media & Society (3)

Fall Traces the development of modern mass media and examines their programming and business practices, explores the importance of media in our personal life and in society, and analyzes how to use mass media to communicate effectively. Ethical and legal issues are covered.

CM 140 Television Production (4)

Spring Prepares the student for the creative and technical requirements needed for planning and producing a successful television production. Hands-on practice focuses on production equipment, set-up, camera movements, composition, lighting and sound techniques, and editing.

CM 160 Communication Internship (6)

Fall Spring

Senior-year internship gives students practical on-the-job experience with a company or non-profit in the career field of choice. Working with professionals in media or business, students put theories and skills into practice in selected projects.

CM 199 Independent Study in Communication (1-3)

Individual study or research in communication under direction of the instructor. See Undergraduate Policies and Procedures section on Independent Study.

EN 107 Technical Writing (3)

Spring See English section.

GB 001 Foundations & Practice of American Business (3)

Fall Spring

See Business Administration section.

MK 160 Marketing Principles (3)

Fall Spring See Business Administration section.

ENGLISH

Students majoring in English acquire a broad intellectual foundation in literature and culture and develop and strengthen their abilities to express ideas in clear, accurate prose. Because the department is relatively small, it is able to assist each student directly and personally.

English majors develop an appreciation of the great classics of British and American literature, and they may choose to study the literary masterpieces of continental Europe and the world. The insights students obtain from great writers and thinkers of the past and present, as well as the analytical skills they acquire from close study of written texts, are valuable when dealing with the world outside the classroom. For those especially interested in careers in writing, the department offers courses in advanced writing, technical writing, journalism, and linguistics. Students can also gain practical experience by working on the student newspaper, *The Argonaut*, and by helping to edit the campus literary magazine, *The Bohemian*.

The English major leads to careers in teaching, library science, and journalism, and it is a good preparation for students planning to enter law, medical, or business schools. The study of language and literature gives students a liberal education which professionals consider the best possible preparation for any career.

Bachelor of Arts: English

In addition to major requirements, students must meet general degree requirements specified on pages 44-47.

		Units
General Education Requirements		48
<i>Prerequisites</i>		
EN 021/022	Composition & Literature of Western Civilization	6
HY 004 AB	History of Western Civilization	6
<i>Major Requirements</i>		
EN 034	Introduction to Literature	
EN 100	Principles & Practice of Literary Criticism	
EN 106	Advanced Writing	
EN 117	Shakespeare	
EN 130A or B	Survey of American Literature	
EN 146 ABC	Survey of British Literature (two semesters)	
EN 151J	Milton Seminar	
or		
EN 151L	Chaucer Seminar	3
EN 191	Senior Seminar	3
	Upper-division Elective in English	3
	Career Development Requirement	3
	General Electives	34
Total College Requirement		124

Minor Requirements: English

EN 021, EN 022, HY 004 AB, plus 12 upper-division units from the following:

EN 106	Advanced Writing	3
EN 117	Shakespeare	3
EN 146A B or C	Survey of British Literature	3
	Upper-division Elective in English	3

Subject Matter Knowledge and Competence for High School Teaching

The English Department prepares future high school teachers by emphasizing the classics of English and American literature, with emphasis on Shakespeare, Milton, and Chaucer, and by strengthening students' language skills through coursework in linguistics, creative writing, and expository writing. The program also familiarizes students with literature written by women, by non-western, and by ethnic American writers. Recent research and theory about such matters as

multiculturalism, critical thinking, and learning disabilities inform the program. The desired outcome is a graduate who is thoroughly proficient in writing and knowledgeable of literature and who can communicate effectively, both orally and in writing. The English Department's Curriculum and Writing Committee evaluates the program annually to ensure its responsiveness to contemporary conditions of California schools. By taking the following courses (10 Core courses and 5 Breadth and Perspective courses), students may enter CND's credential program without having to take the NTE exam.

Core courses (10 courses)

EN 21 Composition & Literature of Western Civilization
 EN 22 Composition & Literature of Western Civilization
 EN 100 Literary Criticism
 EN 106 Advanced Writing
 EN 110 Linguistics
 EN 117 Shakespeare
 EN 130A or B Survey of American Literature
 EN 133 Women's Literature
 EN 141 ABC Creative Writing (one course)
 EN 146 ABC Survey of British Literature (two courses)
 EN 151J Milton Seminar or EN 151L Chaucer Seminar
 EN 171 World Literature or EN 173 Modern Fiction
 EN 175 Ethnic American Literature
 EN 191 Senior Seminar

Breadth and Perspective

(5 courses from among the following):

CM 107 Technical Writing
 EN 34 Introduction to Literature
 EN 112 Continental Literature
 EN 125 English Novel
 EN 125E American Novel
 EN 130A or B (one course in addition to core course)
 EN 141 ABC Creative Writing (one or two courses in addition to core course)
 EN 143 Children's Literature
 EN 146 ABC Survey of British Literature (one course in addition to core course)
 EN 151J Milton Seminar or EN 151L Chaucer Seminar (one course in addition to core course)
 EN 160 Great Writers
 EN 195 Special Topics
 TA 102 Introduction to Oral Interpretation of Literature

English

Lower-division English courses, numbered under 100, are introductory in nature and give students an overview of the subject matter. These courses are open to fresh men and sophomores. Upper-division courses, numbered 100 and above, are advanced, requiring students to specialize in a particular author or field. These courses are ordinarily restricted to juniors and seniors.

If a course is listed as both lower-division and upper-division, a separate syllabus is required for each. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

EN 020 Writing Center (0.5-3)

Fall Spring Develops the writing process: brainstorming, clustering, outlining, freewriting, editing, revising. Individual tutoring in grammar, research, essay organization. May be required based on English Placement examination. Does not satisfy a General Education requirement.

EN 021 Composition & Literature of Western Civilization (3)

Fall Spring Expository and critical writing based on reading, discussion, and analysis of the great works of the Ancient, Medieval, and Renaissance periods.

EN 022 Composition & Literature of Western Civilization (3)

Fall Spring Expository and critical writing based on reading, discussion, and analysis of the great works of Neoclassical, Romantic, and Modern writers.

EN 034 Introduction to Literature (3)

Fall Introduces students to fundamental principles of literary analysis through the reading and enjoyment of great works of literature from three major genres: narrative, lyric, and drama. This sophomore-level course is required of English majors and is open to all students.

EN 100 Principles & Practice of Literary Criticism (3)

Fall

Explores major perspectives and critical theories of great artists and thinkers with respect to the creative imagination; considers the evolution of literary theory from Plato to the twentieth century. This course should be taken by English majors during their junior year; it is also open to non-majors.

EN 101 Intermediate Writing (3)

Summer (Evening)

Reviews fundamentals of grammar, mechanics, essay organization, and logical argumentation. Emphasis on the writing process and on examination procedures. Designed to meet upper-division and transfer student writing needs; satisfies the College's Writing Proficiency Requirement.

EN 106 Advanced Writing (3)

Fall Intensive practice of expository writing and other forms of writing, emphasizing collaborative learning and the writing process; includes study of rhetoric, critical thinking, composition theory, and models of great writing.

EN 107 Technical Writing (3)

Spring Emphasizing clear, succinct writing, this course covers basic technical communication needs: description, process, directions, letters and technical forms.

EN 110 Linguistics (3)

Spring

Study of language acquisition, variation, and usage with special emphasis on the structure and history of English.

EN 117 Shakespeare (3)

Spring

Study of Shakespeare's most important plays, with emphasis given to the development of the playwright's career and to the genres of history, tragedy, comedy, and romance.

EN 120C The Bohemian (2)

Fall Spring Designed to give practical experience in all facets of editing, emphasizing the criteria that constitute good writing; writers and would-be writers are encouraged to join. May be repeated for credit.

EN 125 English Novel (3)

Spring '96 Introduces students to representative great novels of the English tradition, with attention given to the earliest novels as well as nineteenth and early 20th century novels.

EN 125E American Novel (3)

Fall '94 (Day) Explores the nature, development, and achievements of American fiction through close study of representative novels from the 19th and 20th centuries. Writers studied may include Hawthorne, Melville, Twain, James, Crane, Norris, Fitzgerald, Hemingway, Wolfe, and Wharton.

EN 130A Survey of American Literature (3)

Spring '95

Investigates the early American experience, giving special attention to unique concerns of American writers trying to understand a new world; includes study of Colonial, Revolutionary, and 19th century writers.

EN 130B Survey of. American Literature (3)

Spring '96

Continuation of EN 130A, focusing on dilemmas and challenges facing modern American writers living in a rapidly changing world.

EN 133 Women's literature (3)

Fall '95 Reading and appreciation of women's literature, with an emphasis on particular genre or genres, such as the novel, poetry, and short story. In addition, readings emphasize topics and themes which are most pertinent to women's concerns of the past and present.

EN 136 Professional Writing (3)

Fall Summer

Open only to students admitted to the Intensive Evening Degree Program. Designed to fit the needs of adult learners enrolled in the intensive Evening Degree Program. Emphasizes collaborative learning and writing across-the-disciplines, specifically Human Services and Business Administration. Writing in a variety of professional modes (directions, description, process) and forms (memos, letters, reports) is practiced.

EN 141A Creative Writing: Playwriting (3)

Spring '95

Concurrent enrollment in EN 120C: *The Bohemian* is strongly recommended. Learning to craft dialogue, develop character, and build plot by writing short scenes; exploring the structure and technique of traditional and modern drama by examining selected plays.

EN 141 B Creative Writing: Poetry (3)

Spring '96

Concurrent enrollment in EN 120C: *The Bohemian* is strongly recommended. Writing and sharing poetry through critical yet nurturing feedback, with emphasis on haiku and short imagist poetry; beginning as well as advanced writers are welcomed.

EN 143 Children's Literature (3)

Fall Extensive exploration of children's literature from early folk and fairytales to contemporary issues in the field. Reading, evaluating and selecting books for children are a vital part of the child development and childhood creativity emphasis. Especially useful for prospective teachers.

EN 146 ABC Survey of British Literature (3-3-3)

A literary-historical overview of British literature from its origins to the present. Courses need not be taken in sequence.

EN 146A (3)

Spring '95

Medieval and early Renaissance British literature, including Old English literature in translation, *Beowulf*; Middle English literature, Chaucer, and the great Elizabethan writers, Sidney, Spenser, Marlowe, Shakespeare, and Jonson.

EN 146B (3)

Fall '95

Late Renaissance, Augustan Age, and Romantic literature, including Jacobean (Webster), Metaphysical (Donne, Marvell), and Puritan (Milton) writers; Neoclassical literature (Dryden, Pope, Swift, Defoe, Johnson); and the major Romantics (Blake, Wordsworth, Coleridge, Byron, Shelley, and Keats).

EN 146C (3)

Fall '94 Spring '95 Victorian and Modern British literature, emphasizing poets, novelists, and dramatists of the 19th and 20th centuries.

EN 149T Teaching Assistant (1-3)

Fall Spring Tutoring students in Writing Center on their assignments in EN 021, EN 022, and other courses. Includes weekly training sessions during first half of semester. Strongly recommended for prospective teachers.

EN 151J Milton Seminar (3)

Spring '95 Close textual explication of *Paradise Lost* and of earlier poems insofar as they shed light upon the themes and language of the major work.

EN 151 L Chaucer Seminar (3)

Spring '96 Appreciation of Chaucer's minor and major works, understanding them in terms of the poet's three main periods or styles, French, Italian, English, and in terms of Medieval and Renaissance humanism.

EN 160 Great Writers (3)

Spring '95 In-depth study of an individual author's works. Authors such as Dante, Tolstoy, Austen, and Joyce have been studied in the past.

EN 171 World Literature (3)

Spring Comparative approach to the Classical, Medieval, and Renaissance literature of the East and West, including fiction and poetry of China, Japan, India, Persia, Arabia, and Europe. Satisfies a General Education requirement in Intercultural Studies.

EN 173 Modern Fiction: Comparative Approach (3)

Summer Session II

Modern international literature, with emphasis on thematics and form. Compares fiction of the Third World with British and American fiction. Satisfies a General Education requirement in Intercultural Studies.

EN 175 Ethnic American Literature (3)

Fall Study of literature written by ethnic American writers, including African-American, Asian-American, Native American, and Latino. Satisfies General Education requirement in Intercultural Studies.

EN 191 Senior Seminar (3)

Fall

Directed research project concentrating upon a writer, period, or theme in British or American literature not covered by other required courses in the English major.

EN 195 Special Topics (3)

Fall

Introduction to a literary topic which is the instructor's area of specialization. Students should consult current schedule of classes or contact the English Department to learn the exact content of this offering.

EN 199 Independent Study (1-3)

Individual study or research in English under the direction of the instructor. See Undergraduate Policies and Procedures section on Independent Study.

Recent syllabi of English courses, including those not listed in the Catalog, are available in the English Department, Campus Center, Room 2.

ENGLISH AS A SECOND LANGUAGE

The English Department offers a program of English as a Second Language (ESL) courses for international students. Enrollment in these classes is determined by the student's performance on placement examinations taken at the time of first enrollment at CND. Credit for courses in ESL may be applied toward the degree, but do not satisfy any requirement in General Education.

English as a Second Language

ES 012 Reading in the Content Areas (3)

Fall Spring

Introduction to reading in content areas using periodicals and brief literary works to improve comprehension, vocabulary, and study skills.

ES 013 Academic Reading (3)

Fall Spring Focus on reading academic and literary texts, using the library, and relating reading to personal experience in order to increase competence in academic study skills and critical reading.

ES 014 Grammar & Writing (3)

Fall Spring An overview of English grammar, sentence structure, and paragraph writing to develop accuracy and fluency in English writing.

ES 015 Listening/Speaking (3)

Fall Spring Emphasis on English listening and speaking skills through listening to lectures, note-taking, group discussions, and individual oral presentations.

ES 016A Intermediate Writing (3)

Fall Spring

Development of academic writing skills through essay writing, review of grammatical structures and written analysis of texts.

ES 016B Advanced Writing (3)

Fall Spring Advanced work on academic writing skills through the study of rhetorical patterns of literary and academic texts and the writing process with focus on writing essays and a research report.

ES 018 Advanced English Skill Development (1)

Fall Spring

Pass/Not Pass grading only. To be taken concurrently with other English or academic courses. Advanced work on developing English skills in writing, reading, listening, or speaking based upon individual need and field of study.

ES 415A Graduate ESL Seminar (2)

English skill development through oral presentations, pronunciation analyses, essay writing, and reading academic texts.

ES 415B Graduate ES[Seminar (2)

Development of advanced English skills, with emphases on graduate level writing, advanced vocabulary development, research techniques, and oral and academic paper presentations.

ES 415C United States Institutions (1)

Introduction to U.S. institutions, both profit-making and non-profit. Orientation to U.S. organizational structure, culture, and practices through field trips, case studies, and discussion. *All ESL courses must be satisfied with grades of C or better.*

FOREIGN LANGUAGE

The Foreign Language Department at College of Notre Dame offers a Bachelor of Arts in French and a Bachelor of Arts in Latin American Studies. The majors in French and Latin American Studies provide students with the background to meet the increasing need for multilingual personnel as our foreign contacts multiply and as we engage in international cooperation in science technology, and business. A major in foreign language provides excellent preparation for numerous career possibilities in teaching, foreign affairs, international business, public service agencies, library science, or interpreting and translating. In addition, the study of foreign languages increases the potential of every student for graduate study, research, and professional careers.

The foreign language program develops proficiency in speaking, reading and writing French and Spanish. It promotes an understanding of the culture and the literature of French speaking countries and Latin America.

A Junior Year Abroad in Aix-en-Provence, France, is open to all CND students, and various programs are available in Latin America.

FRENCH

French majors have the option of concentrating in literature and culture or business and culture. Graduates in French who are interested in a career in teaching at the high school or college level can pursue advanced training at CND or other institutions.

Bachelor of Arts: French

In addition to major requirements, students must meet general degree requirements specified on pages 44-47.

	Units
General Education Requirements	48
<i>Prerequisites</i>	
FR 001/002 Basic Practical French	6
FR 003/004 Intermediate Conversation	6
<i>Major Requirements</i>	
FR 101 Introduction to French Literature	3
FR 134 History & Culture of France	3
	18
Six courses chosen from the following:	
FR 109A La Femme dans la litterature francaise	
FR 109B La Poesie et la chanson en France	
FR 109C L'Homme et son milieu a travers la litterature francaise	
FR 109E Le Theatre a travers les siecles	
FR 113 French Cinema	
FR 114 Le Roman Contemporain	
FR 136 Linguistics	
FR 138 Interpretation / Translation	
FR 140 CDEF Francais Economique et Commercial (certificate preparation)	
FR 1 00 Discussion of Issues in Contemporary France	
FR 131 Senior Thesis	
Career Development Requirement	3
General Electives	37
Total College Requirement	124

Minor Requirements: French

Twelve units of upper-division courses in French to be chosen in consultation with the Department Head.

French

If a course is listed as both lower-division and upper-division, a separate syllabus is required for each. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

FR 001/002 Basic Practical French (3-3)

Fall Spring

Beginning French; direct audio-visual method; lively, efficient and fast learning of everyday practical vocabulary, basic grammar and conversation.

FR 003/004 Intermediate Conversation (3-3)

Fall Spring

Discussion of various issues of French culture. Short compositions written on those issues. Grammar review. Pronunciation and vocabulary building exercises.

FR 100 Advanced Conversation (3)

Fall

Prerequisite: FR 004 or the equivalent.

Advanced conversation on issues in

contemporary France and the European Community.

FR 101 Introduction to French Literature (3)

Fall '95

Prerequisite: FR 004 or permission of instructor.

Methodical analysis of French texts. Study of literary genres. Practice in writing discursive compositions.

FR 109B La Poesie et la chanson en France (3)

Fall '94

Prerequisite: French 101 or permission of instructor.

In-depth poetic experience of various themes and images in French poetry and songs from the Middle Ages to our times.

FR 113 French Cinema (3)

Fall

French cinema from origins (Melies) to the present. Major movements (New Wave) and directors (Truffaut, Godard). Films viewed and discussed. Taught in English. Satisfies a General Education requirement in Foreign Culture.

FR 114 Le Roman Contemporain (3)

Spring '95

Examines the main novels of the 20th century.

FR 131 Senior Thesis (2)

Prerequisite: Permission of Department Head.

Directed research. Study selected by student and instructor.

FR 134 History & Culture of France (3)

Spring (Evening)

Taught in English. Cross listed as HY 134.

See History Section. Satisfies a General Education requirement in Foreign Culture.

FR 136 linguistics (3)

Fall '94

Study of the development and structure of the French language and its relationship to other languages. General principles of linguistics including phonology.

FR 138 Interpretation/Translation (3)

Spring '96

Introduction to the methods of consecutive and simultaneous interpretation from French to English and vice versa. Practice of interpretation and translation in class and in the lab.

FR 140 CDEF Francais Economique et Commercial (3-3)

Fall Spring

Prerequisite: FR 002 or equivalent. Progressive series of Business French involving discussion and research on French economy and commerce. Successful completion of this series leads to a diploma granted by the French Chamber of Commerce of Paris through College of Notre Dame. May be taken as a Business elective. Cross listed as GB 140 CD/ IB 140 CD. See Business section.

FR 149 Teaching Assistant (1-3)

Fall Spring Advanced undergraduate French majors, through classroom observation, tutoring, and some teaching, are shown the techniques used in foreign language instruction. May be used as upper-division units in the major.

FR 199 Independent Study in French (1-3)

Individual study or research in French under the direction of the instructor. See Undergraduate Policies and Procedures section on Independent Study.

An annotated list of all French courses, including courses not listed in this Catalog, is available from the Division Office, CC01.

LATIN-AMERICAN STUDIES

LATIN AMERICAN STUDIES

Latin American Studies, an interdisciplinary major, combines proficiency in the Spanish language with the study of the history, politics, literature, art, music, culture, and values of the Spanish speaking peoples of Mexico, South and Central America, and the United States.

The program for the major draws from a variety of disciplines so that students gain a broad understanding of the Latin American area while simultaneously developing communication skills in Spanish. Electives allow either for in-depth study in a certain field, or for a broadened perspective. The program for the minor permits a concentration either in language, or in area studies, or a combination of the two.

Bachelor of Arts: Latin American Studies in addition to major requirements, students must meet general degree requirements specified on pages 44-47.

Units

General Education Requirements **48**

Prerequisites

SP 001/002	Introduction to Spanish (or equivalent)	6
SP 003/004	Intermediate Spanish (or equivalent)	6.

Major Requirements 6 units of Spanish Language & Culture SP 100A Advanced Spanish Conversation & Culture SP 100B Advanced Spanish Conversation & Composition

At least 3 units of Spanish for Special Purposes, chosen from the following:

SP 1 01 Spanish Interpretation & Translation
SP 102 Spanish for Business

At least 12 units of History, Culture & Literature chosen from the following:

AR 100G Art History: Arts of the Americas
HY 162 Latin American History & Politics
LA 110 The Literature of Latin America
LA 160 Mexico & Central America: Politics, Culture & Society
LA 175 The Hispanic Experience in the U.S.A.
SP 115* Introduccion la literatura latinoamericana

6 units of electives to be chosen from the following, or from courses listed above:

EC 183 Economic Development in Less Developed Countries
EC 191 International Economics
MG 116 Comparative International Management
NS 109 Nutrition & Health in Developing Countries
RS 140A Theology of Liberation in Latin America
SM 101 Science & Technology in Developing Countries
SO 162 Cross Cultures & Subcultures
LA 155 The Cultural Heritage of Spain

*Satisfies waiver requirements for Liberal Studies majors planning to teach Spanish.

Minor Requirements: Latin American Studies

Complete 12 units in one of the following choices:

1. Latin American Studies
2. Spanish Language
3. Combination of Spanish and Latin American Area Studies

Study Abroad

All students majoring and minoring in Latin American Studies will be encouraged to study abroad for a summer, a semester, or a year. Several kinds of programs are available, some strictly

academic, others oriented towards community service. Courses taken abroad will be applied to the Latin American Studies degree at College of Notre Dame.

If a course is listed both as lower-division and upper-division, a separate syllabus is required for each. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit. Courses in the major offered by other departments are described in the course listings of those departments. See page 24 for department codes.

LA 110 The Literature of Latin America (3)

Fall '94

Taught in English, this will introduce the major works of recent Latin American literature by writers such as Borges, Neruda, Cortazar, Garcia Marquez, Vargas Llosa and Fuentes. Satisfies a General Education requirement in Intercultural Studies.

LA 155 The Cultural Heritage of Spain (3)

Spring '96

A study of the cultural forces which shaped Spain, its history, institutions, art and literature. Emphasis will be given to the legacy of Spain in Latin America. Satisfies a General Education requirement in Foreign Culture.

LA 160 Mexico & Central America: Politics, Culture & Society (3)

Fall '94, '95

An in-depth view of the indigenous peoples of the area, their cultural heritage and their place in contemporary society. An examination of the issues of land, church, economic and political strife which have formed much of the recent legacy of the area. Satisfies a General Education requirement in Intercultural Studies or Foreign Culture.

LA 175 The Hispanic Experience in the U.S.A. (3)

Fall '95

A brief history of the Hispanic presence in the U.S.A., followed by an exploration of the U.S.A. through the eyes of recent Hispanic writers and film makers. Satisfies a General Education requirement in Intercultural Studies or Foreign Culture.

LA 199 Independent Study in Latin American Studies (1-3)

Individual study or .research in Latin American Studies under the direction of the instructor. See Undergraduate Policies and Procedures section on Independent Study.

SP 001/002 Introduction to Spanish (3-3)

Fall Spring

An introduction to the language and culture of the Spanish speaking world. Development of listening, speaking, reading and writing skills, with emphasis on communication.

SP 003/004 Intermediate Spanish (3-3)

Fall '95

Prerequisite: SP 002 or equivalent. intensive conversation and listening practice, review of grammar, and readings.

SP 100A Advanced Spanish Conversation & Culture (3)

Fall

Prerequisite: SP 004 or equivalent.

A careful building of conversation and reading skills in Spanish, based on readings about the culture and history of Latin America.

SP 100B Advanced Spanish Conversation & Composition (3)

Spring '95, '96

Prerequisite: SP 100A or equivalent.

While continuing to build confidence in conversation skills in Spanish, this course will also provide guided development of writing skills. Topics will relate to important social, political, and cultural issues in contemporary Latin America.

SP 101 Spanish Interpretation & Translation (3)

Fall '95

Prerequisite: SP 100B or equivalent. Introduction to the methods of consecutive and simultaneous interpretation, and translation from Spanish to English and vice versa. Intensive vocabulary building and development of speaking skills.

SP 102 Spanish for Business (3)

Fall '94

Prerequisite: SP 004 or equivalent.

An introduction to the business world in Spanish speaking countries. Emphasis will be on business terminology and correspondence, as well as business practices in the Hispanic world. Cross listed as GB 102/IB 102.

SP 115 Introduccion la literatura latinoamericana (3)

Spring '95, '96

Prerequisite: SP 100A or SP 100B, or permission of the instructor.

An introduction to fiction, poetry and drama from Latin America. Emphasis will be given to the cultural values transmitted, and to oral participation, especially through one-act plays. Content will change each time the course is given, so that course may be taken more than once for credit. Satisfies supplementary authorization requirement for Liberal Arts students intending to enter teaching certificate program. Satisfies General Education requirement for Intercultural Studies.

SP 099/199 Independent Study in Spanish (1-3)

Individual study or research in Spanish under the direction of the instructor.

For descriptions of other required courses and electives in the major, see listings in art, business, history, religious studies, science, and sociology.

FOREIGN CULTURE

FC 150 European Cinema & Cultures (3)

Fall

Study of the art of cinema in Europe and how it reveals various European cultures. Study of films by major European directors: Bergman, Fassbinder, Fellini, Saura, Truffaut, Wajda. Satisfies a General Education requirement in Foreign Culture.

FC 151 Intercultural Aesthetics Through Cinema (3)

Fall '94 Spring

Spring Study of the art of cinema in non-western cultures and how it reveals these cultures. Films by major directors in China, Japan, India, Africa: Satyajit Ray, Akira Kurosawa, Euzhan Palcy, Ousmane Sembene, and others. Satisfies a General Education requirement in Intercultural Studies or Foreign Culture.

FC 165 The Cultural Heritage of Japan (3)

A study of the historical forces which have shaped modern Japan. Special emphasis will be given to contemporary institutions, such as the educational system, which uphold and transmit the values and roles found in Japan today. Satisfies a General Education requirement in Intercultural Studies or Foreign Culture.

FC 175 Cultural Heritage of Russia (3)

Summer

Study of the development of Russian culture over the last 1,000 years, from the adoption of Christianity in 988 to the fall of Communism in 1991 and the beginnings of democratic society. Russian literature, art, architecture, religion, and society are explored in an effort to understand the complex country that is Russia today. Influences of other cultures on Russian civilization, as well as Russia's cultural and social impact on neighboring nations in Eastern Europe and the former Soviet Union are also considered. Satisfies a General Education requirement in Intercultural Studies or Foreign Culture.

HUMANITIES

The Bachelor of Arts in Humanities is an interdisciplinary major developed by the departments of English, Foreign Language, Philosophy, and Religious Studies. Courses in the major offered by other departments are described in the course listings in those departments.

See page 24 for department codes. The major provides a broad background in related intellectual disciplines in the humanities and a special competence in one of these disciplines.

Students majoring in Humanities develop a reading knowledge of a foreign language, an acquaintance with ancient and medieval western literature and with a modern vernacular literature, a knowledge of the development of western civilization and of the history of western thought, an introduction to the Old and New Testaments and to some nonwestern religions, an acquaintance with the history of art and music, and some in-depth knowledge of a specialized discipline (for example, English literature, French literature, philosophy),

Approximately three-fourths of the CND General Education Requirements are satisfied while completing the Humanities major. Besides being intrinsically rewarding intellectually, the Humanities major provides very good preparation for graduate study in law, education, and other disciplines.

Bachelor of Arts: Humanities

In addition to major requirements, students must meet general degree requirements specified on pages 44-47.

	Units
General Education Requirements	15
<i>Prerequisites</i>	
AR 004	3
MU 003A	3
FR 001/FR 010B, SP 001/SP 004,	12
	Foreign Language (or equivalent)
EN 021/022	6
HY 004 AB	6
PL 001/100	3
PL 012	3
RS 001	3
RS 013	3
	<i>Major Requirements</i>
	Units
	9
	Three courses from the following: (Must include courses in two departments)
EN 146 ABC	3
FR 101A or B	3
LA 110	3
	Survey of British Literature
	Introduction to French Literature
	The Literature of Latin America
	Elective in Visual & Performing Arts
PL 101	3
PL 102	3
RS 165	3
	Medieval Philosophy
	Modern Philosophy
	Religions of the World
	Upper-division units in area of concentration (English, French, Latin American Studies, Philosophy, Religious Studies)
	12
	Career Development Requirement
	3
	General Electives
	31
	Total College Requirement
	124

Humanities

HU 190 Western Civilization: Literature & Culture (3)

Fall (Day) Spring (Evening) Designed for transfer students who have not taken courses equivalent to HY 004A (Western Civilization) and EN 021 (Composition Literature of Western Civilization). Satisfies a General Education Requirement in Western Culture.

LIBERAL STUDIES

Administered in the Division of Humanities, the Bachelor of Arts degree in Liberal Studies is an interdisciplinary major involving departments from the Humanities, Natural Science/Mathematics, Social & Behavioral Science, and Visual & Performing Arts Divisions. The major provides a broad liberal arts education together with a specialization in a particular discipline. The Liberal Studies major, which meets California State requirements for undergraduate subject matter preparation for the Multiple Subject Teaching Credential, is especially recommended for students intending a career in elementary education.

The major requires course work in a number of areas including language, literature, logic, mathematics, natural science, social science, history, humanities, the arts, physical education, and human development. At least 42 units of the courses taken in these areas are upper-division units. In addition, 12 units of work must be done in advisor-approved, upper-division courses in a department within a division (e.g., biology, English, history, mathematics). All CND General Education requirements may be satisfied through completing the Liberal Studies major.

The awarding of a B.A. degree in Liberal Studies to students who plan to seek an elementary teaching credential will not guarantee them admission into the Education Department's teacher training program. Such students must apply to the Graduate school and, as with all applicants, undergo screening for admission.

Students who do not intend to seek an elementary teaching credential may complete the major by substituting advisor-approved elective courses for the required credential-related courses (e.g., EN 143, HY 165B, PE 110, PY 161, ED 136). Each elective course must be in the same Division as is the credential-related course which it replaces.

Area Requirements

	Major Units	Gen. Ed. Units	Cred. Units
1. Language Studies (9 units)			
EN 106 Advanced Writing, or EN 141 Creative Writing, or EN 149 Teaching Assistant (Writing Center)		3	3
EN.110 Language, Development, Structure & Usage	3		3
CM 011/111 Oral Communication, or SH 001 introduction to Public Speaking, or SH/TA 002/102 Introduction to Oral Interpretation of Literature	3	3	
2. Literature (12 units)			
EN 021 Composition & Literature of Western Civilization	3	3	3
EN 022 Composition & Literature of Western Civilization	3	3	3
EN 143 Children's Literature	3		3
EN 130 American Literature, or EN 133 Women's Literature, or EN 1 71 World Literature, or EN 173 Modern Fiction: Comparative Approach, or EN 175 Ethnic American Literature	3	3	3
3. Logic & Mathematics (9 units)			
Logic:			
PL 012/112 Formal Logic, or PL 015/115 Sets & Syllogistic	3	3	3
Mathematics:			

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MA 006 Geometry, Measurement &3 Elementary Number Theory	3	3	3
MA 102 Statistics	3	3	3
4. Natural Science & Technology (13 units)			
Physical Science:			
PH 009 introduction to Physical Science	3	3	3
Earth Science:			
PH 001 Physical Geology	3		3
Science, Technology, & the Environment:			
BY/PH 109 Contemporary Environmental Issues, or NS 009/109 Nutrition & Health in the Third World, or SM 001/101 Science & Technology in Developing Countries	3		3
5. Social Science (9 units)			
PS 001 Introduction to American Government	3		3
SO 004 Cultural Anthropology, or SO 148 Race & Ethnic Minorities, or SO 162 Cross Cultures & Subcultures	3	3	3
PS 160 World Geography	3		3
6. History (9 units)			
HY 004A Western Civilization	3	3	3
HY 004B Western Civilization	3	3	3
HY 165B The New Nation, 1776-1836	3		3
7. Humanities (15 units)			
Foreign Language (6 units)	6	6	6
<i>If the General Education Requirement in foreign language is met at entrance, the student may elect 6 advisor-approved units in art, foreign language, music, philosophy, religious studies, or theatre arts.</i>			
Philosophy (3 units)			
PL 006 introduction to Philosophy, or PL 106 Foundations of Philosophy, or Advisor-approved Units in Philosophy	3	3	3
Religious Studies (6 units)			
RS 001/100 Introduction to the Old Testament, or RS 013/113 Introduction to the New Testament, or RS 165 Religions of the World	3	3	3
8. The Arts (6 units)			
For Credential Students Six (6) units from two of the following:			
AR 116 Art Education Concepts MU 140 Learning & Teaching the Fundamentals of Music TA 160 Children's Theatre	6	3	6
For Non-Credential Students Six (6) units within the Visual & Performing Arts consisting of:			
One (1) content course (3 units), and 3 additional units in studio/performance or concepts.	6	3	
9. Physical Education (3 units)			

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PE 110 Physical Education in the Elementary School	3.		3
10.Human Development (12 units)			
PY 001 General Psychology	3		3
PY 161 Developmental Psychology: Child & Adolescent	3		3
ED 136 Introduction to Education: Practicum in Teaching	3		3
LS 191 Senior Seminar in Liberal Studies	3		3
Sub-Total:	97	45	97

11. Concentration Requirement (12 units)

A concentration of 12 advisor-approved, upper-division units in a particular discipline is required. Satisfaction of this requirement will ordinarily result in the student achieving at least an academic minor in the subject studied.

	12		12
Total:	109		109

12. Portfolio Requirement

Each student must prepare a portfolio containing samples of her/his best work done in courses in the major and a resource unit. The portfolio is developed under the direction of the student's Liberal Studies advisor in the senior seminar. The resource unit is developed under the direction of the student's concentration advisor.

	Units
General Electives	15
Total College Requirement	124

Liberal Studies**LS 191 Senior Seminar in Liberal Studies (3)**

Fall

Capstone course for Liberal Studies major which integrates skills and knowledge from previous coursework with the career perspective of the elementary classroom teacher.

Value of liberal education will be considered. Portfolio developed which samples best work and shows its relevance for teaching. Senior standing required.

PHILOSOPHY

Courses in philosophy provide students with an opportunity to examine, under expert guidance and from the standpoint of natural reason, fundamental claims about life and the universe. The Division of Humanities attempts to carry out the philosophical task described above in three ways:

1. By providing students who desire to satisfy College of Notre Dame's 3 unit General Education requirement in philosophy with courses designed to help develop logical and critical skills, and to bring them into contact with the best that has been thought regarding at least some relevant philosophical questions.
2. By giving those who choose to major or to minor in philosophy a sound historical background in the subject and an opportunity to develop and utilize philosophical skills in in-depth courses.
3. By offering elective courses which may be taken by students who desire to improve and enhance the philosophical dimensions of their knowledge. The Humanities Division offers a major leading to a Bachelor of Arts degree in Philosophy.

Bachelor of Arts: Philosophy

In addition to major requirements, students must meet general degree requirements specified on pages 44-47.

		Units
General Education Requirements		48
<i>Prerequisites</i>		
PL 001/100	Ancient Philosophy	3
PL 012/112	Formal Logic	3
<i>Major Requirements</i>		
PL 1 01	Medieval Philosophy	3
PL 102	Modern Philosophy	3
PL 103	Contemporary Philosophy	3
PL 104	Recent Anglo-American Philosophy	3
Four courses from the following:		12
PL 115	Sets & Syllogistic	
PL 121	Political & Social Philosophy	
PL 122	Theories of the Good Life	
PL 128	Ethics & Professional Responsibility	
PL 177	Existentialism	
PL 184	Philosophy of Religion	
PL 199	Independent Study in Philosophy	
Career Development Requirement		3
General Electives		43
Total College Requirement		124

Minor Requirements: Philosophy

Eighteen units distributed as follows: Ancient Philosophy, 3; Formal Logic, 3; Medieval Philosophy, 3; Modern Philosophy, 3; Contemporary Philosophy, 3; Recent Anglo-American Philosophy, 3.

Philosophy

If a course is listed both as lower-division and upper-division, a separate syllabus is required for each. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

PL 001/100 Ancient Philosophy (3)

Fall '94 '95

From Confucius and Lao-Tzu to Plotinus

and Neo-Platonism.

PL 006 Introduction to Philosophy (3)

Fall Spring

Introduces student to philosophy, its nature and problems as well as its relation to science and religion.

PL 012/112 Formal Logic (3)

Fall '94 Spring '95 '96

Systematic introduction to modern formal logic, including the propositional and predicate calculi. Axiomatization of propositional logic. Extensive practice in executing proofs and in applying the rules of logic.

PL 015/115 Sets & Syllogistic (3)

Fall '95 Introduction to the elements of set theory and of Aristotelian categorical syllogistic theory. Development of the latter as an axiomatic system.

PL 101 Medieval Philosophy (3)

Spring '95 '96

From Augustine, Boethius, and Pseudo-Dionysius to William of Ockham.

PL 102 Modern Philosophy (3)

Fall '94 '95 From Descartes through Kant.

PL[103 Contemporary Philosophy (3)

Spring '95 '96

Hegel, Existentialism Utilitarianism, and Pragmatism.

PL 104 Recent Anglo-American Philosophy (3)

Spring '95 '96

Logical Positivism, the ordinary language school, and selected contemporary American philosophers.

PL 106 Foundations of Philosophy (3)

Spring '95

Inquires into the origin, nature, approach, parts, and fundamental problems of philosophy.

PL 121 Political & Social Philosophy (3)

Fall '95

Introduces basic concepts of political and social philosophy. Survey of selected political philosophers from Plato to Yeltsin. Analysis of the philosophical foundations of representative democracy, focusing on Locke, Jefferson, the Declaration of Independence, and the U.S. Constitution. Examination of Communism and Fascism as important alternative political ideologies.

PL 122 Theories of the Good Life (3)

Spring '95

A philosophical inquiry into what the good life is. An attempt is made to assist the student to clarify in her/his mind what s/he truly deems the good life to be. Towards achieving this end selected theories of the good life will be examined and discussed.

PL 126 Business Ethics (3)

Fall '94 Examines widely-held ethical theories and theories of economic justice, and the application of those theories to specific moral and social issues confronting the business community today. Illustrative case studies are included.

PL 128 Ethics & Professional Responsibility (3)

Fall Spring Summer

Open only to students admitted to the Intensive Evening Degree Program. Examines major ethical theories and explores the application of those theories to current business, moral, and social issues. Illustrative case studies are used as well as other group exercises to enable the student to identify justice issues involved in specific problem areas of the work environment.

PL 149T Teaching Assistant (1-3)

Fall Spring Opportunity for outstanding Philosophy majors to earn credit for assisting instructors. Three units may be used as upper-division elective units in the major.

PL 184 Philosophy of Religion (3)

Fall '95 (Evening)

Surveys traditional and modern problems associated with religion, including belief and evidence; myths, symbols, and rituals; omnipotence and evil; foreknowledge and freedom.

PL 199 Independent study in Philosophy (1-3)

Individual study or research in Philosophy under the direction of the instructor. See Undergraduate Policies and Procedures section on Independent Study.

An annotated list of all Philosophy courses, including those not listed in this Catalog, is available from the Division Office, CC01.

RELIGIOUS STUDIES

The Division of Humanities offers a Bachelor of Arts Degree in Religious Studies. The Division of Humanities intends, in keeping with the Mission of College of Notre Dame, and with special consideration for the goals of the Second Vatican Council, to present systematically the meaning and relevance of Christian belief.

The Religious Studies Department also aims to develop in students of whatever conviction an understanding of the essential nature of the religious dimensions of life as well as a knowledge and appreciation of the variety and richness of religious beliefs throughout our world. The central and essential dynamic common to all religious traditions is a special concern for justice, compassion and community. Hence, many of the courses in religious studies are particularly suitable for interdisciplinary minors in Women's Studies and in Justice and Peace Studies.

Bachelor of Arts: Religious Studies

In addition to major requirements, students must meet general degree requirements specified on pages 44-47.

General Education Requirements		Units
		48
	<i>Prerequisites</i>	
RS 001	Introduction to the Old Testament	3
RS 013	Introduction to the New Testament	3
	Lower-division Electives in Religious Studies	6.
	<i>Major Requirements</i>	Units
RS 130	Church & Sacraments	3
RS 133	Jesus: Myth & Reality	3
RS 150	Challenged by Christian Ethics	3
RS 154	Christian Prayer & Spirituality	3
	Upper-division Electives in Religious Studies	12
	Career Development Requirement	3
	General Electives	37
	Total College Requirements	124

Minor Requirements: Religious Studies

Fifteen units distributed as follows: Sacred Scripture, 6; World Religion, 3; Ethics, 3, and Church, 3.

Students interested in an interdisciplinary minor in Women's Studies should contact the faculty advisor for Religious Studies.

Religious Studies

If a course is listed both as lower-division and upper-division, a separate syllabus is required for each. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

Biblical & Historical Studies

RS 001/100 Introduction to the Old Testament (3)

Spring

Reviews the Sacred Scriptures, which Jews and Christians share, as interpreted by the latest Biblical scholarship. Guided reading of the Old Testament. Special attention is given to the role of women in the Bible and to issues of justice and peace.

RS 013/113 Introduction to the New Testament (3)

Fall

Overview of the New Testament in keeping with the document of Vatican II on Revelation. Special attention is given to the way in which the teaching of the historical Jesus was transmitted in preaching before the final production of the canonical Gospels.

RS 013A/113A An Intensive Study of the Gospel of Mark (3)

Spring '95 Summer '96 (Evening)

Explores the earliest Gospel, attempts to discern the purposes of Mark in creating the Gospel-genre. Interpretive approaches through modern critical and feminist scholarship.

RS 014/114 The Pauline letters (3)

Fall

Studies the letters of Paul to understand how the early Christians separated from Judaism and met the challenge of Hellenism.

RS 115 Jesus & the Gospels (3)

Spring '96 Introduces the messianic activity and person of Jesus proclaimed in the synoptic gospels.

RS 116 John, Gospel & Letters (3)

Spring Explores the composition and structure of the Gospel of John and analyzes the Book of Signs and the Book of Glory; the relationship between the Gospel and the first Letter of John; an introduction to a reading of the Apocalypse.

RS 019A/119A Christianity: Beginnings to 1500 (3)

Fall

Christianity covering formative early period, growth and reaction to "Imperial Church", rise of monasticism, development of scholastic theology, and origins of Protestantism. Emphasis on richness and diversity of life-giving faith within the Christian communities from first to 16th centuries.

RS 019B/119B Modern Christianity (3)

Spring

Christianity from Reformation to the present. Emphasis on richness and diversity of various Christian communities. Analysis of how developments in Christianity reflect needs of the times. Reflection on the Christian message in our day.

Theological Understandings

RS 030/130 Church & Sacraments (3)

Fall History and theology of the Christian sacramental life with special emphasis on contemporary understandings of Baptism and Eucharist.

RS 033/133 Jesus: Myth & Reality (3)

Fall '94 (Evening)

Examines Jesus Christ as a person in the light of the questions "Who do people say that I am?" and "Who do you say that I am?" (Mark 8:27, 29), and in the light of the answers given these questions from the beginning of Christianity down to our own day.

RS 035/135 Christian Liturgy & Ritual (3)

Spring

Course investigates nature and experience of ritual. Also treats of relationship between ritual and liturgy. Designed as practicum. Students experience variety of Christian and non-Christian liturgies. Also read and critique liturgies of their own making.

RS 136A Women's Spirituality (3)

Spring (Evening)

History and experience of women in Christian churches. Analysis of traditional Christian views toward women and the feminine. Underlying questions: "How can women be fully themselves within the Christian community today?" What influences might Christian feminist views have on our world?

RS 140A Theology of Liberation (3)

Spring '95

Major themes of Liberation Theology. Emphasis is on Latin American traditions.

Living Belief

RS 050/150 Challenged by Christian Ethics (3)

Fall

Christian ethical responsibility, including introductory moral foundations and selected contemporary issues in individual and social morality.

RS 052/152 The Christian in Society (3)

Spring

Considers revolutionary forces in the fields of economics, politics, culture, and religion which *have* been and are still shaping the modern world, and the responses formulated and being formulated by Christian theologians.

RS 154 Christian Prayer & Spirituality (3)

Fall (Evening)

Studies the history of prayer and spirituality; considers contemporary trends in spirituality; allows time to reflect on one's own spiritual journey.

Elective Courses in Religious Studies

RS 161 Sociology of Religion (3)

Spring '95

Cross listed as SO 161.

See Sociology section.

RS 163 Social Psychology of Religious Values (3)

Spring '96

Cross listed as SO 143.

See Sociology section.

RS 165A Religions of the World: Western Traditions (3)

Fall

Exploration of primal nature and structure of religion as evidenced in Native American and African religions. Critical survey of Judaism, Christianity and Islam, including their historical rootedness in the ancient religions of the Near East. Satisfies a General Education requirement in Intercultural Studies.

RS 165B Religions of the World: Eastern Traditions (3)

Spring

Exploration of primal nature and structure of religion as evidenced in indigenous religions of Australia and the South Pacific. Critical survey of Hinduism, Buddhism, Confucianism, Taoism and Shintoism, including syncretic origins and contemporary developments. Satisfies a General Education requirement in Intercultural Studies.

RS 168A Art & Religion of the Western World (3)

Spring '95 (Evening)

Cross listed as AR 168A. See Art section.

RS 168B Art & Religion of the Far East (3)

Fall '95

Cross listed as AR 168B. See Art section.

RS 168C Modern Art & Religion (3)

Spring '95

Cross listed as AR 168C. See Art section.

RS184 Philosophy of Religion (3)

Fall '95 (Evening)

Cross listed as PL 184.

See Philosophy section.

RS 199 Independent Study in Religious Studies (1-3)

Individual study or research in Religious Studies under the direction of the instructor.
See Undergraduate Policies and Procedures section on Independent Study.
An annotated list of all Religious Studies courses, including those not listed in this Catalog, is available from the Division Office, CC01.

THE DIVISION OF NATURAL SCIENCES & MATHEMATICS

Chair: Elizabeth Center, Ph.D.

The Division of Natural Sciences & Mathematics offers degrees in Biology, Biochemistry and Computer Science. Degrees in the Division lead directly, to employment, graduate study, or entrance into professional schools in medicine, pharmacy, dentistry, veterinary medicine, allied health, or education.

The Division is structured to provide majors with interdisciplinary study in Natural Sciences and Mathematics and to promote interaction among faculty and students in all fields. For the non-major, the Division offers a broad selection of courses to satisfy General Education requirements in natural science and mathematics as well as courses such as Science and Technology in Developing Countries, and Nutrition and Health in Developing Countries, which satisfy the General Education Intercultural Studies requirement. Minors are available in Biology, Chemistry, Computer Science, Environmental Studies and Mathematics.

Biochemistry
Minor in Chemistry
Biology
Minor in Environmental Studies
Computer Science
Interdisciplinary Courses
Mathematics
Nutritional Science Courses
Physics & Earth Sciences Courses
Pre-Professional Preparation in Medicine

BIOCHEMISTRY

The Biochemistry major provides a firm grounding in the principles of biochemistry and the practical laboratory experience that prepares the student for a variety of career opportunities or for graduate or professional school. It is particularly suited to the student interested in biotechnology and provides a foundation for a career in allied health fields. (See section on Pre-professional Preparation in Medicine.) A minor in chemistry is also offered.

Classes are small, fostering individualized instruction geared to each student's needs and allowing for close interaction with faculty. The major emphasizes hands-on experience with the instruments and techniques of chemistry and biochemistry such as infrared- and ultraviolet-visible spectrophotometry, liquid, gas and high performance liquid chromatography, high speed centrifugation, gel electrophoresis and blotting of proteins and DNA. A senior research project is required of all majors.

Bachelor of Science: Biochemistry

In addition to major requirements, students must meet general education requirements specified on pages 44-47.

		Units
General Education Requirements		48
<i>Prerequisites</i>		
CH 002 AB	General Chemistry	8
BY 001 AB	General Biology	8
PH 004 AB	Physics for Scientists	8
MA 020A	Calculus I	4
MA 020B	Calculus II (recommended)	4
MA 102	Statistics	3
<i>Major Requirements</i>		
CH 117 AB	Organic Chemistry	8
CH 105	Chemical Analysis & Instrumental Methods	5
CH 150	Biochemistry	3
CH 150L	Biochemistry Lab	3
BY 152	Cellular & Molecular Biology	3
BY 116	General Microbiology	5
CH 198	Research	3
	Upper-division elective in Chemistry or Biology approved by the adviser.	4
	Career Development Requirement	3
	General Electives	8
Total College Requirement		124

MA 020B Calculus II and CH 132 Physical Chemistry for Life Sciences are strongly recommended especially for students planning graduate study. CH 198 may be fulfilled by a CD 198 internship involving laboratory work, an additional elective then replaces CH 198. CH 149L Laboratory Assistant and SM 085/185 are recommended. Students anticipating graduate study should consult the individual schools to which they intend to apply for specific undergraduate course requirements.

Minor Requirements: Chemistry

CH 002 AB, plus 12-14 upper-division units in Chemistry approved by the Department Head.

Chemistry

Courses may be taken as lecture only or laboratory only for the appropriate units with permission of instructor. A chemistry placement exam is administered to verify preparation for CH 002 AB. All courses are open to non-majors who have fulfilled the prerequisites. See mathematics testing, pages 50-51, for an explanation of the Math Competency Levels.

CH 001 Introductory Chemistry (3)

Spring

Prerequisite: Math Competency Level II. Three hours lecture.

Introduction to principles of chemistry. Topics include elements, molecules, chemical reactions, stoichiometry, acids and bases, energy. Stresses mathematical skills required for General Chemistry.

CH 002A General Chemistry (4)

Fall

Prerequisites: Math Competency Level I[. High School Chemistry or CH 001 and satisfactory score on Chemistry Placement exam.

Three hours lecture, three hours laboratory. First course in two-semester sequence on fundamentals of chemistry. Subjects include nomenclature, atomic and molecular theory, chemical reactions, bonding, solutions, stoichiometric calculations, kinetic theory.

CH 002B General Chemistry (4)

Spring

Prerequisites: Math Competency Level II, CH 002A.

Three hours lecture, three hours laboratory. Second course in two-semester sequence on fundamentals of chemistry including qualitative analysis. Subjects include acids and bases, oxidation and reduction, chemical equilibrium and thermodynamics.

CH 005 Summer Reading Program (1)

By arrangement.

Reading from books, journals, and reprints

selected in consultation with Department Head. May be repeated for credit.

CH 105 Chemical Analysis & Instrumental Methods (5)

Spring '95

Prerequisites: Grade of C or better in CH 002 AB and CH 117A.

Three hours lecture, six hours laboratory. Study of methods of quantitative analysis, instrumental design and applications. Topics include gravimetric, volumetric, chromatographic, and spectroscopic methods.

CH 117A Organic Chemistry (4)

Fall

Prerequisites: CH 002 AB.

Three hours lecture, three hours laboratory. First course of two-semester sequence. Study of organic compounds and their reactions: acyclic and cyclic aliphatic hydrocarbons, alkenes, alkynes and alkyl halides. Emphasis on hybridization, isomers, conformational analysis, stereochemistry, optical activity, reaction mechanisms and structure determination using IR and NMR spectroscopy. Laboratory includes techniques in synthesis, isolation (extraction, recrystallization, distillation) and analysis by GC, UV-Visible, IR.

CH 117B Organic Chemistry (4)

Spring

Prerequisite: CH 117A.

Second of two-semester sequence studying compounds and their reactions: aromatic hydrocarbons, alcohols, ethers, aldehydes, ketones, amines, and carboxylic acids and their derivatives. Emphasis on biological applications to carbohydrates, lipids, proteins and DNA. Continuation of structure determination using ultraviolet and mass spectroscopy. Laboratory includes further techniques in isolation and synthesis with emphasis on microscale and advanced projects.

CH 132 Physical Chemistry for Life Sciences (4)

Spring '96

Prerequisites: Grade of C or better in CH 117 AB, MA 020 AB and PH 004 AB or permission of instructor.

Three hours lecture, three hours laboratory. Introduction to physical chemistry most useful for students of life sciences: thermo-dynamics, heterogeneous equilibria, chemical kinetics, macromolecular solutions, electrolytes.

CH 149[Laboratory Assistant (1-3)

Fall Spring

Prerequisites: CH 002A and permission of instructor.

Opportunity for Natural Science majors to earn credit assisting instructors. Recommended as an upper-division elective in the Biochemistry major.

CH 150 Biochemistry (3)

Spring '95 Fall '95

Prerequisites: Grade of C or better in CH 117 AB and BY 001 AB.

Three hours lecture.

Study of biomolecules and their reactions and roles. Topics include amino acids and proteins, nucleotides and nucleic acids, carbohydrates, lipids; energy metabolism, and enzyme kinetics and mechanisms.

CH 150L Biochemistry Lab (3)

Spring '96

Prerequisite: CH 150 or permission of instructor.

One hour lecture, six hours laboratory. Methods of purification and analysis of proteins, nucleic acids and lipids. Spectrometric analyses, enzyme assays, centrifugation, gel electrophoresis, immunoblotting, gel filtration and ion exchange chromatography, HPLC.

CH 198 Research (1-3)

Fall Spring Summer

Prerequisites: CH 117 AB.

Practical experience with biochemical research carried out under close supervision of a faculty member. Includes experimental design, library research and laboratory work. May be repeated for credit.

CH 199 Independent Study in Biochemistry

Individual study or research under direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study.

CD 198 Cooperative Education - Internship in Biochemistry

Provides students with opportunity to gain career related experience. See Career Development section for details.

BIOLOGY

The specific aims of the Biology major are to provide students with the knowledge and skills necessary for careers in the biological sciences and to instill an appreciation for all forms of life and a sense of the social responsibility of the scientist. Students who major in Biology are not only given opportunities to learn relevant information, but also to acquire a large amount of practical laboratory experience and to conduct research under the direction of individual faculty members. Biology majors have access to research laboratories for investigations in genetics, development, microbiology, and biochemistry.

The undergraduate degree in Biology is a foundation for careers in allied health fields such as physical therapy and medical technology or in laboratories in industry, especially in high technology, or in the academic world. The major prepares the student for graduate school study directed toward genetics, environmental toxicology, physiology, pharmacy or other bio-medical areas of specialization. Pre-medical, pre-dental, pre-veterinary and pre-pharmacy students will also find that the biology major provides the required or recommended preparatory program of most medical and pre-professional schools. See section on Pre-professional Preparation in Medicine.

Bachelor of Science: Biology

In addition to major requirements, students must meet general degree requirements specified on pages 44-47.

		Units
General Education Requirements		48
<i>Prerequisites</i>		
BY 001 AB	General Biology	8
MA 015	Trigonometry & Analytical Geometry	4
MA 020A	Calculus I	4
or		
MA 022	Applied Calculus	4
or		
MA 102	Statistics	3
CH 002 AB	General Chemistry	8
CH 117 AB	Organic Chemistry	8
PH 002 AB	General Physics	8
or		
PH 004 AB	Physics for Scientists	8
<i>Major Requirements</i>		
BY 100	Developmental Biology	4
BY 102A	General Physiology	5
BY 114	Genetics	4
BY 116	General Microbiology	5
BY 142	Immunology	4
	Upper-division electives in Biology approved by the advisor	8
	Career Development Requirement	3
	General Electives	3-4
Total College Requirement		124.
<i>Biology Elective Courses</i>		Units
BY 141	Vertebrate Zoology (recommended)	4
BY 109	Contemporary Environmental Issues	4
BY 135	Human Genetics	4
BY 138	Environmental Toxicology	4
BY 149L	Laboratory Assistant	1-3
BY 1.52	Cellular & Molecular Biology	3
BY 198	Research Techniques	1-3
BY 199	Independent Study in Biology	1-3

BY 199H	Honors Thesis Research	2-4
CH 132	Physical Chemistry for Life Sciences	4
CH 150	Biochemistry	3
CH 150L	Biochemistry Lab	3
SM 85/185	Divisional Seminar	1

Future medical, dental, veterinary medicine or graduate students are advised to take PH 004 AB and MA 020A. CH 105 is also recommended. Biology majors are encouraged to fulfill the Career Development requirement with an appropriate internship. Students anticipating graduate study should consult the individual schools to which they intend to apply for specific undergraduate course requirements.

Bachelor of Arts: Biology

General Education Requirements **48**

	<i>Prerequisites</i>	
BY 001 AB	General Biology	8
CH 002 AB	General Chemistry	8
CH 117 AB	Organic Chemistry	8
MA 014	College Algebra	4
MA 102	Statistics	3
PH 002 AB	General Physics (recommended)	

	<i>Major Requirements</i>	
BY 100	Developmental Biology	4
BY 102A	General Physiology	5
BY 114	Genetics	4
BY 116	General Microbiology	5
BY 142	Immunology	4
	Upper-division electives in Biology approved by the advisor	8
	Career Development Requirement	3
	General Electives	12
	Total College Requirement	124

Minor Requirements: Biology

BY 001 AB General Biology plus 12 upper-division units in Biology approved by the Department Head.

Minor Requirements: Environmental Studies

	<i>Prerequisites</i>	Units
PH 001	Physical Geology	3
PH 002 AB	General Physics	8
CH 002 AB	General Chemistry	8
BY 001 AB	General Biology	8
MA 015	Functions & Trigonometry	4
	<i>Requirements</i>	
BY 138	Environmental Toxicology	4
BY 109	Contemporary Environmental Issues	4
GB 183	Political, Social and Regulatory Environment of Business	3
CD 198	Internship in Environmental Studies	1-3

Biology

Courses may be taken as lecture only (3 units) with permission of instructor. All courses are open to non-majors who have fulfilled the prerequisites.

BY 001A General Biology (4)

Fall

Prerequisite: High School Biology.

Three hours lecture, three hours laboratory. Introductory course dealing with cellular and molecular biology, with emphasis on the structure and function of the cell as the basic unit of life.

BY 001B General Biology (4)

Spring

Prerequisite: High School Biology.

Three hours lecture, three hours laboratory. The study of living organisms, their structure, development, physiology and classification. BY 001A or B may be taken as lecture only (3 units) with permission of the instructor.

BY 004 Human Biology (3)

Fall Spring

Prerequisite: High School Biology. Three hours lecture.

Anatomy and physiology of the human body. Non-majors.

BY 005 Introduction to Biology (4)

Fall '94

Three hours lecture, three hours laboratory. General introductory study of plants and animals. Non-majors, especially recommended for liberal studies majors.

BY 006 Hidden Worlds of Life (3)

Spring '97

Three hours lecture.

Beneficial and harmful relationships between microorganisms (e.g., bacteria and viruses) and humans. Non-majors.

BY 009 Human Environment (3)

Spring '95

Three hours lecture.

Interrelationships between living creatures and their environment; emphasis on the impact humans have had on their environment. Non-majors.

BY 100 Developmental Biology (4)

Spring

Prerequisites: BY 001 AB.

Three hours lecture, three hours laboratory. Development of living organisms from the fertilized egg to establishment of organs.

BY 102A General Physiology (5)

Spring

Prerequisites: BY 001 AB and CH 002 AB. Three hours lecture, three hours laboratory, one hour seminar. Emphasizes the functioning of animal body systems at the cellular, organ and organismal level with stress on the latter.

BY 109 Contemporary Environmental Issues (3 or 4)

Fall '95

Prerequisites: BY 001 B or BY 005 and either CH 001, CH 002A, PH 002A or PH 009 or permission of instructor. Math Competency Level II. Three hours lecture, optional field study laboratory.

Studies interrelationships existing between organisms and their environment. Focus on contemporary environmental problems, integrating knowledge from biology, chemistry and physics.

BY 114 Genetics (4)

Fall

Prerequisites: BY 001 AB and CH 002 AB.

Three hours lecture, three hours laboratory. Study of the physical and chemical basis of heredity in both plants and animals.

BY 116 General Microbiology (5)

Fall

Prerequisites: BY 001 AB, CH 002 AB.

Three hours lecture, six hours laboratory. Study of microorganisms, their structure, physiology and importance to humans.

BY 135 Human Genetics (4)

Spring '95

Prerequisites: BY 001 AB and BY 114. Three hours of lecture, three hours laboratory. Cytogenetic, biochemical and medical approach to the study of human heredity.

BY 138 Environmental Toxicology (4)

Fall '96

Prerequisites: BY 001 AB and CH 002 AB. Three hours lecture, three hours laboratory. Covers aspects of chemical and microbiological toxins in the environment due to natural causes and human effects.

BY 141 Vertebrate Zoology (4)

Fall '95

Prerequisites: BY 001 AB are recommended. Three hours lecture, three hours laboratory.

Investigation of the unique structural and functional adaptations of vertebrates. May be taken as laboratory only (1 unit) as BY 141L with permission of instructor.

BY 142 Immunology (4)

Spring

Prerequisites: BY 001 AB, CH 002 AB, and CH 117A.

Three hours lecture, three hours laboratory. Study of the functioning of the immune system; chemical and cellular foundations of the immune response. Standard introductory laboratory techniques including electrophoresis, immunodiffusion, in vitro detection, etc.

BY 149[Laboratory Assistant (1-3)

Fall Spring

Prerequisites: BY 001A and permission of instructor.

Opportunity for Natural Science majors to earn credit assisting instructors. Three units may be used as upper-division units in the major.

BY 152 Cellular & Molecular Biology (3)

Spring '96

Prerequisites: BY 001 AB and CH 1] 7 AB and CH 150 or BY 114 or permission of instructor.

Three-hour lecture.

Structural and biochemical basis of cellular function. Emphasis on cellular substructure, cell membranes, cell-surface phenomena, and the storage and transfer of biological information at the biochemical level.

BY 198 Research Independent Study (1-3)

Fall Spring Summer

Prerequisites: BY 001 AB.

Practical experience with biological research carried out under close supervision of a faculty member. Includes experimental design, library research and laboratory work. May be repeated for credit.

BY 199 Independent Study in Biology (1-3)

Fall Spring Summer

Individual Study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study.

BY 199H Honors Thesis Research (2-4)

Fall Spring Summer

Honors course involving research by undergraduates who have completed all requirements for the biology major and have demonstrated outstanding promise.

CD 198 Cooperative Education Internship in Life Science

Fall Spring

Provides students with the opportunity to gain career-related experience. Consult with Career Development Department for details.

An annotated list of all courses in this major, including courses not listed in this Catalog, is available from the Department Office. For graduate courses in biology, see page 197.

COMPUTER SCIENCE

The Computer Science major is available to both day and evening students. The major provides sound preparation for graduate study or for a career as a computer professional. It combines a comprehensive theoretical foundation with the pragmatic aspect of designing and implementing computer-based solutions to significant problems.

Recognizing the rapid changes in this field, the program emphasizes the conceptual and mathematical foundations of computer science, rather than transitory practice. While computer programming is employed in one way or another in most of the courses listed below, the prospective student should be aware that the study of computer science involves an approach to computers where the implementation of a program is usually necessary and often interesting, but not really the heart of the matter.

Small classes facilitate easy interaction with faculty. The program is supported by a network of RISC-based engineering workstations, located in the St. Mary's Computer Science Lab, and a full complement of programming languages and systems software.

Bachelor of Science: Computer Science

In addition to major requirements, students must meet general education requirements specified on pages 44-47.

	Units
General Education Requirements	48
<i>Prerequisites (Lower-division Foundation)</i>	
CS 030 AB	6
CS 030L	3
CS 040	3
CS 050	3
MA 020 AB	8
MA 045 AB	6
<i>Major Requirements (Upper-division Core)</i>	
CS 110	3
CS 120	3
CS 130	3
CS 150	3
MA 145	3
	12
	3
	20
Total College Requirement	124
<i>Computer Science Electives (12 units required)</i>	
CS 140	3
CS 149L	1-3
CS 151	3.
CS 155	3
CS 159	3
CS 160	3
CS 183	3
CS 191	3
CS 196	1-3
CS 197	3
CS 199	1-3
MA 102	3

Minor Requirements: Computer Science

CS 030 AB, CS 040 and 9 upper-division units in computer science approved by the advisor for the computer science major.

Computer Science**CS 008 Introduction to Computers (3)**

Fall Spring

A survey course that introduces a full range of computer and information systems concepts, including social and economic implications of computers in contemporary society. Also provides training in the fundamentals of personal computing, with students participating in various word processing, electronic spreadsheet, database management, and introductory programming projects. Cross listed as GB 008.

CS 030A Foundations of Computer Science I (3)

Fall (Evening)

Prerequisite: MA 014, or permission of instructor.

Designed for computer science majors and minors, but accessible to any student who wishes an introduction to the conceptual and mathematical foundations of computer science. Alternate approaches to abstraction, problem representation, program design and program correctness are related to underlying mathematical concepts. Students apply these concepts to programming problems throughout the course.

CS 030B Foundations of Computer Science II (3)

Spring (Evening)

Prerequisite: CS 030A.

Continuation of CS 030A, with emphasis on the interaction between procedural and data abstraction. A closer look at program verification and software engineering techniques. An introduction to models of computation. Continued emphasis on the development of disciplined programming methodology.

CS 030L Programming Laboratory (1)

Fall Spring

Highly recommended to be taken concurrently with CS 030A and CS 030B. May also be taken by students in other Computer Science courses.

Individualized assistance with programming assignments, and consultation and feedback concerning a student's approach to design and implementation of computer programs. May be repeated for credit.

CS 040 Data Structure & Abstraction (3)

Fall '94 (Evening)

Prerequisites: CS 030B and MA 045B, or permission of instructor.

Coverage of a variety of linear, tree, graph, and hybrid structures and their associated algorithms. Emphasis on abstraction barriers and techniques for implementing generic data structures.

CS 050 Computer Organization I (3)

Spring '95 (Evening)

Prerequisite: CS 030B, or permission of instructor.

Introduction to computer architecture, including data and instruction encoding, digital logic, microarchitecture, processors, memory systems, input/output subsystems and the interrelationship among the above. Provides experience with assembly language programming.

CS 110 Analysis of Algorithms (3)

Spring '95 (Evening)

Prerequisites: CS 040 and MA 045B, or permission of instructor.

Important classes of problems and their susceptibility to algorithmic solution. Space and time efficiency considerations. Techniques for algorithm development. Approximation and probabilistic approaches to difficult problems. Parallel and distributed algorithms.

CS 120 Programming Languages (3)

Fall '95 (Evening)

Prerequisites: CS 040 and MA 045B, or permission of instructor.

Basic elements of programming language design, organization and implementation. Comparison of imperative, functional, and declarative approaches to computer programming. Overview of methods for parsing, compiling, interpretation, and optimization.

CS 130 Computer Operating Systems (3)

Spring '96 (Evening)

Prerequisites: CS 040, CS 050 and MA 045B, or permission of instructor.

Mechanisms to allow efficient scheduling of multiple competing demands on computer system resources. Concurrency management and distributed services. Issues of performance, reliability, security, user interface design.

CS 140 Compilers (3)

Fall '94 (Evening)

Prerequisites: CS 040, MA 045B, CS 050 and CS 120, or permission of instructor.

General principles and techniques in the design of compilers. Lexical analysis, parsing techniques, symbol tables, type analysis and checking representations for common data structures and pointers, storage allocation. Practical approach in designing and implementing a simple compiler.

CS 149L Laboratory Assistant (1-3)

Fall Spring (Day/Evening)

Prerequisite: Permission of the instructor. Opportunity for advanced computer science majors to assist in laboratory instruction and systems management activities. Maximum of three units may be applied to major requirements.

CS 150 Computer Organization II (3)

Fall '95 (Evening)

Prerequisites: CS 050 and MA 045B, or permission of instructor.

Layers of abstract machines present in real systems. Machine architecture design techniques. Performance evaluation of CISC and RISC architectures. Machine level support for high level languages. Parallel and other nontraditional machine organizations.

CS 151 Numerical Computation (3)

Spring '96

Prerequisites: CS 030B and MA 020 AB, or permission of instructor.

Theory and programming of numerical techniques. Sources of computational error, interpolation, numerical integration, linear and nonlinear systems, polynomials, differential equations, additional topics.

CS 155 Computer Graphics (3)

Spring '95 (Evening)

Prerequisites: CS 040 and MA 045B, or permission of instructor.

Graphics hardware, fundamental graphical algorithms, two and three dimensional representation, transformations, viewing parameters, hidden line/surface removal, shading, intensity and color, animation techniques.

CS 159 Object-based Design & Programming (3)

Spring '96 (Evening)

Prerequisites: CS 040 and MA 045B, or permission of instructor. CS 120 highly recommended.

Rationale for the object-oriented paradigm. Encapsulation, inheritance, dynamic binding. Varieties of message-passing systems. Object-oriented approaches to user interface design and rapid prototyping. Programming experience with several object-oriented languages.

CS 160 UNIX Programming (3)

Summer '95

Prerequisites: CS 030 AB and CS 040, or permission of instructor.

Detailed study of the UNIX/C environment. Tutorial on using UNIX. UNIX utilities. Bourne shell and C shell programming. UNIX system calls. Advanced C programming. Provides experience with programming in the UNIX environment.

CS 183 Database Management Systems (3)

Fall '95 (Evening)

Extensive background in computer science is not required. CS 030A and MA 045A are highly recommended. Logical modeling of various enterprises by relational and object-based techniques.

Query facilities. Issues of performance, integrity and reliability. Transaction processing and distributed systems. Alternatives for physical organization of the data. Practical approach in designing and implementing a relational database system.

CS 1 91 Computer Networks (3)

Summer '96 (Evening)

Prerequisites: CS 040, CS 050 and CS 130, or permission of instructor.

Methodologies for interconnecting computers. Network architectures and protocols. Hardware and software aspects of layered approach to computer networks. Overview of concurrent programming principles and techniques.

CS 196 Project in Computer Science (1-3)

Fall Spring (Evening)

Prerequisite: Permission of instructor. Opportunity for small groups of computer science students to collectively undertake a project intended to produce a computer-based solution to an identified problem. Maximum of three units may be applied to major requirements.

CS 197 Special Topics in Computer Science (3)

(Evening)

Fall or Spring

Prerequisite: Permission of instructor.

Designed to address evolving areas in computer science. May be repeated for credit.

CS 199 Independent Study in Computer Science (1-3)

Fall Spring (Evening)

Prerequisite: Permission of instructor. Individual study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on independent Study.

CD 198 Cooperative Education - Internship in Computer Science

Provides students with the opportunity to gain career-related work experiences. See Career Development section for details.

INTERDISCIPLINARY COURSES

If a course is listed as both lower-division and upper-division, the amount of work required for upper-division credit differs in both quantity and quality from that required for lower-division credit.

SM 001/1 01 Science & Technology in Developing Countries (3)

Fall '94 Spring '96 Three-hour lecture, discussion.

Effects of the information and methodology of modern science in developing countries. Impact of the introduction of technological advances such as computers, genetic engineering, pesticides and fertilizers, on the values and social institutions of these countries. Not recommended for students who have taken NS 009/109. Satisfies general education requirement in intercultural studies. Does **not** satisfy general education requirement in natural science.

SM 085/185 Divisional Seminar (1)

Spring

Presentation and discussion of selected topics in natural sciences, mathematics and computer science. Speakers are scientists from other institutions and from CND faculty and student body. May be repeated for credit.

MATHEMATICS

The Department of Mathematics and Computer Science offers courses for general education in Mathematics, required courses for other majors, and courses which lead to a minor or major in Mathematics. The Department offers a minor in Mathematics (described below) and hopes to reinstitute the major in the near future. Courses constituting the first two years of a mathematics major are currently offered.

For students lacking confidence or mathematical skills, the Department offers individualized assistance, materials, and tutoring through a Mathematics Laboratory (MA 001). The Math Lab caters to a variety of learning styles, offering interactive computer tutorials and videotaped lectures in addition to the traditional text/workbook method.

All CND students are required to demonstrate basic competency in Mathematics. All students registering for a mathematics course are required to take a placement test before registration. See "Proficiency and Placement Tests: Mathematics", pages 50-51.

Assuming appropriate preparation and placement test scores, any Mathematics course except MA 001 may be taken to satisfy the General Education requirement in mathematics. Students are encouraged to consult the Mathematics faculty and department head in selecting appropriate courses for their needs.

Tutoring for all Mathematics courses is available through the Tutorial Study Center. The resources of the Mathematics Lab are also available to all students, including the program "Mathematica" and videotaped programs on statistics.

Minor Requirements: Mathematics

Preparation: MA 020 AB. Requirements: At least 15 units in Mathematics of which at least 6 units must be upper-division. Statistics (MA 102) may not count towards upper-division units in the minor. Up to 6 units in Computer Science may be substituted, no more than 3 of which may be substituted for upper-division units in the minor. All programs must be approved by the Department Head.

Mathematics

MA 001 Mathematics Laboratory (1-3)

Fall (Day/Evening) Spring (Day/Evening) Summer (Evening)

A self-paced, instructor-guided, individualized course to prepare students for college-level mathematics courses. Students gain proficiency in basic arithmetic and in introductory and intermediate algebra. Topics include review of number systems, operations with real numbers, solving and graphing linear and quadratic equations and inequalities; exponents, roots and radicals; polynomials, factoring, rational expressions.

Exponential and logarithmic functions and graphing conic sections as well as strategies to overcome test and math anxiety may be studied. Grading is Pass/Not Pass and is not included in GPA. Course may extend beyond one semester, but not more than three semesters. Note: Does not fulfill a General Education requirement in mathematics; units do **not** apply toward the baccalaureate degree.

MA 005 Mathematics & the Imagination (3)

Fall Spring

Prerequisite: Math Competency Level I.

An informal course for non-science majors designed to utilize imaginative problems and puzzles to aid in the discovery and visualization of mathematical ideas. Suitable as a general education course, providing an overview of the role of mathematics in contemporary society.

MA 006 Geometry, Measurement, & Elementary Number Theory (3)

Fall '95

Prerequisite: Math Competency Level II. Required for the Multiple Subject Credential subject matter preparation program in Liberal Studies. Topics include the nature of modern mathematics and school mathematics, numeration systems, sets, aspects of logic, factors, primes, divisibility,

fractions and decimals, classification of geometric shapes and patterns, and measurement systems.

MA 011 Statistical Concepts (3)

Fall (Evening) Summer (Evening)

Prerequisite: Math Competency Level I.

A one semester course covering basic statistical concepts leading to an understanding of experimental design, mean, median, and mode, standard deviation, correlation and regression analysis, and an introduction to hypothesis testing.

MA 014 College Algebra (4)

Fall Spring

Prerequisite: Math Competency Level I. First of a two-semester precalculus sequence. Functions and their inverses are analyzed and graphed. Linear, quadratic, polynomial, rational, exponential and logarithmic functions are studied. Emphasis is placed on developing conceptual understanding and problem solving skills.

MA 015 Trigonometry & Analytic Geometry (4)

Fall Spring

Prerequisites: MA 014 or equivalent. Math Competency Level II.

Second semester of a two-semester precalculus sequence. Trigonometric functions of angles and real numbers, polar coordinates, and complex numbers are studied, as well as the conic sections: parabola, ellipse and hyperbola.

MA 020A Calculus I (4)

Fall

Prerequisites: MA 015 or equivalent. Math Competency Level III.

Theory and applications of derivatives for functions of one variable. Introduction to antidifferentiation and the definite integral as the area under a curve. Intended for students with strong precalculus background.

MA 020B Calculus II (4)

Spring

Prerequisites: MA 020A or equivalent. Techniques and applications of integration, derivatives and integrals of inverse functions, L'Hopital's rule, infinite sequences and series, Taylor series, elementary differential equations.

MA 022 Applied Calculus (4)

Spring

Prerequisite: MA 014 or equivalent or Math Competency Level III.

Designed for students in business, social or life sciences. Basic notions of derivative and integral, along with standard techniques of differentiation and integration. Focus is on application rather than theory and rigor.

MA 030 Calculus III (4)

Fall '95

Prerequisite: MA 020B or equivalent. PH 004 AB (recommended).

Rigorous definitions of limits, continuity, derivative, and integral. Vectors, curves and surfaces, partial derivatives, line integrals and multiple integrals in two and three dimensions. May include Stokes' theorem and the divergence theorem.

MA 045A Discrete Mathematics I (3)

Fall (Evening)

Prerequisites: MA 014 or permission of instructor. Math Competency Level III. Abstraction, representation, mathematical reasoning and the notion of proof, operational reasoning and the notion of algorithm, recursion, induction, symbolic logic, finite series, arithmetic and geometric progressions, mathematical induction, elementary combinatorics, sets, relations, functions, recurrence relations.

MA 045B Discrete Mathematics II (3)

Spring (Evening)

Prerequisite: MA 045A or permission of instructor.

Boolean algebra, matrix algebra, linear systems, transformations, algebraic structures, trees and spanning trees, graphs, discrete probability, finite fields, error correcting codes, introduction to formal languages.

MA 102 Statistics (3)

Fall (Day/Evening) Spring (Day/Evening) Summer (Evening)

Prerequisite: Math Competency Level II. Topics include probability, measures of central tendency and dispersion, use of binomial and normal distribution, interval and point estimation, hypothesis testing techniques for single and multiple samples, correlation and regression. Emphasis is on analyzing and interpreting data.

MA 145 Mathematical Models of Computation (3)

Fall '94 (Evening)

Prerequisite: MA 045B or permission of instructor.

Regular languages and finite state automata, context free languages and pushdown automata, Turing machines and computability, decidable and undecidable problems, universality and recursion, space and time complexity, special classes of grammars and languages.

MA 149T Teaching Assistant (1-3)

Fall Spring

Prerequisite: Permission of the instructor. Opportunity for outstanding mathematics students to earn credit by assisting instructors.

MA 150 Linear Algebra (3)

Spring '96

Prerequisite: MA 020B or consent of the instructor. MA 045A (recommended). Covers the theory of finite dimensional vector spaces, including bases, linear transformations, matrices, determinants, techniques of inverting matrices, eigenvalues, eigen-vectors, diagonalization with applications to linear systems of differential equations, inner product spaces, and the Gram-Schmidt process. Additional topics may include the Cayley-Hamilton Theorem and the Jordan Canonical Form.

MA 199 Independent Study in Mathematics (1-3)

Fall Spring

Prerequisite: Permission of instructor. Individual study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on independent Study.

NUTRITIONAL SCIENCE**NS 005 Introduction to Nutrition (3)**

Fall

Three hours lecture.

Study of the major nutrients and their functions. Includes digestion, metabolism, disorders, food fads, obesity, and proper diet for health.

NS 009/109 Nutrition & Health in Developing Countries (3)

Fall '95

Three hours lecture, discussion.

Study of nutrition and health issues in developing countries. A critical look at causes and solutions to world hunger. Introduction of basic nutrition. Not recommended for students who have taken NS 005 or SM 001/101. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit. Satisfies general education requirement in intercultural studies. Does not satisfy general education requirement in natural science.

PHYSICS & EARTH SCIENCES**PH 001 Physical Geology (3)**

Spring '96

Prerequisites: High school chemistry or CH 001 or PH 009. Math Competency Level II.

Studies the material composing the earth and the processes that operate beneath and upon its surface. Relationships of hydrology, climate, vegetation and landforms. Emphasizes hands-on activities.

PH 002A College Physics (4)

Fall

Prerequisites: MA 015 or course in Trigonometry. Math Competency Level II. Three hours lecture, three hours laboratory. Non-calculus based physics course, first course in two-part sequence.

Topics: kinematics, dynamics, properties of solids, liquids, gasses, heat, wave motion and sound.

PH 002B College Physics (4)

Spring

Prerequisite: PH 002A.

Three hours lecture, three hours laboratory. Non-calculus based physics course. Continuation of PH 002A covering optics, electricity and magnetism.

PH 004A Physics for Scientists (4)

Spring '96

Prerequisites: MA 020A and two semesters high school physics or PH 009 or permission of instructor. Math Competency Level III. Three hours lecture, three hours laboratory. Calculus based course in general physics, first part of two course sequence. Topics: mechanics, properties of matter, heat and thermodynamics and simple harmonic motion including sound.

PH 004B Physics for Scientists (4)

Fall '94 Fall '96

Prerequisite: PH 004A.

Three hours lecture, three hours laboratory. Calculus based course, second course of two part sequence in general physics. Topics: electricity, magnetism and optics.

PH 009 Introduction to Physical Science (3)

Fall

Prerequisite: Math Competency Level II. Three hours lecture.

Introduction to topics selected from physics, astronomy, and chemistry. Emphasizes the nature of discovery and the formation of concepts, laws and theories in science. Especially recommended for Liberal Studies majors.

PH 105 Modern Physics (3)

Spring '97

Prerequisites: PH 004 AB or equivalent. Three hours lecture.

Topics in relativity, elementary quantum theory, particle physics, solid state physics, discussion of unification theories and elementary cosmology. Other topics may be included which are appropriate to contemporary research.

PH 149L Laboratory Assistant (1-3)

Fall Spring

Prerequisite: Permission of instructor.

Opportunity for Natural Science majors to earn credit assisting instructors.

PH 199 Independent Study in Physics (1-3)

Fall Spring

Individual study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study.

PRE-PROFESSIONAL PREPARATION IN MEDICINE & THE ALLIED HEALTH FIELDS IN MEDICINE

Students planning post-graduate application to medical, dental, or veterinary schools should consult the individual schools to which they plan to apply for specific undergraduate course requirements. Any baccalaureate program can be acceptable, however certain courses are either required or recommended and cover topics included on the Medical College Admissions Test (MCAT). Generally these include:

	Units
English	6
General College Chemistry	8
Organic Chemistry	8
Biochemistry	3-6
General Biology	8
Genetics	4
Vertebrate Zoology	4
Developmental Biology	4
Physics	8
Calculus	4-8
Statistics	3
Humanities & Social Sciences	Variable

Admissions committees of the medical schools look for persons of high ability in science demonstrated in coursework and independent investigations. In addition, students should show strong analytical skills and motivation, as well as a practical exposure to the field of medicine.

Allied Health Professions

Preparation for the allied health professions depends heavily upon the particular area of healthcare involved; a wide range of baccalaureate programs may meet requirements. In general, however, the minimum preparation for these professions consists of the following courses;

General Chemistry (one year with laboratory)	8
Organic Chemistry (one year with laboratory)	8
Physics (one year with laboratory)	8
Biology (two years with laboratory)	16
Mathematics	8

Certain of the allied health professions may require preparation closely resembling the requirements for pre-medical programs. Students are advised to consult at an early date the catalogs of the schools to which they intend to apply to be certain of requirements.

THE DIVISION OF SOCIAL & BEHAVIORAL SCIENCES

Chair: Sister Patricia Hutchison, Ph.D.

College of Notre Dame's Division of Social &, Behavioral Sciences offers seven undergraduate majors which address many significant facets of the person in society.

Through the study of history, political science, psychology, sociology, and human services, students confront the dynamics of human behavior and examine the interaction of groups and institutions. Physical Education and Career Development are also part of the Division. Graduate programs at CND which draw on knowledge and skills learned in the social and behavioral sciences include the Master of Arts in Counseling Psychology, the Master of Arts in Art Therapy, the Montessori programs and the Master of Public Administration.

History
Political Science
Social Science
Psychology
Sociology
Behavioral Science
Human Services
Physical Education
Career Development

HISTORY

The Division of Social & Behavioral Sciences offers a Bachelor of Arts degree in History. This major familiarizes the student with the political, economic, social, intellectual, and artistic experiences of peoples all over the world, and develops personal skills of research, organization, writing and analysis. It is excellent preparation for graduate study in law, education and public administration. The Department offers courses which may be applied toward the interdisciplinary minor in Justice and Peace.

Bachelor of Arts: History

In addition to major requirements, students must meet general degree requirements specified on pages 44-47.

		Units
	General Education Requirements	48
	<i>Prerequisites</i>	
HY 004 AB	Western Civilization	6
	Lower-division Social Science Electives	6
	<i>Major Requirements</i>	
	United States History	6
	European History	6
	Area Studies (Latin America, Asia, Africa, Middle East)	6
HY 101	Methods & Methodology	3
	Upper-division History Electives	6
	Career Development Requirement	3
	General Electives	31
	Total College Requirement	124

The distribution of units evenly among U.S., European, and Area Studies (6, 6, and 6) is only a recommended, not a required distribution. Because of the large number of general elective units available, the department usually recommends a double major.

Waiver Requirements for Teaching Credential: History

A degree in History with some additional courses satisfies the Single Subject Waiver Program in History. See Department Head for complete information on requirements.

Minor Requirements: History

HY 004 AB, PS 001, PS 002, plus 9 upper-division units in History approved by the Department Head.

History

In courses listed both lower-division and upper-division, a separate syllabus is required for each. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

HY 004A Western Civilization (3)

Fall

Survey of Western Civilization from the prehistoric period to the Renaissance and Reformation.

HY 004B Western Civilization (3)

Spring

Survey of Western Civilization from the Renaissance to the contemporary world.

HY 017 United States History (3)

Fall

Introduction to American history and political institutions especially designed for international students whose native language is not English.

HY 101 Methods & Methodology (3)

Cross listed as PS 101. See Political Science section.

HY 105 Our Classical Heritage:

Critical

Issues in the Greco-Roman Period (3)

Brief survey of the ancient world of Greece and Rome.

HY 106 Women in History (3)

Survey of the role and status of women in Western society from the ancient to the modern world.

HY 118 History of Political Thought (3)

Fall

Analysis of various political philosophies in their specific historic context. Cross listed as PS 118.

HY 128B Modern Western Thought (3)

Survey of the intellectual history of the Western world from the Renaissance to the 20th century.

Cross listed as PS 128.

HY 131 The Renaissance & the Reformation (3)

Survey of the cultural, intellectual, and religious transformation of western society during the 14th, 15th, and 16th centuries.

HY 132 The Enlightenment & the French Revolution (3)

Survey of the philosophical and social ideas of the Enlightenment with special reference to their relation to the French Revolution.

HY 134 AB History & Culture of France

Cross listed as FR 134 AB. See French section.

HY 136 Soviet Russia (3)

History of the Soviet experiment in socialism from the revolutions of 1917 to the present.

HY 146 Nuclear Diplomacy (3)

Nuclear strategy and the politics of the arms race and arms control. Cross listed as PS 146.

HY 149T Teaching Assistant (1-3)

Fall Spring

Opportunity for outstanding history majors to earn credit for assisting instructors.

HY 150 Nazi Germany (3)

Investigation of the development of Nazism in Germany with special emphasis upon the historical/cultural roots in the 19th century as well as the personality of Adolf Hitler. Cross listed as PS 150.

HY 151A Tudor & Stuart England (3)

Survey of English society, culture, and history in the 16th and 17th centuries.

HY 151 B Modern Britain (3)

Survey of the development of Great Britain as a world power during the 18th, 19th, and 20th centuries.

HY 152 Sex & Myth in History (3)

Survey of Western attitudes toward love and sexuality and their relationship to myth and religion from prehistoric times to present.

HY 154 History of Totalitarianism (3)

introduction to the concept of totalitarianism and its significance in understanding modern history along with a search into the institutional and ideological structure of totalitarianism.

HY 155 Revolution & Social Change (3)

Study of the historical roots and sociopolitical causes of three major revolutions (the French, Russian, and Chinese) and their consequences for each society's subsequent social development. Cross listed as PY 155 and SO 155.

HY 156 Novels as History (3)

Explorations into the interplay between the "facts of fiction" and the "fiction of facts." Introduction to some of the recent theories on reading novels as valuable and legitimate historical narrative. Selected novels, from different historical settings, will be read and analyzed in light of these theories.

HY 158 Modern Times (3)

Panoramic history of political, social and cultural developments in the 20th century world.

HY 159 History & Politics in Films (3)

Introduction to some of the basic concepts and categories in film theory along with an attempt to explore how historical facts and narratives translate into cinematic images.

HY 162 Latin American Area Studies (3)

Spring

Reviews geography, history and politics in light of colonialism and independence of the states of Latin American with emphasis on current international relations. Satisfies a General Education requirement in Intercultural Studies. Cross listed as PS 162.

I-HY 165A Colonial America, 1607-1776 (3)

Social and political factors affecting the founding and growth of the thirteen American Colonies. Analysis of economic and diplomatic issues leading to the Revolution of 1775.

HY 165B The New Nation, 1776-1836 (3)

Spring

Traces the constitutional and political development of the United States from its birth through its formative years.

HY 166A Civil War & Reconstruction, 1836-1876 (3)

Beginning with the infectious Manifest Destiny philosophy, the course explains the polarization of the pernicious slavery issue culminating in fratricidal warfare.

HY 166B Industrial America, 1876-1932 (3)

The rise of big business in capitalistic society provides a backdrop for the emergence of the United States into world affairs. World War I provides the catalyst for retrenchment and "splendid isolation."

HY 166C Modern America, 1932-Present (3)

Fall

Causes and results of the Great Depression, World War II, Cold War, Korea and Vietnam are included in this study of 20th century America. Cross listed as PS 166C.

HY 180 African Area Studies (3)

Fall Survey of African events in the light of precolonial, colonial and modern developments. Satisfies a General Education requirement in Intercultural Studies. Cross listed as PS 180.

HY 184 Asian Area Studies (3)

Satisfies a General Education requirement in Intercultural Studies. Cross listed as PS 184. See Political Science section.

HY 189 California History (3)

Survey of California history and institutions.

Meets state teaching credential requirement. Cross listed as PS 189.

HY 190 Middle East Area Studies (3)

Studies of the geography, history, politics, economics and culture of the states of the Middle East with emphasis on Islam and its impact on the region; familiarizes the student with a key geopolitical region. Satisfies a General Education requirement in Intercultural Studies. Cross listed as PS 190.

HY 199 Independent Study in History (1-3)

Individual study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study.

An annotated list of all history courses, including courses not listed in this Catalog, is available from the Division Office, RH 307.

POLITICAL SCIENCE

The Division of Social & Behavioral Sciences offers a Bachelor of Arts degree in Political Science. The program provides an understanding of important political ideas and ideologies as well as the workings of basic political processes and institutions. It also serves as an excellent preparation for advanced study and careers in law, politics, business, public administration, and education.

Bachelor of Arts: Political Science

In addition to major requirements, students must meet general degree requirements specified on pages 44-47.

Units General Education Requirements		48
	<i>Prerequisites</i>	
HY 004 AB	Western Civilization	6
	<i>Major Requirements</i>	
PS 001	Introduction to American Government	3
PS 002	Introduction to Comparative Government	3
PS 101	Methods & Methodology	3
PS 118	History of Political & Social Thought	3
PS 119	State & Local Government	3
PS 120	Parties, Politics & Campaigning	3
PS 123	International Relations	3
	Upper-division Electives in Political Science	9
	Career Development Requirement	3
	General Electives	37
	Total College Requirement	124

Because of the large number of elective units available, the department usually recommends a double major.

Minor Requirements: Political Science

HY 004 AB, PS 001, PS 002 plus 9 upper-division units in Political Science approved by the Department Head.

Political Science

PS 001 Introduction to American Government (3)

Fall

Introduction to the processes and values inherent in the system of government used by the United States.

PS 002 Introduction to Comparative Government (3)

Spring

Introduction of various forms of government used by the world community - democracy, monarchy, socialism, and communism.

PS 101 Methods & Methodology (3)

Fall

Introduction to qualitative and quantitative methods used in history and political science along with brief discussion of the epistemological foundations of these methods. Cross listed as HY 1 01.

PS 118 History of Political & Social Thought (3)

Fall

Cross listed as HY 118. See History section.

PS 119 State & Local Government (3)

Spring

Introduction to the functions and services of government on the state and local levels.

PS 120 Parties, Politics, & Campaigning (3)

Fall

History of the development of political parties in the United States as well as an examination of their current ideologies and functions.

PS 123 International Relations (3)

Spring

Examination of the history and values out of which nations have devised ways of relating to one another.

PS 124 Current Issues (3)

In-depth discussion and analysis of issues of national or international concern.

PS 128B Modern Western Thought (3)

Spring

Introduction to major theories in the writings of De Toqueville, Marx, Nietzsche, Weber, Pareto, and the Frankfurt school.

Cross listed as HY 128.

PS 129 Internship in Government (3)

An opportunity for practical experience in state and local government agencies with supervision of this experience.

PS 131 Making of American Foreign Policy (3)

Study of the history and the process of the making of U.S. foreign- policy from 1776 to the present.

PS 136 Soviet Russia (3)

Fall

Cross listed as HY 136. See History section.

PS 146 Nuclear Diplomacy (3)

Cross listed as HY 146. See History section,

PS 150 Nazi Germany (3)

Spring

Cross listed as HY 150. See History section,

PS 155 Revolution & Social Change (3)

Fall Cross listed as HY 155. See History section.

PS 159 History & Politics in Films (3)

Cross listed as HY 159. See History section.

PS 160 World Geography (3)

Introduction to cultural and physical geography with special emphasis upon the relationship between geography and social/political developments.

PS 162 Latin American Area Studies (3)

Spring

Satisfies a General Education requirement in Intercultural Studies. Cross listed as HY 162. See History section.

PS 166C Modern America (3)

Cross listed as HY 166C. See History section.

PS 170 The Constitution (3)

History of the U.S. Constitution, article by article analysis, study of outstanding Supreme Court cases related to the document; research in constitution-making processes.

PS 172 Bio-Politics (3)

Introduction to recent theories on the biological foundations of some of our political behavior.

PS 173 Political Psychology (3)

Psychological roots of political behavior and decision-making along with a study of theories relating to political activism and violence.

PS 180 African Area Studies (3)

Fall

Satisfies a General Education requirement in Intercultural Studies. Cross listed as HY 180. See History section.

PS 184 As[an Area Studies (3)

Fall

Geography, history, culture, ethics, politics and economics of the As[an countries with special emphasis on current geopolitical relations. Satisfies a General Education requirement in Intercultural Studies. Cross listed as HY 184.

PS 189 California History (3)

Cross listed as HY 189. See History section.

PS 190 Middle East Area Studies (3)

Spring

Satisfies a General Education requirement in Intercultural Studies. Cross listed as HY 190. See History section.

PS 199 Independent Study in Political Science (1-3)

Individual study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study. An annotated list of all political science courses, including courses not listed in this Catalog, is available from the Division Office, RH 307.

SOCIAL SCIENCE

This major is intended for two types of students: 1) those who seek a broad introduction to the social sciences, perhaps in preparation for a career in law; and 2) those who plan to teach high school social studies.

To meet the needs of these two groups, the major provides two tracks. One stresses interdisciplinary breadth in History, Economics, Sociology, and Political Science. It leads to a B.A. in Social Science/Interdisciplinary Studies. The other can be designed to meet California state requirements for a single-subject teaching credential in social studies. It leads to a B.A. in Social Science/Social Studies Teaching. See Department Head for complete information on requirements.

Bachelor of Arts: Social Science Interdisciplinary Studies Emphasis

In addition to major requirements, students must meet general degree requirements specified on pages 44-47.

		Units
General Education Requirements		48
<i>Prerequisites</i>		
HY 004 AB	Western Civilization	6
SO 001	Introduction to Sociology	3
SO 004	Cultural Anthropology	3
PS 001	Introduction to American Government	3
EC 001 AB	Macro- and Micro-economics	6
PY 001	General Psychology (recommended)	3
<i>Major Requirements</i>		
Upper-division courses in History, Political Science, Sociology or Economics:		24
12 units must be in an area of major concentration		
3 units should be taken in each of the three other areas		
3 units may be taken in any of these four areas, or in upper-division Psychology		
Career Development Requirement		3
General Electives		28
Total College Requirement		124

Bachelor of Arts: Social Science Social Studies Teaching Emphasis

		Units
General Education Requirements		48
<i>Prerequisites</i>		
HY 004 AB	Western Civilization	6
SO 001	Introduction to Sociology	3
SO 004	Cultural Anthropology	3
PS 001	Introduction to American Government	3.
EC 001 AB	Macro- and Micro-economics	6
PY 001	General Psychology (recommended)	
<i>Major Requirements</i>		
Upper-division courses selected from focus areas A through E below. Must include at least one course from each group.		21
Two courses chosen from the following:		6
HY 166C	Modern America, 1932-1972	
SO 130	Sociology of the Family	

EC 182	Comparative Economic Systems	
EC 190	Comparative Economic Issues	
EC 191	International Economics	
	Career Development Requirement	3
	General Electives	25
	Total College Requirements	124

Focus Areas

	<i>A. U.S. History Focus:</i>
HY 165A	Colonial America, 1607-1776
HY 165B	The New Nation, 1776-1836
HY 166A	Civil War & Reconstruction, 1836-1876
HY 166B	Industrial America, 1876-1932
HY 166C	Modern America, 1932-Present
	<i>B. California History Focus:</i>
HY/PS 189	California History
	<i>C. U.S. Government Focus:</i>
PS 119	State & Local Government
PS 170	The Constitution
	<i>D. World History Focus:</i>
HY 146	Nuclear Diplomacy
HY 158	Modern Times
PS 162	Latin American Area Studies
PS 180	African Area Studies
PS 184	Asian Area Studies
PS 190	Middle East Area Studies
	<i>E. World Geography Focus:</i>
PS 160	World Geography

Upper-division courses in history, political science, sociology, or economics which meet state area requirements are chosen in consultation with the Department Head.

PSYCHOLOGY

Psychology is offered as both a day and an evening major. This major studies that branch of science which spans the physical and the social, emphasizing the integrating function of the mind. Students are exposed to a general background in the field, with emphasis on applied psychology. The focus is on the humanistic, counseling, and therapeutic aspects of psychology. Normal developmental processes are explored and perception, learning, thinking and motivation are discussed in connection with the growth of the person.

Bachelor of Arts: Psychology

In addition to major requirements, students must meet general degree requirements specified on pages 44-47.

		Units
General Education Requirements		48
<i>Prerequisites</i>		
PY 001	General Psychology	3
BY 004	Human Biology	3
MA 102	Statistics	3
<i>Core Major Requirements</i>		
PY 101	Major Theories of Personality	3
PY 102	Contemporary Approaches to Therapy	3
PY 104	Research Methods	3
PY 1 61	Developmental Psychology: Child & Adolescent	3
PY 168	Abnormal Psychology	3
	Upper-division Psychology courses (electives)	9
	Career Development Requirement (Internship in concentration recommended)	3
	General Electives	40
	Total College Requirement	124

Minor Requirements: Psychology

PY 001 plus 9 upper-division units in Psychology. Recommended: PY 101.

Psychology

In courses listed both lower-division and upper-division, a separate syllabus is required for each. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

PY 001 General Psychology (3)

Fall Spring (Day)

Survey of the content and method of psychology, the scientific study of behavior and mental processes. Prerequisite to all upper-division courses in Psychology.

PY 035/135 Human Sexuality (3)

Fall '94 (Day)

Explores personal, interpersonal and transpersonal dimensions of sexual experience: awareness, attitudes, meaning, expression, response, sexual counseling with personal development. Does not satisfy General Education requirement in Behavioral Science.

PY 101 Major Theories of Personality (3)

Fall (Evening) Spring (Day)

Summary of the contribution to personality made by the classical theorists, including such figures as Freud, Jung, Adler, Horney, Sullivan, and Fromre.

PY 102 Contemporary Approaches to Therapy (3)

Fall (Day) Spring (Evening)

Prerequisite: PY 101.

Reviews the theoretical foundations and clinical techniques of a wide variety of psychotherapeutic approaches, including psychoanalytic, behavioral, cognitive, humanistic, existential, Gestalt, transactional analysis, rational-emotive, group and family therapy. The process of psychotherapy will be explored in depth.

PY 104 Research Methods (3)

Fall (Day) Spring (Evening)

Prerequisite: Statistics.

Introduction to empirical, quantitative research in the behavioral sciences: experiments and surveys. Cross listed as SO 104.

PY 105 Psychological Assessment (3)

Spring (Evening)

Prerequisite: Statistics.

Introduction to the design, validation, and use of different kinds of tests for psychology: ability, personality, interests, attitudes, and intelligence.

PY 106 Psychobiology (3)

Fall

Study of the brain and its functions as they relate to behavior. This course explores topics such as learning and memory, the rhythms of the brain, emotions, and the senses. Some disorders such as epilepsy, Alzheimer's, Huntington's Chorea, and memory defects are reviewed.

PY 107 Learning, Memory & Cognition (3)

Covers basic topics in human learning, memory, and thinking. Explores the processes of problem-solving.

PY 120 Social Psychology(3)

Spring (Day)

Cross listed as SO 120. See Sociology section.

PY 129 Social Psychology of love & Violence (3)

Spring (Day)

Study of biological, psychological and cultural forces which encourage or inhibit the expression of love and its antithesis, violence, within the structure of intimate relationships.

PY 131 Women in Transition (3)

Spring (Day)

Cross listed as SO 131 See Socio[logy] section.

PY 136 Death & Dying: Examining Life Issues (3)

Summer

Clinical consideration of the problems of death anxiety, terminal illness, bereavement, and suicide.

PY 142 Discovering Values (3)

Spring (Day)

Cross listed as SO 142. See Sociology section.

PY 143 Social Psychology of Religious Values (3)

Spring (Day)

Cross listed as SO 143. See Sociology section.

PY 147 Deviance, Crime & Social Control (3)

Fall (Day)

Cross listed as SO 147. See Sociology section.

PY 150 Group Behavior (3)

Study of the composition, development and process of the group as a vehicle for individual and social change, including a cursory survey of current group methodologies; development of effective group membership and leadership skills; investigation of the qualities of groups that work well.

PY 155 Counseling Skills (3)

Prerequisite: PY 101 or PY 102 or permission of instructor.

Exploration and practice of the basic skills necessary for the development of an effective counselor-client relationship.

PY 156 Interpersonal Communication (3)

Spring

Focuses on the individual as the first link in effective interpersonal communications. Through experiential exercises and group discussions, such areas as self-awareness, feelings, self-concepts, perception, nonverbal communication, and resolving interpersonal conflicts are covered.

PY 161 Developmental Psychology: Child & Adolescent (3)

Study of the basic principles of childhood growth and development focusing on psychological and cultural factors. In-depth consideration of the adolescent stage of development and its relationship to family, education, attitudes, romance, sexuality and mental health.

PY 168 Abnormal Psychology (3)

Fall Spring

Introduction to mental disorders: classification, causes, diagnosis, and treatment. Emphasis on clinical approach.

PY 199 Independent Study in Psychology (1-3)

Individual study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study.

CD 098/198 Cooperative Education Internship in Psychology (1-3)

Provides students with the opportunity to gain career-related work experience in Psychology. See Career Development Section for details. An annotated list of all psychology courses, including courses not listed in this Catalog, is available from the Division Office, RH

SOCIOLOGY

A major in Sociology involves students in the study of the patterns of human social actions and the influence of social systems on individual thoughts, feelings, and behavior. With some understanding of the dynamics of social life and an appreciation of sociological theory and the methods of social research, the student should develop an objective mentality and a degree of compassion for the complex problems of our modern world.

Bachelor of Arts: Sociology

In addition to major requirements, students must meet general degree requirements specified on pages 44-47.

		Units
General Education Requirements		48
<i>Prerequisites</i>		
SO 001	Introduction to Sociology	3
SO 004	Cultural Anthropology	3
PY 001	General Psychology	3
MA 102	Statistics	3
<i>Major Requirements</i>		
SO 101	Sociological Theory	3
SO 104	Research Methods	3
SO 120	Social Psychology	3
	Upper-division courses from an area of concentration	18
	Career Development Requirement	3
	General Electives	34
	Total College Requirement	124

Minor Requirements: Sociology

SO 001, SO 004 plus 6 upper-division units in Sociology approved by the Department Head.

Career Development Requirement

It is highly recommended that the Career Development requirement be deferred until the senior year when an internship will be coordinated by the student, the faculty advisor for Sociology, and the Career Development Office.

Sociology

In courses listed both lower-division and upper-division, a separate syllabus is required for each. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

SO 001 Introduction to Sociology (3)

Fall Spring (Day)

Introduction to the general principles of sociology, focusing on social problems, social classes, institutions and values of contemporary America. Survey of the field includes the uses of sociology in today's world.

SO 003 Freshman Seminar (1)

Fall (Day)

Introduces first semester freshmen to the academic community and explores major issues of personal development. Fulfills one unit of the Career Development requirement.

SO 004 Cultural Anthropology (3)

Fall (Day)

Introduction to the principles of anthropology, focusing on the biological and technological roots of group life, the origin and development of culture, the ideas and ways of contemporary societies, and implications for the future. Satisfies a General Education requirement in Intercultural Studies.

SO 101 Sociological Theory (3)

Fall (Day)

Survey of the works of social theorists from the 17th century to the present, emphasizing the contributions of such classical sociologists as Marx, Weber, Durkheim and Mead. Consideration of the relevance of sociological theory to the contemporary scene.

SO 104 Research Methods (3)

Fall (Day) Spring (Evening)

Cross listed as PY 104. See Psychology section.

SO 105 Criminology (3)

Examination of the identification of, and societal reaction to, behavior that is labeled as "criminal." History and evolution of crime, law, and punishment are examined, as are current issues, including white collar crime, rehabilitation and the politics of crime.

SO 120 Social Psychology (3)

Analysis of the influence of social forces on individual and group behavior. Selected issues include sex roles, socialization, communication, collective behavior, mental health and free will. Cross listed as PY 120. See Psychology section.

SO 122 Class, Status & Power (3)

Explores the social class structure in the United States: its roots, trends, and effects of inequality. Values and characteristics of various social classes are explored. Comparisons to stratification systems in other countries are addressed.

SO 125 Urban Sociology (3)

Examines urban spatial patterns, trends, social organization, social problems, lifestyles of urban dwellers and characteristics of cities around the world. Focuses on cities in the Bay Area. Field trips are part of the course content.

SO 129 Social Psychology of Love &**Violence (3)**

Cross listed as PY 129. See Psychology section.

SO 130 Sociology of the Family (3)

Fall

Systematic and comparative analysis of the family structure and its relationship to other social institutions. History and evolution of the family are discussed, as are contemporary issues such as violence in the family, intimacy, and the future of the family.

SO 131 Women in Transition (3)

Spring (Day)

Current literature in the psychology of women is explored with an emphasis on the psychological effects of the socialization of women, the losses essential in maturation, dealing with anger and the father-daughter relationship. Cross listed as PY 131.

SO 142 Discovering Values (3)

Humanistic psychology and the techniques of Sidney Simons on values clarification are used to help students become aware of the values operative in their lives. Elective designed specifically to encourage personal growth.

SO 143 Social Psychology of Religious Values (3)

Examines the interrelationship of religious values and some of the sociological and psychological factors influencing and influenced by them. Scope is broad; emphasis on values expressed in Christianity, psychological development and prayer, and religious experience.

SO 146 Social Problems (3)

Explores the roots and solutions of personal problems, national concerns, and global dilemmas. Issues include poverty, drugs, militarism, environment, genderism, racism, and family violence. The issues addressed will depend on current concerns. Students will become involved in efforts to alleviate social problems.

SO 147 Deviance Crime & Social Control (3)

Fall (Day)

Examination of the social forces that create and maintain deviant behavior, and society's attempts to confine, control, punish, and change that behavior. Topics include the history of deviance, crime, madness, and "normal" deviance.

SO 155 Revolutions & Social Change (3)

Cross listed as HY 155. See History section.

SO 160 American Politics & Society (3)

Examines the relationship between political and other social phenomena such as social class, economics, military power, and media influence within the context of a current election. The characteristics of various political parties will also be explored.

SO 161 Sociology of Religion (3)

Spring (Day)

Analyzes the relationship of humans to the sacred in various cultures. Study of socioeconomic factors influencing religious beliefs as well as the function of ritual. Cross listed as RS 161.

SO 162 Cross Cultures & Subcultures (3)

Spring (Evening)

Analyzes the nature of majority-minority in U.S. society. Explores characteristics of various subcultures particularly as they relate to the processes of acculturation, assimilation, and accommodation. The nature and effects of prejudice and discrimination are also addressed. Satisfies Intercultural requirement.

SO 199 Independent Study in Sociology (1-3)

Individual study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study.

An annotated list of all sociology courses, including courses not listed in this Catalog, is available from the Division Office, RH 307.

BEHAVIORAL SCIENCE

The Behavioral Science major is interdepartmental, giving students a broad background in both psychology and sociology. Students choose one of the two fields for emphasis. Flexibility in the upper-division requirements allows them to concentrate on the areas of study within Psychology and Sociology that most interest them and can best prepare them for their chosen careers.

Bachelor of Arts: Behavioral Science in addition to major requirements, students must meet general degree requirements specified on pages 44-47.

		Units
General Education Requirements		48
<i>Prerequisites</i>		
SO 001	Introduction to Sociology	3
SO 004	Cultural Anthropology	3
PY 001	General Psychology	3
Statistics (recommended for students interested in graduate study)		
<i>Major Requirements</i>		
	Upper-division Psychology	15
	Upper-division Sociology	9
	or	
	Upper-division Sociology	15
	Upper-division Psychology	9
	Career Development Requirement	3
	General Electives	40
	Total College Requirement	124

Bachelor of Arts: Behavioral Science/Christian Ministry Emphasis

A major in Behavioral Science with an emphasis in Christian Ministry is offered for students who intend to work for their churches. The major in Behavioral Science prepares students to continue their education in psychology or sociology at the graduate level, while the emphasis in Christian Ministry gives them a strong background in Religious Studies.

In addition to major requirements, students must meet general degree requirements specified on pages 44-47.

		Units
General Education Requirements		48
<i>Prerequisites</i>		
SO 001	introduction to Sociology	3
SO 004	Cultural Anthropology	3
PY 001	General Psychology	3
Statistics recommended for students interested in graduate study)		
<i>Major Requirements</i>		
PY 101	Major Theories of Personality	3
PY 120	Social Psychology	3
PY 168	Abnormal Psychology	3
SO 130	Sociology of the Family	3
SO 143	Social Psychology of Religious Values	3
SO 161	Sociology of Religion	3
RS 130	Church & Sacraments	3
RS 133	Jesus: Myth & Reality	3
PL 127	Social Ethics	3
	Religious Studies (2 courses in Scripture)	6
	One course chosen from the following:	
PY 150	Group Behavior	
PY 155	Counseling Skills	

COLLEGE OF NOTRE DAME

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PY 156 Interpersonal Communication

One course chosen from the following:

PY 135 Human Sexuality

PY 161 Developmental Psychology: Child & Adolescent

Career Development Requirement

3

General Electives

25

Total College Requirement

124

HUMAN SERVICES

The Human Services major is designed as an educational response to the current market demand for academically prepared professionals working in the service industries of the 90's. Students who graduate with a Bachelor of Science degree in the Human Services major are prepared for either administrative or counseling careers in the public or private sector. This is an applied major that enhances and increases competencies of adult students working in areas such as counseling, human resources, law enforcement, and health or social service.

All Human Services students take a 21-unit core curriculum with the choice of a 9-unit concentration in either Human Services Administration or Human Services Counseling. Students integrate conceptual models of human behavior, organizational psychology, and effective communication theories while practicing applied methods of analysis, problem-solving, strategy, and decision-making. Courses in the Human Services major are offered in the Intensive Evening Degree Program format unless otherwise stipulated. This Intensive upper-division program allows career-oriented students to complete their degree in the evening. Classes are designed to draw upon the varied life and work experience of class members. The course content and class schedule emphasize self-directed, out-of-classroom learning.

Major courses are offered in the 7-week intensive term format; only students admitted to the Intensive Evening Degree Program may enroll in intensive classes. Some courses in the Human Services Counseling emphasis are offered in the 15-week semester format through the Behavioral Science Department.

Bachelor of Science: Human Services

In addition to major requirements, students must meet general degree requirements specified on pages 44-47.

Units

General Education Requirements 48

Prerequisites

PY 001	General Psychology	3
SO 001	Introduction to Sociology	3
HS 101 AB	Transformative Learning & Professional Development	1

Major Core Requirements

HS 100	Human Services	
HS 102	Social Research Methods	
HS 11 0	Communication Skills	
HS 150	Financial Management	
EN 136	Professional Writing*	
PL 128	Ethics & Professional Responsibility*	
HS 190	Human Services Senior Project	

Human Services Counseling Concentration

Three courses chosen from the following:

SO 162	Cross-Cultures & Subcultures	3
HS 120	Community Organizing	3
PY 1 01	Major Theories of Personality	3
PY 155	Counseling Skills	3
PY 161	Developmental Psychology: Child & Adolescent	3
PY 168	Abnormal Psychology	3
PY 169	Psychological Aspects of Stress & Coping	3

Human Services Administration Concentration

Three courses chosen from the following:

HS 140	Strategic Planning	3
HS 155	Human Relations in Organizations	3
HS 160	Marketing for Non-Profit Organizations	3

MG 157	Women in Management	3
MK 160	Marketing Principles	3
HS 115	Conflict Management: Theory & Practice	3

Career Development Requirement (satisfied by HS 101 AB)

Total College Requirement

124

**Intensive Human Services students may use PL 128 to satisfy the Philosophy requirement in General Education and EN 136 to satisfy the English composition requirement in General Education. Also, SO 162 satisfies one of the Intercultural Requirements. Only 3 units are awarded for each course when two area requirements (major and General Education) are satisfied.*

Minor Requirements: Human Services

HS 100 and one other course from the major core requirements and two courses from the areas of concentration for a total of 12 units. Only students admitted to the intensive Evening Degree Program may minor in Human Services and must have courses approved by the Program Director.

Human Services

Courses in the major offered by other departments are described in the course listings of those departments. See page 24 for Department Codes.

HS 100 Human Services (3)

Fall Examines the human service industry - its evolution, role in contemporary society and anticipated future in relation to the changing society and the restructuring of community and work organizations. Discussions of theory and practice of professional management strategies, clientele characteristics and reactions, as well as future directions for human service program planning and design are presented by area speakers and analyzed by students in written and group presentation format.

HS 102 Social Research Methods (3)

Fall

Introduces the major techniques of social research to demystify the research process and increase competence in student's ability to investigate ideas, concepts, and statistical data or literature. Proficiency is measured by performance in individual and collaborative group projects, individual written assignments, and a final research presentation.

HS 110 Communication Skills (3)

Summer Highly participatory course focusing on analyzing and applying techniques of effective communication in organizational and interpersonal situations. Includes the use of personal assessment instruments that reflect students preferred communication style. All class participants make formal and informal presentations, and practice utilizing fundamentals in active listening, self-esteem building, and conflict negotiations.

HS 115 Conflict Management: Theory & Practice (3)

Fall '95

Cross listed with MG 115. See Business Administration-Management section.

HS 120 Community Organizing (3)

Summer

Prerequisite: HS 100 or permission of Program Director.

Covers concepts and practices of social organizing including issue identification, constituency building, political processes, and operational constraints affecting grass-roots organizing.

HS 140 Strategic Planning (3)

Spring

Prerequisite: HS 100 or permission of Program Director.

A holistic approach to the management of organizational change with a purpose to develop the optimal relationship between an institution and its changing environment. Focuses the organization on the future, and is a method of providing unity and direction to all its activities. Includes speaker series along with participation in strategic planning activities and examination.

HS 150 Financial Management (3)

Fall

Prerequisite: HS 100 or permission of Program Director.

Introduces financial management for non-profit organizations focusing on the key principles and terminology needed by managers. Emphasis on financial accounting, budgeting, financial reports, and reporting cycles. Coursework includes case studies and a final project analyzing the fiscal status of a non-profit agency or organization.

HS 155 Human Relations in Organizations (3)

Fall

Studies formal and informal organizations in terms of individual, group, and organizational perspectives with a focus on leadership, motivation, and general management concepts. Discussions and group practice sessions are alternated with individual projects and examinations to assess student proficiency and skill building.

HS 160 Marketing for Non-Profit Organizations (3)

Spring

Prerequisite: HS 100 or permission of Program Director.

Presentation of the principles of marketing, marketing strategy, and the marketing mix (product, place, price, and promotion) as applicable in a non-profit setting.

HS 190 Human Services Senior Project (3)

Fall Spring

Prerequisites: Completion of core requirements and senior class standing. Capstone course that utilizes all key Human Services theories, concepts, and methods acquired through the coursework. Successful demonstration of competencies are exhibited in case studies analysis, group discussion, individual presentations, and community project work.

HS 195 Special Topics (1)

Selected Summers

Workshops offered periodically on contemporary issues of special interest to Human Services professionals.

HS 199 Independent Study in Human Services (1-3)

Individual study or research in Human

Services under the direction of the instructor. See Undergraduate Policies and Procedures section on Independent Study.

PHYSICAL EDUCATION

Courses in physical education provide students with basic physical skills in sports, and offer opportunities for exercise and physical development in a way that benefits the individual participant and promotes a community spirit at the College. These courses are complemented by intercollegiate competition. The recreational aspect of the courses aims to increase the capacity of students to enjoy and share life. The team experience is intended to help students function in a competitive society while being a productive member of the larger community.

Physical Education

PE 027 Beginning Tennis (Coed) (1-1)

Fall Spring

Instruction in fundamentals and practice of tennis.

PE 027B Tennis-Open Instruction (Coed) (1-1)

Fall Spring

Instruction in fundamentals and practice of tennis. Open to all levels.

PE 028 Intermediate Tennis (Coed) (1-1)

Fall Spring

Instruction in fundamentals and practice of tennis.

PE 031A Intercollegiate Tennis (Men) (1)

Spring

Theory and practice of fundamentals. Intercollegiate competition.

PE 031 B Intercollegiate Tennis (Women) (1)

Spring

Theory and practice of fundamentals. Intercollegiate competition.

PE 039A Intercollegiate Soccer (Men) (1-1)

Fall Spring

Fall: Intercollegiate competition. Spring: Theory and practice of fundamentals.

PE 039B Soccer (Coed) (1)

Spring

Theory and practice of fundamentals.

PE 040 Intercollegiate Basketball (Men) (1-1)

Fall Spring

Theory and practice of fundamentals. Intercollegiate competition. Final Fall Semester grade includes December and January participation.

PE 042 Weight Training (Coed) (1-1)

Fall Spring

Conditioning through the use of weight machines and free weights.

PE 043 Intercollegiate Volleyball (Women) (1)

Fall

Theory and practice of fundamentals. Intercollegiate competition.

PE 047 Intercollegiate Basketball (Women) (1-1)

Fall Spring

Theory and practice of fundamentals. Intercollegiate competition. Final Fall Semester grade includes December and January participation.

PE 048 Volleyball (Coed)(1)

Spring

Theory and practice of fundamentals.

PE 049 Intercollegiate Cross-Country (Coed) (1)

Fall

Theory and practice of fundamentals. Intercollegiate competition.

PE 050 Intercollegiate Softball (Women) (1)

Spring

Theory and practice of fundamentals. Intercollegiate competition.

PE 051 Softball (Coed)(1)

Fall

Theory and practice of fundamentals.

PE 052 Intercollegiate Track (Coed) (1)

Spring

Theory and practice of fundamentals. Intercollegiate competition.

PE 053 Aerobics (Coed) (1-1)

Fall Spring

Conditioning through aerobic exercise.

CAREER DEVELOPMENT

To insure that students have received appropriate training and information to obtain jobs that reflect their academic preparation, the College has established career development as an institutional requirement that must be fulfilled by all undergraduate students. See your academic advisor and/or the Director of Career Development to ascertain the number of units needed.

Career Development

CD 81/1 81 In Search of Meaningful Work (Self Assessment) (1)

Fall Spring

Assists students in examining their values, skills, interests and personality characteristics in relationship to their first next job upon graduation from college. Emphasis will be on naming several work options.

CD 182 Successful Job Search Strategies (1)

Fall Spring

Students will learn the basics necessary to find jobs that utilize their college education: writing accomplishment statements from skills; resume writing and job interviewing.

CD 185 Special Topics in Career Development (1/2-1)

For students with less than three years of full-time work experience. Exploration of current issues in the workplace. May be repeated for credit.

CD 1 91 Job Search Strategies (1)

Spring

Prerequisite: Minimum three years of full-time, work experience.

Designed to facilitate the process of adult students marketing their degree into a better job. Includes identification of a skills portfolio; writing a professional resume and practicing effective job interviewing.

CD 195 Special Topics in Career Development (1/2)

Prerequisite: Minimum three years of full-time, work experience.

Discussion of current topics in career development. May be repeated for credit.

CD 198 Cooperative Education Internship (2-3)

Fall Spring

Prerequisite: 2.5 overall GPA.

Provides students with the opportunity to gain career-related work experience. Internships are available in a variety of career areas including business, industry, social service, government, and the arts. Students work 60 hours a semester for each unit of credit.

CD 199 Independent Study in Career Development (1-3)

Individual study under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study.

ED 136 AB Introduction to Education: Practicum in Teaching (3)

Prerequisite: Permission of the instructor. Assists students in examining the role of the teacher at the preschool through grade 12 level. Students are placed as classroom teacher aides at the grade level of their choice for 3 hours per week and attend a weekly late-afternoon seminar.

THE DIVISION OF VISUAL & PERFORMING ARTS

Chair: Denis C. Moreen, D.M.A.

Art, Theatre, and Music have helped to sustain and enrich humanity from the beginning of human history. Painting, acting, and singing played vital roles in the life of primitive man. Thousands of years later we are still celebrating life's wonders through art, theatre, and music.

College of Notre Dame's Division of Visual & Performing Arts offers undergraduate programs which prepare students for professional work or further study in their fields. Each major is small enough to offer individualized instruction and to emphasize student participation in studio, production, and performance. Studies in the division are diverse: the art major offers concentrations in studio techniques (painting, photography, and printmaking), interior design, and advertising art. Music history, literature, and theory as well as performance (piano, voice, strings, and other instruments) are concentrations available in music. Theatre Arts offers a balanced program providing experiences in performance, technical theatre, theatre history, and literature.

ART

The Department of Art seeks the aesthetic, intellectual, and spiritual fulfillment of its students through development of creative intuition, technical competence and cultural sensitivity. For those seeking a traditional enrichment program, the Department offers the Bachelor of Arts degree. This degree also leads to graduate work in the history and theory of art.

For those seeking careers as artists, the professional Bachelor of Fine Arts (B.F.A.) degree is preferred and is normally required for entrance into graduate studio programs. Both degrees require 124 units for graduation.

Bachelor of Arts: Art

In addition to major requirements, students must meet general degree requirements specified on pages 44-47.

Units

General Education Requirements		48
	<i>Prerequisites</i>	
AR 001 A/B	Drawing	6
AR 003A/B	Life Drawing	6
AR 004	Art History Survey	3
AR 007A	Two-Dimensional Design	3
AR 007B	Color	3
AR 007C	Three-Dimensional Design	3
AR 007D	Advanced Design	3
	<i>Major Requirements</i>	
AR 100B	Art History: Modern Art	3
AR 102	Techniques & Materials	3
AR 103A	Outdoor Painting	3
AR 120	Sculpture	3
AR 125A	Photography	3
AR 130	Printmaking	3
AR 150	Senior Seminar	3
AR 151	Gallery Techniques (Satisfies the Career Development requirement when taken with the seminar portion of CD 198)	3
AR 160	Art History: Contemporary	3
	Upper-division electives in Art History	3
	Career Development Requirement	1
	General Electives	18
	Total College Requirement	124

Bachelor of Arts: Art & Interior Design

In addition to major requirements, students must meet general degree requirements specified on pages 44-47.

Units

General Education Requirements		48
	<i>Prerequisites</i>	
AR 001A or B	Drawing	3
AR 004	Art History Survey	3
AR 007A	Two-Dimensional Design	3
AR 007C	Three-Dimensional Design	3
AR 009A	Drafting	3
AR 009B	Space Planning	3
AR 009C	Textiles	3
AR 009D	Interior Color	3

<i>Major Requirements</i>		
AR 100B	Art History: Modern Art	3
AR 122	Art History: Business & Industry	3
AR 123A	Residential Interiors	3
AR 123B	History of Interiors	3
AR 123C	Commercial Interiors	3
AR 123D	Practicum	3
AR 125A	Photography	3
AR 152	Senior Interior Design Portfolio	3
AR 160	Art History: Contemporary	3
	Upper-division electives in Art History	3
	Upper-division electives in Art	6
	Career Development Requirement	3
	General Electives	13
	Total College Requirement	124

Bachelor of Fine Arts

The prerequisites and the upper-division requirements for the Bachelor of Fine Arts are the same as those for the Bachelor of Arts: Art program. In addition to these requirements, Bachelor of Fine Arts students must complete the following:

AR 104A	Advanced Life Drawing	3
	Additional Art History Course	3
	Major Technique- 3 Courses	9
	Minor Technique - 2 Courses	6

Major and minor techniques may be chosen from painting, photography, printmaking, advertising design, or interior design.

Minor Requirements: Art

15 units to be arranged in consultation with the Art Department Head.

Concentration Requirements: Advertising Design

AR 108A	Advertising Design	3
AR 108B	Layout & Lettering	3
AR 108C	Production Techniques	3
AR 122	Art History: Art in Business & Industry	3
AR 125A	Photography	3

This concentration may be elected as part of either the Bachelor of Art: Art program or the Bachelor of Fine Arts program.

Art

In courses listed both lower-division and upper-division, a separate syllabus is required for each. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

AR 001 AB Drawing (3-3)

- A Introduction to media and techniques used in sketching and rendering: pencil, charcoal, conte; cast drawing; perspective; chiaroscuro. Fall
- B Experimentation with varied drawing techniques in black and white and color: ink, pastel, and mixed media. Still life and natural forms. Spring

AR 003 AB Life Drawing (3-3)

- A. Drawing from the model. Gesture, contour, and volume approaches to the human form. Fall
- B. Continuation of A using a variety of wet and dry media. Spring

AR 004 Art History Survey (3)

Spring

Chronological examination of selected monuments of painting, sculpture, and architecture of the Western World.

AR 007 ABCD Design (3-3-3-3)

- A. Two Dimensional Design. Elements and principles of visual organization demonstrated through practical work in flat pattern and value. Fall
- B. Color. Continued exploration of design concepts with emphasis on color as a natural phenomenon and as an expressive vehicle. Spring
- C. Three-Dimensional Design. Exploration of space as it relates to sculpture. Varied media including wood, plaster, clay, etc. Spring
- D. Advanced Design. Prerequisites: AR 007A and B. Application of AR 007 AB to problems of pictorial composition. Spring '96.

AR 009 ABCD Interior Design Fundamentals (3-3-3-3)

Prerequisite for the Interior Design Concentration. A two-year sequence.

- A. Drafting. Techniques and principles of architectural drawing for Interior Design: floor plans, elevations, basic codes. Fall
- B. Space Planning. Prerequisite: AR 009A. Functional and aesthetic arrangement of interior space. Drafting to scale. Spring
- C. Textiles. Study of fiber to finished goods. Emphasis on selection of textiles for specific applications to interiors. Study of safety codes which regulate use of fibers in residential and commercial spaces. Fall '95
- D. Interior Color. Introduction to color systems and their application to interiors using fabrics, paint, structural materials (natural and artificial) and accessories. Fall '94

AR 100B Art History: Modern Art (3)

Fall

Painting, Sculpture and Architecture in Europe from 1750 to 1950.

AR 100G Art History: Art of The Americas (3)

Fall

Painting, Sculpture and Architecture of North, Central and South America from the magnificent Indian civilizations of Pre-Columbian times to the 20th century. Satisfies a General Education requirement in Intercultural Studies or Foreign Culture.

AR 102 Techniques & Materials (3)

Fall

Exploration of techniques and materials incidental to major art forms. Techniques will vary.

AR 103 AB Painting (3-3)

Spring

A Prerequisites: AR 001 AB and AR 007 AB. Figurative painting from models in oil or acrylic.

B Prerequisites: AR 001 AB and AR 007 AB.

Non-figurative painting in oil or acrylic.

AR 103C Outdoor Painting (3)

Summer '95

Painting in the open from a wide variety of landscape motifs.

AR 104 AB Advanced Life Drawing (3-3)

A Prerequisite: AR 003 AB.

Figurative drawing from the model. Fall B Prerequisite: AR 001 AB.

Drawing from still life and natural forms. Spring

AR 108 ABC Media Graphics (3-3-3)

- A. Advertising Design. Prerequisite: AR 007 AB. Application of elements and principles of design, color and copy to advertising. Spring
- B. Layout & Lettering. Prerequisite: AR 007 AB. Basic formats; introduction to type; development from sketch to comprehensive; basic computer graphics. Spring '95

- C. Production Techniques. Prerequisite: AR 108B. Mechanicals; camera-ready art; computer applications. Spring '96

AR 113 AB Advanced Painting (3-3)

Spring

A. Prerequisite: AR 103A. Advanced figurative painting in oil or acrylic from the model.

B. Prerequisite: AR 103B. Advanced non-figurative painting in oil or acrylic.

AR 116 Art Education Concepts (3)

Fall '95

History and theory of art education in American schools with practical projects planned for specific developmental levels.

AR 120 AB Sculpture (3)

Spring '96

A Tools and techniques of the sculptor: clay, plaster, wood and found materials; introduction to casting. Prerequisite: AR 120A. Continuation of A.

AR 122 Art History: Art in Business & Industry (3)

Fall

The history of the useful and decorative arts and their economic and social implications. Art in advertising, communications, environmental and industrial design.

AR 123 ABCD Advanced Interior Design (3-3-3-3)

Prerequisite: AR 009 AB (a two-year sequence/.

- A. Residential interiors. Elements and principles of design applied to the home; critical analysis of specific functional areas; furniture arrangement. Spring '95
- B. History of interiors. Survey of enduring architectural and furnishing details. Application of historical features to contemporary settings, specifically windows, walls, flooring and accessories. Fall '94
- C. Commercial Interiors. Study of complete interior design process, including program planning, schematic design, design development, selection of furnishings for commercial interiors. Handicap and fire codes covered. Fall '95
- D. Practicum. Guide to business principles for successful interior design practice. Emphasis on marketing skills. Introduction to the use of computers in daily record keeping. Spring '96

AR 125 AB Photography (3-3)

Fall Summer

A Principles of black and white photography: camera, lighting, exposure, composition. Studio and field assignments. Introduction to darkroom techniques.

B Prerequisite: AR 125A Continuation of A. Development of a major photographic project, advanced darkroom techniques; familiarization with large format equipment.

AR 130 AC Printmaking (3-3)

A Etching & Silkscreen.

Introduction to Etching and Silkscreen techniques. Spring '96

C Multi-Media Workshop Monotype and Collotype. Fall '94

AR 131 Art History: Psychology & Art (3)

Fall '95

Aesthetic implications of perception, motivation, creativity and learning, considered through the perspective of art history and criticism.

AR 150 Senior Seminar (3)

By special arrangement.

Prerequisite: Senior standing. Preparation of the senior portfolio in consultation with an Art faculty advisor of choice.

AR 151 Gallery Techniques (3)

Fall Spring

Introduction to principles and practices of gallery operation: exhibition design, installation, cataloging, public relations and other support services. Satisfies the Career Development

requirement when taken with the Freshman Seminar (Sociology 03) or the seminar portion of CD 198 for transfer students (1 unit).

AR 152 Senior Interior Design Portfolio (3)

By special arrangement.

Prerequisite: Senior standing. A terminal requirement for Art majors concentrating in interior Design.

AR 160 Art History: Contemporary Art Since 1945 (3)

Spring '95

Lectures and Gallery tours concentrating on recent and current trends in painting and sculpture.

AR 161 Post-Modern World in Art (3)

Summer '96

Lectures and Gallery Tours concentrating on contemporary art of the past twenty years.

AR 168 ABC Art History: (3-3-3)

Spring '95 Fall '95 Spring '95

A Medieval Painting, Sculpture, and Architecture of the Middle Ages: Early Christian, Byzantine, Romanesque and Gothic to 1450. Cross listed as RS 168A.

B Art & Religion of the Far East Monuments of Far Eastern art and architecture considered in relation to the major religions of the area. Cross listed as RS 168B.

C Modern Art & Religion Explores the relationship of Judeo-Christian religious tradition and the development of modern art and architecture in Europe and the Americas from the 16th century to the present.

AR 170 Scenic Design (3)

Spring '96

Cross listed as TA 170. See Theatre Arts section.

AR 199 Independent Study in Art (1-3)

By special arrangement. Independent study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on independent Study.

An annotated list of all Art courses, including courses not listed in this catalog, is available from the Division Office, RH 308.

MUSIC

The goals of the Music Department are to promote students' growth in general musician-ship, present opportunities for solo and ensemble performance, and prepare students upon completion to make practical application of these studies in a variety of ways. A further goal of the Music Department is to provide public performances for the benefit of the community as well as the campus.

College of Notre Dame offers two undergraduate degree programs in Music: (1) the Bachelor of Arts, which allows students to select music as their major area of concentration within the framework of a liberal arts education, and (2) the Bachelor of Music in performance, which offers a stronger concentration in musical performance for qualified students. Both degree programs require a performance audition before acceptance into the major.

At the graduate level, the Division of Visual & Performing Arts offers two programs in Music: 1) the Master of Music with specializations in piano performance, voice performance, and pedagogy which prepares students for professional competence in performance and/or teaching, and 2) the Master of Arts in Teaching which prepares students for professional competencies in classroom teaching at the elementary and secondary levels. For graduate courses please refer to Graduate Music Program, pages 212-214.

Bachelor of Arts: Music or Bachelor of Music

In addition to major requirements, students must meet general degree requirements specified on pages 44-47.

			Units	
			B .M.	B.A.
General Education Requirements			33	48
<i>Prerequisites</i>				
MU 002 ABCD	Musicianship	4 semesters	8	8
MU 003A	Introduction to Music		2	2
MU 003 BCD	Music Theory	3 semesters	6	6
MU 014	Performance & Repertoire	4 semesters	4	0
MU 015	Individual Instruction 1	4 semesters	12	4
MU 017	Class Piano (unless exempt)2	2 semesters	2	2
<i>Major Requirements</i>				
MU 104	Form & Analysis	1 semester	3	3
MU 111	Conducting	1 semester	3	3
MU 114	Performance & Repertoire	4 semesters	4	0
MU 115	Individual Instruction 1	4 semesters	16	8
MU 120 ABCD	Survey of Music in Western Civilization	4 semesters	12	12
	Music Ensemble 3	4 semesters	4	4
	Music Elective		4	0
	Senior Recital		0	0.
	Career Development Requirement		3	3
	Upper-division Electives		8	21
Total College Requirement			124	124

Music Education Emphasis

A candidate preparing for a California State Teaching Credential in Music is required to take the following courses: MU 019B/119B Brass Techniques and Methods; MU 019P/119P Percussion Techniques and Methods; MU 0195/1195 String Techniques and Methods; MU 019W/119W Woodwind Techniques and Methods; MU 027/127 Vocal Techniques and Methods; MU 105 Counterpoint; MU 109 Orchestration; MU 115 Individual Instruction in Advanced Conducting; and MU 140 Music Education Concepts. See also footnote 2 below.

Minor Requirements: Music

MU 002 AB	Musicianship	4
MU 003A	Introduction to Music	2
MU 003B	Music Theory	2
MU 015	Individual Instruction	4
MU 120	Survey of Music in Western Civilization	6
	Music Ensemble	2
	Total	20

1. A candidate preparing for a California State Teaching Credential in Music must complete a minimum of 4 semesters of individual instruction in the principal instrument and a minimum of 2 semesters in one or more secondary instruments.
2. A candidate who can demonstrate satisfactory keyboard proficiency is exempt from taking MU 017 and may substitute other music electives for this course.
3. A candidate must participate in an ensemble experience on campus each Fall and Spring semester of residency. At least 4 semesters of ensemble experience are to be in a large choral or instrumental organization. By the end of the undergraduate program, a candidate must show evidence of ensemble experiences varied both in size and nature. In fulfilling this requirement, a candidate may register in an ensemble for credit or may participate in an ensemble for no credit; however, a candidate must earn a minimum of 4

Each candidate will attend a minimum of ten concerts per semester.

Each Bachelor of Music candidate will participate in at least four student recitals and will present a solo senior recital. A junior recital is also recommended. A Bachelor of Arts candidate may participate in student recitals and present a final recital if approved by the major individual instruction teacher.

Music

If a course is listed as both lower- and upper-division, a separate syllabus is required for each level. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

MU 002 ABCD Musicianship (2-2-2-2)

Fall Spring Fall Spring

Four semesters. Fundamental skills in ear training, sight singing, and music dictation.

MU 003A Introduction to Music (3)

Fall

Prerequisite: Basic music reading. Introduction to the elements of music: melody, harmony, rhythm, timbre, and texture. Experiences in musical listening. Open to majors and non-majors. Satisfies General Education requirement in Arts.

MU 003 BCD Music Theory (2-2-2)

Spring Fall Spring

Three semesters. Fundamental skills in music analysis, writing, and keyboard harmony. MU 006/106 Composing &

Improvising (1-3)

Spring '96

Composing and improvising in various musical styles. Covers classical, pop, jazz, rock, and non-western music performed on both acoustical and synthesized instruments. Open to non-music majors for general education credit (3 units) and to music majors for elective credit (1-3 units).

MU 007/107 Beginning Guitar (2)

Spring '96

Open to non-majors. Class instruction for beginning guitar players. Techniques for playing the guitar and training in reading music for guitar.

MU 010/110 Music Appreciation (3)

Spring

Introduction to classical music through guided listening and readings in the historical-cultural aspects of the music. Satisfies General Education requirement in the Arts.

MU 014P/114P Piano Performance & Repertoire (1)

Fall Spring Summer

Prerequisite: MU 015 (piano)

Repertoire and performance of solo piano literature. May be repeated for credit.

MU 014V/114V Vocal & Instrumental Performance & Repertoire (1)

Fall Spring Prerequisite: MU 015 (vocal or instrumental). Repertoire and performance of solo vocal and instrumental literature. May be repeated for credit.

MU 015/115 Individual Instruction for Music Majors (1-4)

Fall Spring Summer

Prerequisite: Permission of instructor required. Individual weekly lessons in piano, organ, voice, strings, harp, winds, or conducting. One semester of advanced conducting, vocal and instrumental, is required of students preparing for the California State Teaching Credential in Music. May be repeated for credit.

MU 016/116 Individual Instruction for Non-Majors (1)

Fall Spring

Prerequisite: Permission of instructor required. Individual weekly lessons for non-majors in piano, organ, voice, strings, harp or winds. May be repeated for credit.

MU 017/117 Class Piano (1-1)

Fall Spring

Introduction to basic piano technique and repertoire, for vocal and instrumental music majors and non-majors. May be repeated for credit.

MU 018/118 Mixed Chorus (1)

Fall Spring

Open to majors and non-majors. Rehearsal and performance of choral works. May be repeated for credit.

MU 019 WBPS/119 WBPS Instrumental Techniques & Methods: Woodwinds, Brass, Percussion, String (1-1-1-1)

Fall '94 Spring '95 Fall '95 Spring '96

Basic playing techniques and teaching methods of woodwind (W), brass (B), percussion (P), and string (S) instruments. Required of students preparing for the California State Teaching Credential in Music.

MU 021/121 Chamber Singers (1)

Fall Spring

Prerequisite: Permission of instructor required. Rehearsal and performance of vocal chamber music. Open to majors and non-majors. May be repeated for credit.

MU 022/122 Opera Workshop (1)

Fall '94

Prerequisite: Permission of instructor required. Open to non-majors. Learning a role and participating in an operatic production. By audition only. May be repeated for credit.

MU 024/124 Special Topics in Music (1-3)

By special arrangement.

In-depth study of specialized topics in music, e.g. works of one composer, or works of one genre or style.

MU 027/127 Vocal Techniques & Methods (1-2)

Fall '95

Introduction to basic vocal techniques. Music majors preparing for the California State Teaching Credential in Music and graduate students in the M.M. in Pedagogy (Voice) program will have a concentration in voice pedagogy. May be repeated for credit.

MU 030/130 Jazz Ensemble (1)

Fall Spring

Rehearsal and performance of jazz. Open to majors and non-majors. Singers and instrumentalists of intermediate level and above. No previous experience with jazz required.

MU 041/141 Orchestra (1)

Fall Spring

Prerequisite: Audition and permission of instructor required. Open to non-majors. Rehearsal and performance of orchestral literature. May be repeated for credit.

MU 042/142 Music of the Non-Western World (3)

Fall

Study of the musical traditions of the peoples, lands, and countries of the non-western world. Satisfies General Education requirement in Intercultural Studies.

MU 075/175 Ensemble (1)

Fall Spring

Prerequisite: Permission of instructor required. Open to non-majors. Rehearsal and performance of ensemble music. May be repeated for credit.

MU 093/193 Computer Applications in Music (1-3)

Fall '94 Spring '96

A study of computer and synthesizer applications in music; MIDI technology, including performance and sequencing; and computer programs for developing musicianship skills, creating original compositions, and notating music. Open to non-music majors for general education credit (3 units) and to music majors for elective credit (1-3 units).

MU 104 Form & Analysis (3)

Fall '94

Prerequisites: MU 002D and MU 003D or equivalent. Study of musical forms and directed analysis of compositions from all periods of music.

MU 105 Counterpoint (3)

Fall '94

Prerequisites: MU 002A and MU 003A or equivalent. Techniques of writing contrapuntal music. Required of students preparing for the California State Teaching Credential in Music.

MU 109 Orchestration (3)

Spring '96

Prerequisites: MU 002D and MU 003D or equivalent. Techniques of writing music for orchestral instruments. Required for students preparing for the California State Teaching Credential in Music.

MU 111 Conducting (3)

Fall '95

Prerequisites: MU 002 AB and MU 003 AB or equivalent. Techniques of vocal and instrumental conducting.

MU 113 AB Lyric Diction (2-2)

Fall '94 Spring '95

Phonetics and diction in singing Italian, English, French, and German.

MU 120 ABCD Survey of Music in Western Civilization (3-3-3-3)

Prerequisites: MU 002 AB and MU 003 AB. History and literature of music from ancient Greek to the present. No semester may be taken separately without the consent of the instructor.

A Survey of Medieval & Renaissance Music (3)

Fall '94

B Survey of Baroque & Classic Music (3)

Spring '95

C Survey of Romantic & Late 19th Century Music (3)

Fall

D Survey of 20th Century Music (3)

Spring

MU 123 AB History & Literature of Piano Music (1-1)

Fall '95 Spring '96

Prerequisite: MU 015 (Piano).

In-depth study of the forms and literature of keyboard music.

MU 126 History & literature of Vocal Music (2)

Spring '96

Prerequisite: MU 015 (Voice).

In-depth study of the forms and literature of solo vocal music.

MU 140 Music Education Concepts (3)

Fall '95

Study of basic musical concepts and skills: playing of several instruments, singing, writing and analyzing music. Required for students preparing for the California State Teaching Credential in Music and the California State Multiple Subject Teaching Credential.

MU 149T Teaching Assistant (1-3)

By special arrangement.

Opportunity for outstanding Music majors to earn credit for assisting instructors.

MU 192 AB Piano Pedagogy (1-3)

Fall '94 Spring '95

Pedagogy of studio teaching for piano players.

MU 199 Independent Study in Music (1-3)

By special arrangement. Individual study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study.

An annotated list of all Music courses, including courses not listed in this catalog, is available from the Division Office, RH 308.

THEATRE ARTS

Benefiting from the low student/faculty ratio, the Theatre Arts Department offers an opportunity for intensive study and performance in an ensemble style. It is a major or a minor for students interested in pursuing theatre as a vocation or avocation. Emphasis is placed on preparing students for active participation in theatre on a graduate study level or as working theatre artists. Its courses and most productions are also open to all members of the student body who are interested in theatre as part of a liberal arts education. Through active participation in all aspects of theatre production, students learn the skills necessary to create the theatrical experience.

Students are taught to explore various dramatic texts and to read and visualize the play as a stage production. They learn to understand theatre as being a synthesis of many aspects of production which are used to reflect an author's intention and the theatre artists' interpretation. Theatre Arts majors experience all aspects of production—a balance between acting, directing, production planning and technical skills. One special feature of the major is an internship in which the student will work with one of several professional theatre organizations in the San Francisco Bay Area. Another feature of the major is the opportunity for seniors to produce and direct or design a one-act play as part of the Theatre Arts Department season.

Bachelor of Arts: Theatre Arts

In addition to major requirements, students must meet general degree requirements specified on pages 44-47.

Units

General Education Requirements		48
	<i>Prerequisites</i>	
TA 001	Introduction to the Theatre	3
TA 002	Introduction to Oral Interpretation of Literature	3
TA 010	Beginning Acting	3
TA 015	Make-up	1
TA 021	Theatre Production	3
TA 050	Theatre Graphics	3
TA 090L	Stagecraft Laboratory	1
	<i>Major Requirements</i>	
TA 115	Theatre Lighting & Design	3
TA 117A or B	Shakespeare	3
TA 120	Costume Development & Design	4
TA 130 ABC	Development of the Drama	9
TA 140	Directing	3
TA 141	Directing Practicum	2
TA 170	Scenic Design	3
TA 195	Theatre Internship (Partially satisfies the Career Development requirement)	2
DA 135 or 136	Jazz Dance or Dance for Theatre	1
CD 198	Cooperative Education Internship (Partially satisfies the Career Development requirement)	1
	General Electives	28
	Total College Requirement	124

Minor Requirements: Theatre Arts

TA 001, 010, 021, 140, 141, 170, or DA 135 or 136 for a total of 18 units.

Theatre Arts

If a course is listed as both lower- and upper-division, a separate syllabus is required for each level. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

TA 001 Introduction to the Theatre (3)

Fall

An in-depth exploration of the development of the theatrical experience. Through study of several plays, the evolution of plays, players, playwrights, performance styles and skills, theatrical design and technology will be explored.

TA 002/102 Introduction to Oral Interpretation of Literature (3)

Spring

Intensive analysis and oral performance of a wide range of literary genre: prose, poetry, and Romantic literature.

TA 010 Beginning Acting (3)

Fall

Development of the student's awareness of his/her physical response to emotions in order that she/he may truthfully recreate these responses in an appropriate way in acting scenes. The class utilizes constant activity including structured exercise and sensory practice.

TA 015 Make-up (1)

Spring '95

Theory and practice of using theatre make-up. Emphasis is placed on corrective, middle age, old age and character makeup.

TA 021/121 Theatre Production (3)

Spring '95

Study explores methods for creating the theatrical environment including: "the scenic illusion"; scenic construction techniques; stage technology, past and present; and the organization and responsibilities of the production staff. To be taken with TA 0 901-/190L.

TA 025/125 Musical Theatre Workshop (1)

Spring

Introduction to movement, technique, and style.

TA 050/150 Theatre Graphics (3)

Fall '95

This course teaches the skills needed to communicate visual images for the stage. Course study will include drafting skills (isometric drawing, ground plans, elevations), perspective drawing, watercolor techniques and scenic painting methods (woodgraining, marbelizing, and foliage.)

TA 080/180 Introduction to Arts Management (3)

Fall '94

Students will examine the various administrative functions which relate to selecting, planning, financing, promoting and staffing a performing arts event. Practical experience will include active participation in the management aspects of theatre arts productions.

TA 090/190 Rehearsal & Performance (1-2)

Fall Spring

Production participation.

May be repeated for credit.

TA 090C/190C Costume Laboratory (1-2)

Fall Spring

Practical experience in building costumes or working on costume crews for Theatre Arts productions.

TA 090[/190[Stagecraft laboratory (1-2)

Fall Spring

Practical experience in working stage crews or participating in scenic construction, painting and lighting for Theatre Arts productions.

TA 100 Intermediate Acting (3)

Spring '96 (If sufficient enrollment)

Prerequisite: TA 010 or permission of instructor. Character development through scene study.

TA 117 AB Shakespeare (3-3)

Fall Spring

Cross listed as EN 117 AB. See English section.

TA 130A Development of the Drama & Theatre to 1640 (3)

Fall '94 Spring '96

Prerequisite for majors: TA 001.

A survey course tracing the history of the theatre and its literature from ancient Greece to 1640.

TA 130B Development of the Drama & Theatre from 1640 to 1850 (3)

Spring '95

Prerequisite for majors: TA 001.

A survey course tracing the history of the theatre and its literature from the mid-17th century to 1850.

TA 130C Development of the Drama & Theatre from 1850 to the Present (3)

Fall '95

Prerequisite for majors: TA 001.

A survey course of modern theatre history and literature.

TA 140 Directing (3)

Spring '95

Prerequisite: TA 001, TA 010, or permission of instructor.

Students will examine the theories and practices of play production. Script selection and analysis, casting procedures, staging concepts, discussions of the relationship of the director to the cast, designers, technicians and audience will be included in the course.

TA 141 Directing Practicum (2)

Spring '95

Prerequisite: TA 140.

Practical experience in play directing.

TA 149T Teaching Assistant (1-3)

By special arrangement. Opportunity for advanced Theatre Arts students to earn credit by assisting instructors.

TA 160 Children's Theatre (3)

Fall '94 Spring '96

Theory of theatre education in the elementary school with practical projects planned for specific developmental levels.

TA 170 Scenic Design (3)

Spring '96

Prerequisites: TA 001, TA 021, and TA 050. Through text analysis, students will understand theatrical imagery and how to develop scenic designs for the plays; and how those ideas are communicated through thumbnail sketches, working drawings, color renderings, and models.

TA 195 Theatre Internship (2)

By special arrangement.

Practical theatrical experience with an off-campus theatre organization. Partially satisfies the Career Development Requirement.

TA 199 Independent Study in Theatre Arts (1-3)

By special arrangement.

Individual study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study.

DA 035/135 Jazz Dance (1)

Fall

Study and application of the fundamentals of jazz dance techniques. Students will [earn various styles of jazz from the lyrical and funk to Afro-Caribbean.

An annotated list of all Theatre Arts courses including courses not listed in this catalog, is available from the Division Office, RH 308.

GRADUATE ADMISSION & POLICIES

GRADUATE DEAN: Elaine Cohen, Ed.D.

ADMISSION REQUIREMENTS

1. Bachelor's degree from an accredited institution
2. Application Form and Fee
3. A minimum of 2.5 cumulative grade point average with grades in prerequisite courses of 2.0 or higher
4. Two recommendations from faculty or professional associates
5. An initial interview, and/or satisfactory scores on specific tests, if required by the program
6. The Graduate Management Admission Test (GMAT) score and at least one year of full-time work experience for applicants to the MBA program
7. An autobiographical statement which discusses the applicant's interest in becoming a psychotherapist for those applying to the Master of Arts in Art Therapy, Master of Arts in Marital and Family Therapy, or the Master of Arts in Counseling Psychology programs

These are minimum requirements for consideration and do not guarantee acceptance.

Application Dates

The following deadlines are observed. Students submitting applications beyond the deadlines will be reviewed on a space available basis.

Fall Semester: August 1

Spring Semester: December 1

Summer Session: April 1

Graduate Admission Procedure, United States Applicants

Step 1

Complete the application for graduate study. Your present address and telephone number will be used for admission correspondence. Send the application form with a \$35 non-refundable application fee to the Graduate Office.

Step 2

Have one official transcript sent to the Graduate Office from each college attended. One transcript must show bachelor's degree granted from a regionally accredited four-year college or university. CND graduates must request that the Registrar's Office forward a transcript and file to the Graduate Office.

Step 3

Have two personal recommendations sent to the Graduate Office. The forms are to be completed by persons who are best able to assess your academic and professional qualifications. If possible, recommendations should be from professors in your major academic department. Applicants who have not been in school for some time should ask professional colleagues or administrators for references.

Step 4

Additional entrance requirements for full acceptance into programs are as follows:

Master of Arts in Art Therapy & Master of Arts in Marital & Family Therapy

Autobiographical statement

Twelve colored slides of personal art work

Interview with Program Director or Faculty

Master of Arts in Counseling Psychology

Autobiographical statement
Interview with Program Director or Faculty

Master of Arts in English

Writing sample interview with Program Director

Master of Arts in Teaching

Interview with Coordinator

Master of Business Administration

Graduate Management Admission Test (GMAT)

Master of Education

Interview with Coordinator Teaching Credential for M.Ed. in Multicultural Education

Master of Music

Solo performance audition (tape acceptable)

Master of Public Administration

Interview with Program Director

Multiple & Single Subject Credentials

California Basic Educational Skills Test (CBEST)

Appropriate subject matter examinations (PRAXIS) or Undergraduate program of preparation

Interview with Program Coordinator One additional degree transcript

Preliminary Administrative Services Credential

California Basic Educational Skills Test (CBEST/ Valid California Credential
Three years full-time teaching experience Interview with the Program Coordinator Another degree transcript for this program

Graduate Admission Procedure, International Applicants

For financial purposes, an international student is defined as a person who needs an 1-20 to enter and remain in the United States; for educational purposes, an international student is defined as a person whose first language is not English. International students with an 1-20 visa are accepted only if they declare their intention of completing a degree program or a credential.

Step 1

Complete the application for graduate study. Your present address and telephone number will be used for admission correspondence. Send the application form with the \$35 non-refundable application fee to the Graduate Office. International students must submit the application fee in the form of an international money order.

Step 2

Have one official transcript sent to the Graduate Office from each college attended. One Transcript must show bachelor's degree granted. CND graduates must request that the Registrar's Office forward a transcript and file to the Graduate Office.

Step 3

Have two personal recommendations sent to the Graduate Office. These forms are to be completed by persons who are best able to judge your academic and professional qualifications. If possible, recommendations should be from professors in your major academic department. Applicants who have not been in school for some time should ask professional colleagues or administrators for references.

Step 4

An initial interview with the Program Director may be required before acceptance for the following programs: Master of Arts in Art Therapy, Master of Arts in Marital & Family Therapy, Master of Arts in Counseling Psychology, Master of Public Administration, Master of Arts in English, and all Credential programs.

Step 5

See program brochures for additional entrance requirements for Master of Arts in Art Therapy, Master of Arts in Marital & Family Therapy, Master of Arts in Counseling Psychology, Master of Business Administration, Master of Music, Master of Science in Systems Management, and Credential programs.

Step 6

In addition, the following must be sent to the Graduate Office:

- (1) The official score from the Test of English as a Foreign Language (TOEFL) administered by the Educational Testing Service,
- (2) Conditions of Acceptance, and
- (3) Application for the 1-20. International students must have a minimum TOEFL of 550 for acceptance.

Step 7

If you are accepted, a Graduate Acceptance Notice will be sent. The 1-20 form is issued when the tuition for the first semester (minimum of 9 units) plus a one-time only fee of \$500 have been paid.

All College charges for the semester must be paid in advance of registration. In those instances in which the governmental regulations of a foreign country require registration prior to transfer of funds, such transfer for College charges must be made payable directly to College of Notre Dame. Students who have paid full tuition and do not arrive on campus to attend classes will have an administrative fee of \$200 deducted from the amount refunded.

Acceptance Policy

There are three categories of acceptance for Graduate Study at CND:

1. Full Acceptance is given to a student who meets all admission requirements;
2. **Provisional Acceptance** is given to a student who meets most admission requirements except for a specific requirement in some instances such as the GMAT or PRAXIS test, an official transcript from a foreign institution, etc. Provisional status must be cleared by the end of the first semester of attendance for students in Master's Programs;
3. **Probationary Acceptance** is given to a student who meets all requirements except for a low GPA or a combined low GPA and GMAT score. Probationary status is removed after completion of 6 graduate units for the degree or credential with a 3.0 GPA or better. An acceptance is valid for one year from the semester of acceptance. No files will be kept after that time.

Unclassified Graduate Students

For admission to unclassified graduate status, a student shall hold a baccalaureate degree from a regionally accredited four-year college or university or have the equivalent of a United States bachelor's degree. Admission to the unclassified graduate status does not constitute admission to a graduate degree or credential program. Admission to and duration of unclassified graduate standing shall be determined by appropriate college authorities for those students not pursuing a degree. A maximum of 6 units is allowed for students applying to a degree or credential program.

GRADUATE EXPENSES

Rates in effect as of Fall, 1994

Application Fee (non-refundable)	\$35
Unclassified Application Fee (non-refundable)	20
International Student Fee (one-time only)	500
Late Registration Fee (non-refundable)	25
Tuition (per unit)	380

COLLEGE OF NOTRE DAME

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Credential Supervision (ED 330A, ED 330B per course)	120
Montessori Internship (ED 338A, ED 338B per course) (Montessori candidates must pay \$150.00 to American Montessori Society prior to internship.)	70
Music: Individual Instruction (per class)	375-425
Art Therapy or Chemical Dependency Certificate (per unit)	175
Challenge Fee (per unit)	60
Reactivation Fee	20
Initial Research Reading Fee (addition to PY/ED 359)	100
Final Research Reading Fee (final project submitted)	250
Graduation Fee	50
Transcripts	3
Returned Check Fee	15
Lost Library Books	Replacement Cost + \$15.00 processing

Cost and fees subject to change without notice or obligation. For special fees not listed, students will be notified where appropriate.

Residence

Undergraduate students are given priority in the assignment of on-campus housing, but space is available to graduate students. All residents must participate in the College food plan.

Reservation Deposit	\$150
Room & Board (per semester)	2725-2925
Private Room (additional per semester)	675
Security Deposit	150

Payments

Tuition and fees are payable at the time of registration unless payment arrangements are made with the Business Office. The College offers a four-payment deferred plan subject to a monthly finance charge. The College accepts cash, checks, VISA, Mastercard, and Discover for payments.

The College also defers payment of a semester's tuition for employed students who qualify for their company's tuition reimbursement plans. A flat service charge of \$25 per semester is charged for participation in this deferred-payment plan.

Explanation of Special Fees

A Reactivate Fee is charged to a student who has not enrolled at College of Notre Dame for one year.

Research Reading Fees apply only to students in the following programs: Master of Arts in Art Therapy, Master of Arts in Marital & Family Therapy, Master of Arts in Counseling Psychology, Master of Arts in Teaching, Master of Education. An Initial Research Reading Fee is assessed at the time a student registers for PY 359 or ED 359. This fee is in addition to tuition for the course and is distributed to the second faculty member who guides the theoretical content of the research proposal. A Final Reading Fee is assessed at the time a student completes the research project. This fee is distributed to the two faculty members who helped to direct the final project. Students in the Master of Science in Systems Management program are assessed a Final Research Reading Fee.

Refund Policy

Students initiate Drop/Add procedures in the Graduate Office. Students who drop class(es) are entitled to the following refunds:

- 100%... refund prior to the first class;
- 75% ... refund before the second class meeting of the semester;
- 50% ... refund before the fourth class meeting of the semester;
- No ... refund after the fourth class meeting of the semester.

Room & Board Refunds

See the Resident Terms of Agreement. Refunds will be processed 30 calendar days after the student has officially withdrawn and has filed for a refund at the Business Office.

Policy Regarding Unpaid Bills

Transcripts are issued and degrees awarded only when all charges due College of Notre Dame are paid.

Graduate Financial Aid

Financial Aid is available to graduate students through Federal Stafford Loans (subsidized and unsubsidized), Supplemental Loans (SLS), alternative loan programs, California Grant programs, or Veterans funds. Students must complete a Free Application for Federal Student

Aid (FAFSA) in order to apply for Graduate Financial Aid. Both scholarships and loans are available. See Financial Aid section, pages 35-40.

Scholarship Aid

CND offers the following scholarships at the graduate level. Scholarship applications are available through the Financial Aid Office.

Graduate Presidential Scholarships are awarded to new, full-time (9 units per semester) students who demonstrate academic merit, outstanding leadership potential, and financial need. These awards are for 1/3 of tuition for any four semesters within a consecutive 2-year program.

Graduate Scholarship Endowment Fund awards are available to continuing, part-time students based on merit and financial need. These awards are approximately \$700 for the semester and are not renewable.

Nancy Jefferson Scholarship

for 1/2 of tuition is awarded to a returning woman in the MBA program

Leonard A. Glover San Mateo County Retired Teachers' Association Scholarship is

awarded to a San Mateo County resident pursuing a teaching credential

Leonard A. Glover Kiwanis Scholarship

for a San Mateo County resident is awarded to a student pursuing a teaching credential

Phi Delta Kappa Scholarship is awarded to an outstanding student in the last semester of the teacher credential program

Mascovich d'Artney Scholarship is awarded to a student pursuing an elementary teaching credential

Music Scholarships are available for students studying music

GENERAL REGULATIONS

See Academic Information section beginning on page 23. In addition to the College policies and procedures, the following applies to the Graduate School.

Time Limits

All degree work must be completed within 7 years from the date of first enrollment in a graduate program unless state licensure is more restrictive. Graduate units of credit earned at another accredited institution which are transferred into a CND graduate program must fall within this 7-year limit. A student is responsible for maintaining contact with the College each semester.

Concurrent Master's Degrees

A graduate student may not simultaneously pursue two master's degrees or a master's degree and credential, unless the credential program is embedded within the master's degree program.

A student wishing to pursue a second master's degree may transfer a maximum of 6 units from another master's degree or credential into a 30-37 unit program, or 9 units into a 48-50 unit

program. The transferability must be deemed appropriate and is at the discretion of the Program Director. Research courses and research projects are not transferable. The transferred course(s) must have been completed within the 7-year period prior to the date when the second master's degree is to be awarded.

Challenge of Courses

Courses that are part of a master's or credential program cannot ordinarily be challenged by examination. A student may, however, challenge prerequisite/foundation course(s) after discussing the reasons for the challenge with the Program Director and completing the appropriate form from the Graduate Office. The student pays \$60 per unit before taking the challenge exam. Only successful results of challenge exams are recorded on the transcript.

Independent Study

Independent Study will be permitted only in special circumstances as outlined in the Guidelines for Independent Study. These Guidelines and the Independent Study Contract may be obtained in the Graduate Office; the Contract must be completed before a student can register for Independent Study. Students must also register for the Independent Study through the normal registration procedures. A maximum of 6 units of graduate credit may be taken for Independent Study in a Master's degree.

In cases involving a combination of transfer and Independent Study units, no more than 6 units in either category may be granted nor more than 9 units in combination.

Transfer Credit

A maximum of 6 semester units of graduate credit towards a 30-37 unit master's program or 9 semester units of graduate credit towards a 48-50 unit master's program may be transferred from other accredited institutions at the discretion of the Program Director/Advisor. Only three of those semester units may be from graduate extension courses. No continuing education or workshop units may be transferred. The student must earn a grade of "B" or higher in the course. A student who wishes to take a course at another accredited institution after the student has been accepted to a graduate program at College of Notre Dame must have the course approved in writing by his/her Program Director/Advisor before registering for it. The transfer course form must be completed before the course is taken. All transferred units must be within the seven-year limit of the master's degree. A student cannot clear the Probationary status through transfer units. (See also Academic Probation, page 60.) Career experience cannot be substituted for graduate course work.

Registration

information and instructions concerning registration are distributed by the Graduate Office in conjunction with the Registrar's Office. Registration materials are mailed to graduate students. Advance Registration for continuing students takes place the preceding semester.

Payment is not due at Advance Registration; students will be billed for payment which is due approximately two weeks prior to the beginning of the semester. If payment or arrangements for payment are not made by the specified date, the Advance Registration is cancelled and the student will have to re-register at Final Registration. Final Registration takes place a few days preceding the opening of classes each semester and Summer Session. Registration for the Summer Sessions occurs at an Advance Registration time in Spring for continuing students and prior to Summer Session I for new students. Program Directors/Advisors are available at the above registration periods.

Dropping & Adding Courses

A Graduate student may file a Drop/Add Form to change a course registration within three weeks after classes begin without incurring any academic penalty. This form is obtained from the Graduate Office and approved by the Program Director/Advisor of the program or the Graduate Dean and the Business Office and then submitted to the Registrar's Office. After this initial three week period, a student may withdraw from a course only for serious reasons such as health or bereavement. After the student submits a letter to the Registrar stating the circumstances of the withdrawal, a "W" will appear on the transcript. A student will receive an "AF" for a course from which there has not been official withdrawal. Discontinuance of a class does not constitute a withdrawal.

Leave of Absence/Withdrawal

Every student is responsible for maintaining contact with the College each semester. A student automatically becomes inactive for one year if he or she does not register in the Fall, Spring, or Summer Session. After that period, a student must complete a reactivation form, obtained from the Graduate Office, and pay a \$20, reactivation fee. A student who wishes to withdraw completely from the College must submit a letter to the Graduate Office stating the existing circumstances.

Incompletes

An incomplete in any course indicates that although the work completed is of a passing grade, some portion of the course remains unfinished because of serious illness or for some other serious reason over which the student has no control. This grade is given by the instructor. It is the responsibility of the student to discuss with the instructor the possibility of obtaining an incomplete grade and to make arrangements for completing the work. The incomplete becomes either a terminal letter grade or a failure if the work is not completed within twelve months after the date the incomplete is assigned. In the case of a Research Course, an Incomplete is automatically assigned at the end of the semester of registration and the Research must be completed within twelve months after that date. Failure to complete the Research within the twelve month time frame will result in an "F" grade for the course.

Grading & Reporting

College of Notre Dame determines the graduate student's progress by assessing the professional and ethical behavior of the student and by means of letter grades. The grade point average is computed on a four-point system:

A, A-	Excellent	4.0
B+, B, B-	Good	3.0
C+, C, C-	Passing	2.0
D+, D, D-	Not acceptable - Course must be retaken	1.0
F	Failure	0

Grades not used in computing the grade point average:

W	Withdrawal
AF	Failure for non-attendance Incomplete
AU	Audit

All grades except Incomplete ("I") are considered final when assigned by an instructor at the end of a semester. An instructor may request a change of grade when a computational or procedural error occurred in the original assignment of a grade, but a grade may not be changed as a result of re-evaluation of a student's work or submission of additional work. Grade changes for computational or procedural errors are accepted within the semester following the close of the semester for which the grade is to be changed. A student must maintain a 3.0 cumulative GPA in graduate courses in order to remain in good standing. A course with a grade of "D" or "F" must be repeated. A grade of "C" may be repeated to improve the cumulative GPA. All grades, whether repeated or not, will appear on the student's permanent record, but only the higher grade will be used to compute the GPA. Courses which are transferred into a graduate program or courses with 400 numbers are not computed in the cumulative GPA.

Auditing Courses

Regularly enrolled students may, with permission of the instructor and the Program Director, enroll as auditors in certain classes. There is no reduced financial rate for graduate level auditors. Classes which are audited are not taken for academic credit, and cannot be changed to credit after the Drop/Add deadline. The extent of participation of an auditor is determined by the instructor.

Graduate Credit for Seniors

CND students within 6 units of completing a baccalaureate degree may complete a petition from the Graduate School to take 3 to 6 units of course work beyond that required for the bachelor's degree. The student must have a cumulative grade point average of 3.0. Graduate standing must be attained before credit can be awarded and before its acceptance into a credential or master's degree program can be determined by the appropriate Program Director.

Graduate Teaching Assistantship

At the current time, a teaching assistant is a student who has demonstrated scholarship, leadership, and competency within a graduate program. The student must have a GPA of 3.8 in graduate study and be advanced to candidacy. They are assistants to the instructor of a course. A Teaching Assistantship is generally a non-credit course that is transcribed on official transcripts.

Changing From One Graduate Program to Another

A student who wishes to transfer from the credential program to any master's degree program or from one master's program to another must indicate that change on his/her application form in the Graduate Office. New references may be required. The student will receive a notice of acceptance or rejection into the new program.

Program Termination

When enrollment in a program becomes too low and the College decides to phase out the program, a student may be redirected to another institution, asked to complete courses when they are offered at CND, or transfer in courses from another accredited institution.

Program Record

A program plan listing courses is set up for each student by the Assistant to the Graduate Dean for Admissions and approved by the Program Director. This document is a record of work taken for a credential or a degree and is kept in the Graduate Office. A student may review the Program Plan with the Assistant to the Graduate Dean for Programs in the Graduate Office. Students are bound by requirements in effect at the time of their initial enrollment in the program or as a required change occurs in the degree or credential due to licensing.

Advancement to Candidacy

1. Advancement to candidacy is a traditional step in a master's degree program designed to evaluate the student's progress and to determine the student's capability to complete the requirements for the degree.
2. Advancement to candidacy depends upon the student's attaining at least a 3.0 GPA in the first fifteen semester units of course work taken for graduate credit and meeting any other requirements specified by the particular program. These other requirements include, but are not limited to, satisfactory completion of prerequisite/foundation courses, English as a Second Language (ESL) courses, program-specified evaluative reviews and examinations. Acceptance into a graduate program does not automatically qualify a student for candidacy for the degree.
3. The Graduate Council, comprised of the Graduate Dean, the Assistant to the Graduate Dean for Programs, and twelve Program Directors and Coordinators, reviews the Program Director's recommendation of applicants for candidacy upon completion of fifteen semester units of graduate course work. The recommendation of the Program Director is made after conferring with faculty or a student evaluation committee regarding academic performance and professional suitability for the degree and/or license. By formal unanimous vote, the Council approves or denies advancement to candidacy. A letter is issued by the Graduate Dean informing the candidate of the Council's decision.

Completion of Requirements for the Master's Degree

1. The degree is awarded upon the satisfactory completion of all requirements for the particular program including a cumulative GPA of 3.0 for all work done in the program. A grade of "D" or lower will not be accepted toward program requirements.
2. It is the student's responsibility to file an Application for the Graduate Degree no later than deadlines announced in the Academic Calendar. Typically, December candidates file October 1; May and August candidates file March 1.
3. Graduate School officials must review the record of an applicant for the degree, sign the application, and approve the awarding of the degree.
4. In those master's programs in which a graduate research project is required, three copies of the document are required and are forwarded to the Graduate Office: one is catalogued in the CND Library and the others are distributed to the Research instructor and the Program

Director or Faculty Reader. The Program Director is responsible to see that this requirement is met before graduation.

5. The degree will be awarded only after all accounts and records are cleared to the satisfaction of the Business Office.
6. Students may take part in graduation ceremonies who have finished all their degree requirements in the previous Summer session, Fall semester, or are finishing in the current Spring semester.

Exceptions to this policy are as follows:

- A. **Master's students** may petition to participate in Commencement if they meet the following conditions:
 - 1) they have 3 or fewer units remaining to complete their program;
 - 2) these 3 units are not required Research units demanding multiple signatures; and 3) the remaining units will be completed in the Summer session following graduation.
- B. **Credential students** may petition to participate in Commencement if they meet the following conditions:
 - 1) they have 6 or fewer units in statutory requirement classes remaining to complete their program; and
 - 2) the remaining units will be completed in the Summer session following graduation.

Students must submit completed petitions to the Graduate Office no later than March 1.

Satisfactory Performance

Only those applicants who show promise of success and fitness will be admitted to a graduate degree program. Once admitted, students whose performance in a graduate degree curriculum is judged to be unsatisfactory may be required to complete a remedial course of action, engage in a forced Leave of Absence or Withdraw at the sole discretion of the College.

Academic Probation

1. Any student accepted on academic probation who fails to make a cumulative GPA of 3.0 or better in the first 6 semester units for graduate credit will be dismissed.
2. Any student who fails to make a cumulative GPA of 3.0 or better in work taken for graduate credit at the end of a semester will be placed on first-time academic probation. The student is to meet with the Program Director.
3. Any student on first-time academic probation who subsequently fails to make a cumulative GPA of 3.0 or better in work taken for credit may be placed on second academic probation.
4. Any student on second academic probation who subsequently fails to make a cumulative GPA of 3.0 or better on work taken for graduate credit will be dismissed.
5. No graduate degree will be conferred upon a student whose cumulative GPA is below 3.0 on work taken for graduate credit after completing the units required in the program. A student may petition in writing to add 6 or fewer additional units in the following semester to regain clear standing. Failure to petition within 30 calendar days after grades are issued results in termination.
6. A student on probation may not transfer units to clear probation; clearance from probation must be achieved through course work done at CND.

Dismissal

Any one of the following conditions justifies dismissal from the CND graduate programs:

1. Evidence of academic failure in any semester;
2. Failure to regain clear standing after a period of probation. (See Academic Probation);
3. Failure to meet the standards set for candidacy;
4. Failure to complete the program within seven years;

5. Violation of the written Code of Student Conduct found in the College's Student Rights, Freedoms, and Responsibilities Handbook;
6. Failure to satisfy financial obligations to the College at the end of the semester;
7. For International students the violation of the conditions upon which the 1-20 was issued.

The Graduate Dean, in consultation with appropriate college officials, may issue notices of dismissal to students for any of the reasons listed above.

GRADUATE PROGRAMS

GRADUATE DEAN: Elaine Cohen, Ed.D.

The Graduate School is a leader in responding to contemporary professional and educational needs. It offers eleven Masters degrees and three credentials in education.

MASTER OF ARTS IN ART THERAPY & MASTER OF ARTS IN MARITAL & FAMILY THERAPY

The Master's programs in Art Therapy at CND provide two courses of study, both of which emphasize theoretical and experiential learning. The first leads to a Master of Arts in Marital & Family Therapy degree. The CND Master of Arts in Marital & Family Therapy is following guidelines established in 1986 by the California State Board of Behavioral Science Examiners. This course of study consists of 50 units (not including foundation courses) and is designed to prepare a Marriage & Family Art Psychotherapist whose education is intended to fulfill the requirements for the Marriage, Family & Child Counseling License (MFCC) in California. This is in addition to Registration by the American Art Therapy Association as a Registered Art Therapist (A.T.R.).

The second course of study leads to a Master of Arts in Art Therapy degree. This course of study consists of 37 units (not including foundation courses), and prepares students who wish to be eligible for the A.T.R., but who are not intending to pursue licensing as an MFCC. Both courses of study are taught and supervised by Registered Art Therapists and licensed professionals.

Foundation Courses

A bachelor's degree in art, psychology, or behavioral science is preferred. A portfolio of 12 colored sides of personal art work is required at the time of admission. For all students applying, the following course content is required:

	Units		
General Psychology	3		
Developmental Psychology	3		
Abnormal Psychology	3		
Personality Theories	3		
Two- or three-dimensional studio art and design courses or equivalent		15	
		MFCC	Non- MFCC
Requirements	Units	Units	
PY 205	Psychological Assessment	3	0
PY 210	Psychopathology (Prerequisite: Abnormal Psychology)	3	0
PY 213	Methods of Group & Family Therapy	3	3
PY 214B	Substance Abuse Assessment & Treatment	1	0
PY 214C	Substance Abuse Counseling	1	0
PY 230	Cross-Cultural Issues	3	3
PY 235	Human Sexuality	3	3
PY 255	Communication & Counseling Skills	3	3
PY 260	Advanced Human Development (Prerequisite: Developmental Psychology)	3	0
PY 280	Principles of MFCC	3	3
PY 290	Professional Ethics & Law	3	1
PY 300 AB	Practicum	6	6
PY 302 ABC	Art Therapy Techniques	3	3
PY 304 ABC	Metaphors in Psychopathology	3	3
PY 333 AB	Seminar	6	6
PY 359	Research: Methodology & Project	3	3
Total		50	37

Graduate Art Therapy Certificate Program

CND offers a unique program for those wishing to meet the educational requirements of the American Art Therapy Association (AATA) as a Registered Art Therapist (A.T.R.) and who already hold a graduate degree. The Graduate Art Therapy Certificate (GATC) program consists of 21 semester units. Students cannot complete the program in less than 15 months time. 700 hours of supervised Clinical Practicum are required during the 15 months (official verification is required). The curriculum is taught, supervised, and advised by local and national A.T.R. (AATA) faculty. CND will issue a Graduate Art Therapy Certificate upon completion of all course work and practicum experience. This certificate program qualifies students for 8 Professional Quality Credits

(PQC) in education under the AATA 1993 Standard Requirements for registration as an A.T.R. Applicants desiring the A.T.R. must complete an additional 2000 hours of paid clinical experience; 1000 hours must be supervised by an A.T.R. and 1000 hours may be supervised by a licensed-professional. For additional information contact the Art Therapy Program. A minimum of 12 students is required for Certificate Classes.

Admission Requirements & Prerequisites

1. Official transcript of advanced degree
2. Application and fee
3. Two recommendations
4. Personal interview with the Program Director
5. Prerequisites
 - a. 12 units in Behavioral Science-General Psychology, Developmental Theory, Abnormal Psychology, or Theories of Personality
 - b. 15 units in studio art or their equivalent are required

Requirements

21 semester units are required from the following sets of courses:

Set A- All 10 units required

	Units	
PY 402A	Techniques in AT: Group Experience	1
PY 402B	Techniques in AT: Special Populations	1
PY 402C	Techniques in AT: Integrating Creative Arts	1
PY 404A	Metaphors in Psychopathology: Children	1
PY 404B	Metaphors in Psychopathology: Adolescents	1
PY 404C	Metaphors in Psychopathology: Adults	1
PY 411	Introduction to Clinical Art Therapy	1
PY 433A or B	Seminar: Case Studies	3

Sets B and C: 11 units depending upon academic background:

Set B: Course options for students holding advanced degrees in the state licensure track. Emphasis is on the Art in Art Therapy.

	Units	
PY 405-425 Series	Explorations in Art Therapy	1 per course
PY 414A	Child Abuse	1
PY 430	Cross-Cultural Issues	3
PY 440 Series	Topics in Clinical Art Therapy	1 per course
PY 490	Professional Ethics & Law	1

Set C - Course options for students holding advanced degrees that are not in the state licensure track. Emphasis is on the Therapy in Art Therapy. (Courses must be in the Art Therapy Program.)

PY 405	Psychological Assessment	3
PY 405-425 Series	Explorations in Art Therapy	1 per course
PY 413	Methods of Group & Family Therapy	3
PY 414A	Child Abuse	1
PY 430	Cross-Cultural Issues	3
PY 440 Series	Topics in Clinical Art Therapy	1 per course
PY 455	Communication & Counseling Skills	3
PY 480	Principles of MFCC	3
PY 490	Professional Ethics & Law	3

Additional information is available from the Graduate Office or the Art Therapy Office.

Art Therapy

PY 205 Psychological Assessment (3)

Fall

A study of the design and use of psychological tests of ability, personality, interests, and attitudes. The major intelligence tests and projective tests will be emphasized, along with family and art-based assessment.

PY 210 Psychopathology (3)

Fall Spring

Prerequisite: Abnormal Psychology Systematically examines major paradigms of mental distress including medical, behavioral, and psychosocial models. Primary emphasis on familiarity with and differential diagnosis of conditions covered by the current DSM.

PY 213/413 Methods of Group & Family Therapy (3)

Fall Spring

Explores the composition, development, and process of the family and the larger group as a vehicle for individual and social change, including a cursory survey of current group methodologies using verbal and non-verbal modalities. Development of effective interventions and leadership skills is emphasized.

PY 214B Substance Abuse Assessment & Treatment (1)

Spring

Issues explored within the physiological, psychological, social, and familial context are explored using both verbal and non-verbal modalities.

PY 214C Substance Abuse Counseling (1)

Spring

Prerequisite: PY 214 B

Treatment interventions appropriate to individuals and families in various phases of recovery are explored through both verbal and non-verbal modalities.

PY 230/430 Cross-Cultural Issues (3)

Summer

Study of the effects of ethnicity in the counseling process with attention to the unique cultural traits and symbols of each individual within family structures. Addresses historical, ethical, and socioeconomic issues and their verbal and visual psychological impact.

PY 235 Human Sexuality (3)

Fall Spring

Analysis of normal and dysfunctional sexual behavior with attention to diagnosis of sexual problems and to the major approaches to sex therapy using both verbal and non-verbal modalities.

PY 255/455 Communication & Counseling Skills (3)

Fall Spring

Systematic study of communication skills and the major approaches to family counseling and psychotherapy. Through experiential exercises and group discussions, such areas as self awareness, feelings, self-concepts, perception, non-verbal communication, and resolving interpersonal conflicts are covered.

PY 260 Advanced Human Development (3)

Fall Spring

Prerequisite: Developmental Psychology. Analysis of major approaches to the study of human development throughout the life-span. Ability to recognize and understand theoretical presuppositions of various approaches to human development from a systemic point of view is emphasized.

PY 280/480 Principles of Marriage, Family & Child Counseling (3)

Fall Spring

Provides an overview of marriage and family counseling focusing on salient theories, problems, and critical issues from all major psychotherapeutic orientations, using verbal and non-verbal modalities.

PY 290/490 Professional Ethics & Law (1 or 3)

Fall Spring

Focuses on the laws related to marriage, family and child counseling and the ethical issues that pertain to the practice of Art Therapy.

PY 300 AB Practicum (3-3)

Fall Spring

Prerequisite: Completion of all prerequisites in art and psychology and at least two courses of the required Art Therapy Master's Core.

Internship is a 650-hour non-resident period in which the student works with clients in an institutional or community setting. Schedule may be worked out to the advantage of the student and the agency.

PY 302A/402A Techniques: Group Experience (1)

Summer

Provides an opportunity for members to explore group membership and dynamics using art therapy techniques.

PY 302B/402B Techniques: Special Populations (1)

Summer

Focuses on the specific adaptations of art activities for special needs populations.

PY 302C/402C Techniques: Integrating Creative Arts (1)

Summer

Emphasizes integration of creative arts therapies.

PY 304 ABC/404 ABC Metaphors in Psychopathology (1-1-1)

Summer

Emphasizes the dynamics, metaphors, and DSM classification of abnormal characteristics, disorders and behavior. Class is offered in three sections: children, adolescents, and adults.

PY 333 AB & PY 433A or B Seminar (3-3)

Fall Spring

Provides an opportunity for presentation of cases from the field and feedback from a faculty member and students. PY 333 AB taken in conjunction with PY 300 AB.

PY 359 Research: Methodology & Project

Fall (preferably) Spring

This course is taken near the end of the program. Student will have up to one year after the end of the course (semester of registration) to complete the research project or the course will have to be repeated. The research is completed in two segments. In the first segment students examine methods and tools of scientific research and the interpretation of research reports. In the second segment students submit a formal written presentation of an in-depth investigation of a clinical topic utilizing an appropriate research methodology or a grant they submit for funding.

PY 405-425 Series: Explorations in Art Therapy

Fall Spring Summer

One-unit classes offered in the GATC provide students with an opportunity to explore specific subjects and techniques used in art therapy.

PY 411 Introduction to Clinical Art Therapy (1)

Spring

Covers the uses of art therapy in schools, special education, and psychiatric settings as well as in personal growth.

PY 414A Child Abuse (1)

Summer

Reporting the laws for child abuse is covered. Assessment and treatment are studied and family approaches explored.

PY 440 Series: Topics in Clinical Art Therapy

Fall Spring Summer

One-unit classes offered in the GATC provide students an opportunity to investigate topics in clinical art therapy.

PY 449: Teaching Assistant (0)

Fall Spring Summer

Practice teaching and/or tutoring with an instructor in a regularly taught class. Teaching Assistants follow established guidelines, are appointed by the Program Director, and approved by the Instructor of the course.

Please see current Summer Session bulletin for additional elective courses.

MASTER OF ARTS IN COUNSELING PSYCHOLOGY

The Master of Arts in Counseling Psychology aims to prepare counselors and psychotherapists for professional licensure and/or for doctoral studies. The program is designed to provide academic training and personal growth experiences for those who wish to counsel in institutional or private settings. These settings include educational institutions, community agencies, private clinics, and independent private practice. Three options are available:

Option I: The Master of Arts in Counseling Psychology consists of 30 semester units of coursework which may prepare students for doctoral studies, or which may serve as a terminal graduate degree for mental health professionals in certain settings.

Option II: The Master of Arts in Counseling Psychology with an emphasis in Marriage, Family & Child Counseling (MFCC) consists of 48 semester units. It prepares students who wish to become licensed MFCCs who have the option of operating a private practice or of working independently in other settings. The program is designed to meet the content requirements and to fulfill in part the experience requirements necessary for state licensure by the Board of Behavioral Science Examiners. Personal psychotherapy during the program is strongly recommended.

Option III: The Master of Arts in Counseling Psychology with an emphasis in Chemical Dependency consists of 30 semester units. The program provides intensive training in addiction studies and requires a clinical internship at a chemical dependency treatment center. It is designed for professionals who require specialized training to enrich their current experience and skills. To obtain the master's degree, students complete a prescribed number and sequence of courses, including specified courses in the treatment of chemical dependency.

In the Master of Arts in Counseling Psychology program, advancement to candidacy is not automatic. Upon completion of all Foundation Courses, and 15 units of graduate work with a GPA of 3.0 or above, the status of each student is reviewed by the Student Evaluation Committee (SEC). The SEC officially meets twice a year, during Fall and Spring semesters, to recommend qualified students for candidacy to the Graduate Council. The evaluative process addresses both academic performance, and clinical and professional capability for the competent practice of counseling psychology. The Student Evaluation Committee also provides ongoing professional and academic evaluation of students as they progress through the program. The Evaluation Criteria upon which this process is based are distributed to all students at the beginning of their graduate program. Additionally these criteria are available to students, in the Program Director's office, upon request.

Master of Arts in Counseling Psychology (Option I) Foundation Courses

	Units
General Psychology	3
Major Theories of Personality (Prerequisite for PY 255)	3
Abnormal Psychology (Prerequisite for PY 210)	3
Developmental Psychology (Prerequisite for PY 260)	3
Core Courses	
PY 203	3
PY 210	3
PY 235	3
PY 255	3
PY 260	3
PY 359	3

Graduate Elective Courses	12
Total	30

Practicum/Case Seminar (6 units) highly recommended. Electives may be in a specialized area of interest such as drug and alcohol treatment or systems theories.

Master of Arts in Counseling Psychology with an emphasis in Marriage, Family & Child Counseling (Option II)

Foundation Courses

Same as Master of Arts in Counseling Psychology

Core Courses

Same as Master of Arts in Counseling Psychology 18

Additional courses needed for application for MFCC licensure:**

PY 214B	Substance Abuse: Assessment & Treatment	1
PY 214C	Substance Abuse: Counseling (Prerequisite: PY 214B)	1
PY 230	Cross-Cultural Issues	3
PY 280	Principles of MFCC	3
PY 285	Psychotherapeutic Techniques	3
PY 287	Child Assessment & Treatment	3
PY 289	Couples Therapy	1
PY 290	Professional Ethics & Law	3
PY 300 AB	Practicum*	3/3
PY 355 AB	Case Seminar	3/3
	Total	48

***Three (3)**

units of Practicum require a minimum of 250 hours in the field.

****A one (1)**

unit course in Child Abuse is also required for licensure, but cannot be included as part of the units toward the degree.

Master of Arts in Counseling Psychology with an emphasis in Chemical Dependency (Option III)

Foundation Courses

Same as Master of Arts in Counseling Psychology

Requirements	Units	
PY 210	Psychopathology	3
PY 255	Communication & Counseling Skills	3
PY 260	Advanced Human Development	3
PY 270	Historical, Psychosocial & Biochemical Aspects of Addiction	3
PY 272	Diagnosis, Assessment & Referral	3
PY 274	Counseling, Intervention & Relapse Prevention Within an EAP Model	3
PY 310	Practicum - Chemical Dependency	3
PY 350	Case Seminar- Chemical Dependency	3
PY 359	Research: Methodology & Project	3
	Graduate Electives	3
	Total	30

Certificate Program in Chemical Dependency

This program is designed for professionals and para-professionals who require specialized training in Chemical Dependency to enrich their current job experience. By taking 9 units of specialized coursework in Drug and Alcoholism and by completing 6 units of a clinical internship involved in chemical dependency treatment, along with a case seminar, students will receive a certification in

Chemical Dependency. Students in the certificate program must hold an undergraduate degree from an accredited institution. For specific information about the certificate program contact the Graduate Office.

Requirements

PY 410	Practicum: Chemical Dependency	3
PY 450	Case Seminar: Chemical Dependency	3
PY 470	Historical, Psychosocial & Biochemical Aspects of Addiction	3
PY 472	Diagnosis, Assessment & Referral	3
PY 474	Counseling, Intervention & Relapse Prevention Within an EAP Model	3
	Total	15

Counseling Psychology

PY 203 Group Experience for Family Systems (3)

Fall Spring Summer

Explores the composition, development and process of the group as a vehicle for individual and social change including a cursory survey of current group methodologies. The development of effective group membership and leadership skills is emphasized.

PY 210 Psychopathology (3)

Fall Spring Summer

Prerequisite: Abnormal Psychology. Systematically examines major paradigms of mental distress including medical, behavioral and psychosocial models. Primary emphasis on familiarity with differential diagnosis, and the 5 axis diagnostic criteria presented in the DMS III R.

PY 214B Substance Abuse: Assessment & Treatment (1)

Spring Summer

Explores assessment and treatment issues within the physiological, psychological, social, and familial context.

PY 214C Substance Abuse: Counseling (1)

Spring Summer

Prerequisite: PY 214 B.

Examines treatment interventions appropriate to individuals and families in various phases of recovery.

PY 230 Cross-Cultural Issues (3)

Spring Summer

Explores the effects of ethnicity on the counseling process, with attention to the unique cultural traits of various minority groups.

PY 235 Human Sexuality (3)

Fall Spring Summer

Analysis of normal and dysfunctional sexual behavior with attention to diagnosis of sexual problems and to the major approaches to sex therapy.

PY 255 Communication & Counseling Skills (3)

Prerequisite: Major Theories of Personality. Fall Spring Summer

Systematic study of communication skills and the major approaches to counseling and psychotherapy. Through experiential exercises and group discussions, such areas as self-awareness, feelings, self-concepts, perception, non-verbal communication, and resolving interpersonal conflicts are covered.

PY 260 Advanced Human Development (3)

Fall Spring Summer

Prerequisite: Developmental Psychology. Analysis of major approaches to the study of human development throughout the life-span. The ability to assess, recognize and understand theoretical presuppositions of various approaches to human development as well as their implications for application is emphasized.

PY 270/470 Historical, Psychosocial & Biochemical Aspects of Addiction (3)

Fall

Examines the history of chemical dependency, the socio-cultural factors that contribute to the use of drugs and alcohol, the patterns and progressions of addiction, and the biological, psychopharmacological, and psychiatric research relative to addiction.

PY 272/472 Diagnosis, Assessment & Referral (3)

Spring

Identifies and defines the addiction syndrome, examines the physiological, psychological and social variables considered in making a diagnosis and discusses the legal, ethical and financial constraints involved in making a referral.

PY 274/474 Counseling, Intervention & Relapse Prevention Within an EAP Model (3)

Summer

Describes basic concepts and techniques of substance abuse counseling. Treatment interventions appropriate to individuals and families in various phases of recovery are discussed. Business and industry responses to addiction, including but not limited to Employee Assistance Programs, are examined.

PY 280 Principles of MFCC (3)

Fall

In-depth study of marriage and family counseling focusing on salient theories, problems, and critical issues from all major psychotherapeutic orientations.

PY 285 Psychotherapeutic Techniques (3)

Spring

Prerequisite: PY 280.

Presents comparative approaches to psychotherapy and counseling with emphasis on specific techniques. Several methods of psychotherapy are compared and contrasted in order to identify common dynamics across models.

PY 287 Child Assessment & Treatment (3)

Fall Summer

Focuses on developmental theories and techniques in the clinical diagnosis and treatment of the child in distress. Addresses the concept of the individuality of the child in the context of both a developmental and familial-social framework. Introduces some of the basic objective and projective assessment tools.

PY 288/488 Psychological Tests & Measurements (3)

Spring

Introduction to the basic principles of psychological measurement, including test construction, scoring, reliability, validity, and development of norms and standardization.

PY 289 Couples Therapy (1)

Spring Summer

Emphasizes the couple and special problems presented. Also offers a theoretical framework from which to view lifecycle stages and issues of a committed relationship. Intervention strategies are discussed in terms of systemic change and the profound effects on the relationship.

PY 290 Professional Ethics & Law (3)

Spring Summer

Examines the ethical codes of the major mental health professions with emphasis on that of marriage and family counseling. Laws affecting practitioners and patients are studied in depth.

PY 300 AB Practicum (3-3)

Fall Spring

Counseling experience under supervision in an appropriate setting within the community. The counseling practicum must comply with the regulations of The Board of Behavioral Science Examiners for such positions.

PY 310/410 Practicum: Chemical Dependency (3)

Fall Spring

Counseling experience under supervision in a chemical dependency treatment setting within the community. The counseling practicum must comply with the regulations of the Board of Behavioral Science Examiners regulations with regard to such positions.

PY 350/450 Case Seminar: Chemical Dependency (3)

Fall Spring

Prerequisite: PY 210, 255,270, 272,274. Provides an opportunity to present cases from the field placement and to receive feedback from a faculty member and from other students relative to chemical dependency treatment.

PY 355 AB Practicum/Case Seminar (3-3)

Fall Spring

Prerequisite: PY 203, 235,210, 255,260. Provides an opportunity to present cases from the field and to receive feedback and consultation from the faculty member and from other students. Focuses on integration of theory and practice.

PY 359 Research: Methodology & Project (3)

Fall (preferable) Spring (optional)

Examines methods and tools of scientific and social research and the interpretation and design of research reports. Students submit a formal written presentation of an in-depth investigation of a clinical topic utilizing an appropriate research methodology. This course is taken near the end of the program. Students will have up to one year after the end of the course (semester of registration) to complete the research project or the course will have to be repeated.

PY 414A Child Abuse (1)

Summer

Reporting laws for child abuse are covered. Assessment and treatment are studied, and family approaches are explored. This course meets the requirements for licensure.

PY 449T: Teaching Assistant (0)

Fall Spring Summer

Practice teaching and/or tutoring with an instructor in a regularly taught class. Teaching Assistants follow established guidelines, are appointed by the Program Director, and approved by the Instructor of the course.

MASTER OF ARTS IN ENGLISH

The Master of Arts in English features an emphasis in literature. Students are provided a broad background in both writing and literary analysis, which leads to community college teaching as well as careers in journalism, editing, publishing and technical communication. The program is taught by a highly qualified faculty with diverse backgrounds and viewpoints. After completion of 15 units of coursework, students maintaining a 3.0 grade point average will advance to candidacy. After completion of 24 units, students prepare to take a comprehensive written exam under the guidance of two to three faculty members of the student's choice. Students who plan to do a thesis in lieu of coursework should first take EN 298A: Thesis (Directed Study), which is offered every semester. In the following semester, students work with a mentor in the Department and take EN 298B: Thesis (Directed Writing). The thesis will be read by the mentor and at least one other faculty member. This program is especially designed for working adults and ordinarily takes two to three years to complete.

Requirements

The MA in English program requires a minimum of 30 units or ten courses. Students may transfer up to 6 units of graduate work done elsewhere, provided this coursework matches the program's requirements. Graduate students may also take up to 9 units of upper-division work at CND to satisfy the 30-unit requirement. Elective courses in expository, creative, and technical writing are offered periodically as students' needs and interests require.

Core Courses

		Units
EN 202	Writing: Theory & Practice	3
EN 203	Seminar in Literature	3
EN 204	Linguistics & Semiotics	3

it is recommended that the core courses be completed early in the graduate program (that is, before the completion of 15 units).

Students have the option of two plans, depending upon whether they decide to do a thesis.

Plan A (Thesis)

EN 202	Writing: Theory & Practice	3
EN 203	Seminar in Literature	3
EN 204	Linguistics & Semiotics	3
EN 213, 214 or 215	Genre Courses	6
EN 216	Period Course	3
EN 298A	Thesis: Directed Study	3
EN 298B	Thesis: Directed Writing	3
Two Elective Courses		6
Total		30

Plan B (No Thesis)

		Units
EN 202	Writing: Theory & Practice	3
EN 203	Seminar in Literature	3
EN 204	Linguistics & Semiotics	3
EN 213	Narrative	3
EN 214	Lyric	3
EN 215	Drama	3
EN 216	Period Course	3
	Elective Courses	<u>9</u>
Total		30

English

EN 202 Writing: Theory & Practice (3)

Fall '95 investigation of current writing theory and practice in various forms of writing, including fiction, article writing, and technical writing, with an emphasis on process and methodology.

EN 203 Seminar in Literature (3)

Fall '94

Methods and content course, involving reading of critical texts in conjunction with primary texts. Students entertain alternate interpretations of the selected literary works.

EN 204 Linguistics & Semiotics (3)

Spring '95

Introduction to the study of linguistics and Semiotics with emphasis on application to literary analysis and technical and marketing communications. Topics include: gender differences in Language and communication, semantics, pragmatics, sociolinguistics, ethnolinguistics, the brain and language, cognitive psychology, discourse theory and text analysis, and semiotics.

EN 213 Narrative (3)

Spring '94

Advanced study of major forms of narrative (epic, romance, novel, short story) from antiquity to the present, with emphasis on theoretical understanding of the genre. Students evaluate selected literary masterpieces in terms of classical and contemporary critical approaches.

EN 214 Lyric (3)

Fall '94

Study and critical assessment of lyric poetry with emphasis on the works of major poets who have contributed to the development of the genre in English.

EN 215 Drama (3)

Spring '95

Understanding and appreciation of the dramatic genre, from its origins to the present, with special attention given to the development of British and American traditions.

EN 216 Period Courses (3)

Summer Session I

Literary-historical approaches to the most important periods of English literature. Courses need not be taken in sequence.

EN 216B Medieval Period (3)

Reading of the major texts of the Middle Ages in Middle English, including those of Chaucer, Langland, and the Gawain-poet.

EN 216C Renaissance Literature (3)

Critical study of Renaissance literature exclusive of Shakespeare, emphasizing Renaissance drama and poetry.

EN 216D Restoration & Eighteenth Century Literature (3)

Study of Restoration and 18th century drama, poetry, and prose, including major writers such as Dryden, Pope, Swift, Defoe, and Johnson.

EN 216E Romantic literature (3)

Study of the poetry and prose of the late eighteenth and early 19th centuries, including major writers such as Blake, Coleridge, Wordsworth, Shelley, and Byron.

EN 216F Victorian literature (3)

Study of the drama, poetry, and prose of the mid-to-late 19th century, including major writers such as Carlyle, Tennyson, Browning, Wilde and Eliot.

EN 216G Modern Literature (3)

Study of the drama, poetry, and prose of the 20th century, including Woolfe, Lawrence, Joyce, and Fowles.

EN 295 Special Topics (3)

Fall Spring

Content varies as students' needs and interest require. May include approaches to expository, technical, and creative writing, or focus on specific authors or literary movements.

EN 298 AB Thesis (3-3)

Spring Fall Summer

Writing of an original, in-depth study in an area of the student's discipline using primary sources when available, demonstrating an awareness of the latest developments in the area, and presenting thorough research. Students consult regularly with a faculty member serving as a mentor.

EN 349T Teaching Apprenticeship (3)

Fall Spring

Supervised experience in college teaching in the Writing Center or in a lower-division or upper-division literature course.

ED 449T Teaching Assistant (0)

Fall Spring

Practice teaching and or tutoring with an instructor in the Writing Center or in a regularly taught course; includes weekly meetings on pedagogy; this non-credit course will be transcribed on transcripts.

EDUCATION CREDENTIALS

The purpose of the Multiple Subject, Single Subject, and Preliminary Administrative Services credential programs is to train teachers and administrators who are critical thinkers, creative planners, and skillful, caring facilitators of learning. The programs are in compliance with approved state guidelines. Coursework and student-teacher experience address the requirement that teachers be able to meet the needs of a multi-ethnic student body in California. Program objectives (competencies) for the Multiple Subject, Single Subject, and Preliminary Administrative Services credentials are included in Student Handbooks. Special emphasis is given to reflective teaching, the teacher as decision-maker and facilitator, and knowledge of state frameworks. Credentials for service in California schools are issued by the California Commission on Teacher Credentialing. Standards and requirements for credentialing are subject to change. Students are advised to check requirements each academic term.

Multiple Subject or Single Subject Teaching Credential

Prerequisites

ED 136 Introduction to Education

PY 161 Developmental Psychology: Child & Adolescent (Recommended)

1. Take the California Basic Education Skills Test (CBEST). This test must be taken prior to admission and all sections must be fully passed prior to the second semester of student teaching.
2. Complete a single subject waiver program for the single subject credential or a liberal studies waiver program for the multiple subject credential. This waiver program must be passed prior to any student teaching.
3. If a waiver is not completed, the student must pass the appropriate PRAXIS Exam prior to any student teaching.
4. Complete the following Course of Study.

Multiple Subject Credential

		Units
ED 210	Psychological Foundations	2.5
ED 250	Sociological Foundations	2.5
ED 330 AB	Student Teaching & Seminar	12.0
ED 331M	Elementary Curriculum - Math	2.0
ED 331S	Elementary Curriculum - Social Science	1.0
ED 331X	Elementary Curriculum - Science	1.0
ED 334	Reading/Language Arts (Elementary)	4.0
ED 340	Health Education	1.0
ED 389	Special Education for the Classroom Teacher	3.0
ED 393	Computer Applications in Education	<u>2.0</u>
Total		31.0

Single Subject Credential

		Units
ED 2 10	Psychological Foundations	2.5
ED 250	Sociological Foundations	2.5
ED 330 AB	Student Teaching & Seminar	12
ED 331	Secondary Curriculum	3
ED 332	Special Methods: Secondary	1
ED 334	Content Area Reading: Secondary	3
ED 340	Health Education	1
ED 389	Special Education for the Classroom Teacher	3
ED 393	Computer Applications in Education	2
Total		30

Preliminary Administrative Services Credential

This credential authorizes the holder to perform administrative services as a superintendent, deputy superintendent, principal, assistant principal, supervisor, consultant, or coordinator. CND has an innovative program through which the student receives a Master of Public Administration degree in Educational Administration along with the Preliminary Administrative Services Credential. The program provides for study in breadth in functional areas of Public Administration and for concentrated study in the specialized field of Educational Administration. In order to qualify for a Preliminary Administrative Service Credential, the student must fulfill all of the following requirements:

1. Possess a valid California teaching credential or specified services credential.
2. Have a minimum of 3 years full-time teaching or pupil personnel work by the time the program is completed.
3. Complete 24 units required in Educational Administration.
4. Complete a practicum at two different levels of school organization.
5. Complete a practicum at a school site where at least twenty percent of the ethnic distribution of students is different from the candidate's own.
6. Pass the California Basic Educational Skills Test (CBEST).
7. Meet with the Coordinator of the program for a personal interview.

Core Courses for the Master's of Public Administration & the Preliminary Administrative Services Credential

ED/PA 230	Financial Management
ED/PA 270	Management of Human Resources
ED/PA 280	Leadership Concepts
ED/PA 290	Organization & Management

Educational Administration Emphasis

ED 351	School-Community Relations	3
ED 353	School Law, Governance & Politics	3
ED 355	Program Initiation & Implementation	3
ED 357	Models of Teaching & Supervision	<u>3</u>
	Total Credential Requirements	24

Requirements for the MPA

		Units
PA 250	Qualitative & Quantitative Analysis in Public Administration	3
PA 292	Public Policy & Administration	3
Total Master of Public Administration		30

MASTER OF EDUCATION: MONTESSORI

The program is affiliated with the American Montessori Society and accredited by the Montessori Accreditation Council for Teacher Education. It has two phases, the academic and the internship. The Early Childhood Montessori program at CND begins each spring with curriculum that includes theory and philosophy in child development covering intellectual, sensorial, emotional and motor developmental processes. It continues in the summer with curriculum covering observation techniques, mathematical development, and concepts and activities in art and language. Upon successful completion of the first] 6 units of the program, the intern is assigned to an affiliate school within a 50-mile radius of the College for field experience. The experience is at the pre-kindergarten and kindergarten levels, one-half day, daily, for the fall and spring semesters. The intern returns to campus one night a week for course work and twice a month for seminars. Applicants wishing to start Montessori studies in the summer or fall semester may begin the academic phase with permission of the Program Coordinator. the internship phase and student teaching seminars may be taken only following the completion of ED 335A and ED 335B offered in the spring semester only.

This program is one of the few programs in the United States which offers a Master's degree with a specialization in Montessori Education. The Master's degree qualifies the candidate to administer a Montessori School.

Montessori Certification (Option I)

Requirements

ED 316A	Art Concepts: Early Childhood	1
ED 330M	Music Concepts: Early Childhood	1
ED 333	Observation Techniques	1
ED 335A	Child Development: Practical Life	4
ED 335B	Child Development: Sensorial Apparatus	4
ED 336	Language Development	3
ED 337A	Mathematical Development	3
ED 337B	Social, Natural & Physical Sciences	3
ED 338 AB	Early Childhood Student Teaching (2 semesters)	3-3
ED 338 CD	Student Teaching Seminar: Classroom Management; Child-Family- Community; Parents; Multi-Cultural Awareness	1-1
Total		28.

Master of Education, Specialization in Montessori (Option II)

		Units
	Montessori Certification Program	28
ED 352	Administration & Supervision	3
ED 359	Educational Research	3
Total		34

Master of Education, without Montessori Certification (Option III)

ED 250	Sociological Foundations: Early Childhood	2.5
ED 316A	Art Concepts: Early Childhood	1
ED 330M	Music Concepts: Early Childhood	1
ED 333	Observation Techniques	1
ED 335A	Child Development: Practical Life	4
ED 335B	Child Development: Sensorial Apparatus	4
ED 336	Language Development	3
ED 337A	Mathematical Development	3
ED 337B	Social, Natural & Physical Sciences	3
ED 359	Educational Research	3
ED 352	Administration & Supervision	3
	Advisor-approved electives	2.5
Total		31

Candidates choosing Option III will receive the Master's degree only. If the candidate requests Montessori Certification at a later date, and if all Montessori certificate courses and internship requirements are completed satisfactorily within a five-year time span, Montessori Certification from American Montessori Society may be granted. In this case, the student will be required to complete the following:

Additional Requirements for Montessori Certification

ED 338 AB	Early Childhood Student Teaching (2 semesters)	6
ED 338C	Student Teaching Seminar: Classroom Management; Child-Family-Community (Early Childhood/Montessori)	1
ED 338D	Student Teaching Seminar: Parents; Multicultural Awareness (Early Childhood/Montessori)	1
Total		8

MASTER OF EDUCATION: MULTICULTURAL

This graduate degree program is directed toward enhancing the professional skills of the Elementary/Middle School teacher. Coursework explores the conceptual, theoretical and practical knowledge base related to the changing environment of California schools. It includes work in advanced pedagogy, counseling skills, and theory and methodology of teaching second language learners. A multicultural perspective is embedded throughout the degree program. Upon completion of four specific courses in Cross-Cultural Language and Academic Development (CLAD), the candidate may apply for the CLAD Certification to the California Commission on Teacher Credentialing. The CLAD Coursework is part of the Master's degree.

Prerequisite: A California Credential or completion of an out-of-state teaching program.

Requirements

		Units
ED 323	Cross-Cultural Issues in Human Development	3
ED 325	Perspectives in Education (Capstone Course)	3
ED 334	Trends in Curriculum Development	3
ED 345	Educational Assessment/Evaluation	3
ED 359	Educational Research	3
ED 389	Special Education for Classroom Teacher	3

Clad Coursework

ED 204	Seminar in Linguistics	3
ED 322	Theoretical Foundations of Second Language Acquisition	3
ED 324	ESL: Methods of Language Learning & Behavior Patterns	3
ED 346	Counseling Skills in Intercultural Communication	3
Total		30

It may be possible to transfer 6 units from a recent credential program, ex., Special Education.

MASTER OF ARTS IN TEACHING

The aim of the MAT program is to broaden and deepen a teacher's knowledge and appreciation of his/her chosen academic major as well as to provide the teaching strategies necessary to communicate this knowledge. There are two options for students. The first option allows a student to complete 12 units in the academic major, 14 units of core courses in Education, and 4 units in a coordinated effort between Education and the discipline to include ED 359 Educational Research (3 units) and Subject Area Review (1 unit).

Students must have an undergraduate major or the equivalent in the academic discipline. If students have not had teaching experience/education courses, prerequisite education courses must be added:

Prerequisites

ED 136	Introduction to Education: Practicum in Teaching	3
ED 210	Psychological Foundations	2.5
ED 331	Curriculum & Instruction	3

Coursework Option I

ED 345	Educational Assessment/Evaluation	3
ED 346	Counseling Skills in Intercultural Communication	3
ED 357	Models of Teaching & Supervision	3
ED 389	Special Education for the Classroom Teacher (may be transferred in)	3
ED 393	Computer Applications in Education (may be transferred in)	2
	Elective Courses in the Academic Major	12
	Coordinated Courses	4
Total		30

Option II

The second option allows students to take the four specific courses for CLAD certification.

	Units	
Clad Coursework	12	
Other Education Coursework		
ED 345	Educational Assessment/Evaluation	3
ED 359	Educational Research	3
	Elective Courses in the Academic Major	<u>12</u>
Total		30

Academic Disciplines

Art, Biology, English, French, Music, Religious Studies, & Social Science

A student wishing to pursue a MAT in one of the seven academic majors listed above must meet the following:

1. Have completed a major or its equivalent in undergraduate work.
2. Have taken prerequisites for specified education courses.

12 units are taken in one of the academic disciplines. Refer to the Undergraduate Section of the Catalog for descriptions of 500 numbered courses in each academic major. They are listed as 100-199 courses. A sampling of courses in the disciplines follow:

Art

Course of study arranged on an individual basis.

Biology

Course of study (choose either Thesis or Non-Thesis program)

Thesis		Units	Non-Thesis		Units
BY 201	Thesis Research	2	BY 299	Scientific Writing	2
BY 299	Scientific Writing	2	BY 299	A Seminar	2
BY 299A	Seminar	2			

(Thesis program: choose a minimum of 6 advisor-approved units chosen from below (Non-Thesis program: choose a minimum of 8 adviser-approved units from below)

BY 500	Developmental Biology	4
BY 516	General Microbiology	5
BY 535	Human Genetics	4
BY 538	Environmental Toxicology	4
BY 541	Vertebrate Zoology	4
BY 542	Immunology	4
BY 552	Cellular & Molecular Biology	3
CH 505	Chemical Analysis & Instrumental Methods	5
CH 532	Physical Chemistry for Life Sciences	4
CH 550	Biochemistry	3
CH 550L	Biochemistry Lab	3

Biology

Graduate Courses

BY 201 Graduate Thesis Research (2)

Independent scientific research appropriate for the completion of a written Master's level thesis.

BY 297 Scientific Writing (2)

Techniques of research and writing employed in preparation of papers for scientific publications.

BY 297A Graduate Seminar (2)

In depth preparation and presentation of lectures and discussion sessions in biological science.

English		Units
EN 202	Writing: Theory & Practice	3
EN 203	Seminar in Literature	3
EN 204	Linguistics & Semiotics	3
EN 213	Narrative	3
EN 214	Lyric	3
EN 215	Drama	3
EN 216 ABC	English Period Classes	3

French

FR 501	Introduction to French Literature	3
FR 509B	Poesie et Chanson	3
FR 513	French Cinema	3
FR 514	Roman Contemporain	3
FR 534 AB	History & Culture of France	3-3
FR 538	Interpretation/Translation	3

Music

MU 200 AB	Graduate Seminar in Analysis	6
MU 215	Individual Instruction	2
MU 593	Computer Applications in Music	2

Two semesters of ensemble (totaling 1 unit) and 3 units of electives at the 500 level are required, as well as a written comprehensive examination to be taken before the final semester of residency. The examination will consist of two areas: a) general analysis questions derived from printed scores of works representative of various musical styles, and b) essay questions in the student's area of specialization. Music courses with 500-numbers are described on pages under the equivalent 100-numbers (see page for an explanation of the course numbering system).

Religious Studies

RS 513	Introduction to the New Testament	3
RS 519B	Modern Christianity	3
RS 533	Jesus, Myth & Reality	3
RS 536A	Women's Theology	3
RS 550	Challenged by Christian Ethics	3
RS 565	Religions of the World	3

Social Science

BA 502	Macro/Microeconomics	4
PS 520	Parties, Politics & Campaigning	3
PS 523	International Relations	3
PS 562	Latin American Area Studies	3
HY 566C	Modern America, 1932-1972	3
PS 580	African Affairs	3
PS 590	Middle East Area Studies	3

Education**Undergraduate Course****ED 136 Introduction to Education: Practicum in Teaching (3)**

Spring

Assists students in examining the role of the teacher at the pre-school through grade 12 level. Students are placed as classroom teacher aides at the grade level of their choice for 3 hours per week and attend a weekly late-afternoon seminar. Three unit course satisfies the Career Development requirement. Permission of the instructor is required. Course is required for admission +0 credential programs.

Graduate Courses**ED 204 Seminar in Linguistics (3)**

Fall

Explores the properties of language and communication in various settings and cultures. Focuses on the structure, acquisition, and usage of English and implications for language learning and training.

ED 210 Psychological Foundations (2.5) Fall Spring Summer

Investigation and critical appraisal of insights derived from psychology, especially as they pertain to the teaching-learning process. Exploration of theories from behavioral, cognitive, humanistic and developmental psychology which are relevant for education. Consideration of individual and cultural differences and differences in learning styles, and how these differences affect students and student-teacher interaction. Appraisal of influence of recent research in these fields on classrooms.

ED 230 Financial Management (3)

Fall Spring

Financial administration in public, non-profit, and service-related institutions. Focus on principles and concepts in public fiscal management, budgeting, taxation, borrowing, and fiscal controls. The nature of public expenditures, the development of budgets and budget cycles are studied including ethical, legal, and political concerns in financial decisions.

ED 250 Sociological Foundations (2.5)

Fall Spring Summer

Analysis of social, cultural, historical, and economic processes that affect education. Focus on contemporary issues such as multi-cultural education, bilingual education, school finance, etc.

ED 270 Management of Human Resources (3)

Fall Summer

Overview of full personnel function, emphasizing professional responsibilities for employment, compensation, employee and labor relations, benefits administration, legal compliance matters and human resources planning.

ED 280 Leadership Concepts (3)

Fall Summer

Historical and philosophical approaches to leadership, identification of personal goals and leadership behaviors in administration, and understanding of group dynamics and group leadership. Techniques in time management, stress management, and resume writing are developed. Class is organized as laboratory for self-study of individual as a leader and for development of leadership strategies.

ED 290 Organization & Management (3)

Spring Summer

History of management theory including principles and concepts of management such as functions of planning, organizing, motivating and controlling. How execution of these functions may be facilitated by communication skills and decision-making techniques. Use of authority, effect of environmental variables, organizational development and the process of change are studied. Class focuses on organizational problem-solving.

ED 316A Art Concepts Early Childhood (1)

Summer

Theoretical and practical aspects of art in the Montessori Classroom.

ED 322 Theoretical Foundations of Second-Language Acquisition (3)

Spring

Designed for practicing or prospective teachers of English as a Second Language. A step-by-step approach using a research-based theoretical framework for the schooling of language minority students. Examines the theoretical underpinnings of primary language development and second language acquisition.

ED 323 Cross-Cultural Issues in Human Development (3)

Summer

Focuses on developmental characteristics of students at different age levels and across cultures, noting similarities and differences. Includes study of human development; ages and stages, gender, ethnicity, the family and learning styles. Also includes studies on bias and stereotyping.

ED 324 ESL: Methods of Language Learning & Behavior Patterns (3)

Summer

Examines language-learning and consequent thinking behavior patterns. Includes the study of teaching/learning strategies for ESL learners, language and behavior, linguistics, cross-cultural similarities and differences, and equity.

ED 325 Perspectives in Education (Capstone Course) (3)

Summer '96

Reviews critical social issues in education and how they relate to today's schools. Current issues and topics covered in previous courses will be highlighted. This course is taken by candidates at the end of the program.

ED 330 AB Student/Intern Teaching & Seminar (Multiple/Single Subject) (12)

Fall Spring

Directed teaching with master teachers and observation in public and private schools at varied grade levels and subject areas, based on student's specialization. Weekly seminars, enriched by guest speakers, are designed to supplement curriculum course-work, examine current values, trends and materials in education, and apprise candidates of legislation affecting the educational profession.

ED 330M Music Concepts: Early Childhood (1)

Fall

Philosophy and techniques of music/movement education for the young child.

ED 331 Secondary Curriculum (3)

Fall

To develop curriculum expertise in curriculum planning applied to the subject area; to gain skills in a variety of strategies and techniques that provide for differences in teaching a diverse population; to become familiar with media and journals in the subject area.

ED 331 M Curriculum-Elementary Math (2)

Fall Spring Summer

Emphasis on content and process; includes the seven strands of the state math framework with a hands-on approach.

ED 331 S Curriculum-Elementary Social Studies (1)

Fall Spring

A multicultural approach including methods of teaching social studies.

ED 331 X Curriculum-Elementary Science (1)

Fall Spring Summer

Understanding of the hierarchy of skills used in scientific investigations and familiarity with current methods and materials.

ED 332 Special Methods (Secondary) (1)

Fall

Specialists practicing in their subject areas will demonstrate current methods for teaching in the single subject areas.

ED 333 Observation Techniques Early Childhood/Montessori (1)

Summer

Introduction to role of observation in Montessori teaching. Variety of observation techniques and formats for record keeping are presented and practiced. Observations are made at local Montessori schools.

ED 334 Reading & Language Arts: Elementary (4)

Fall Spring

Survey course in the teaching of reading and language arts in elementary schools today. Offers an introduction to current research, principles, trends, issues, strategies, and materials, particularly in light of today's multicultural student population. Course presents various theories concerning language and language development, an analysis of reading/language arts programs and approaches, and examination of roles of teacher and learner. Combination of coursework and field-based experience.

ED 334S Content Area Reading: Secondary (3)

Fall Spring

Survey course in teaching content through reading and writing. Introduction to current research, principles, trends, issues, strategies, and resources, in light of today's multi-cultural student population. Emphasis on fusion of reading process and content of various subjects commonly taught in secondary school. Combination of coursework and field-based experience.

ED 335A Child Development: Practical Life (4)

Spring

Introduction to developmental theories of physical, emotional, cognitive growth. Principles and practices of Montessori education, focusing on Practical Life curriculum, are presented through lecture, demonstration, discussion and supervised practice.

ED 335B Child Development: Sensorial Apparatus (4)

Spring

Introduction to developmental theories of physical, emotional, cognitive growth. Principles and practices of Montessori education, focusing on Sensorial curriculum, are presented through lecture, demonstration, discussion and supervised practice.

ED 336 Language Development Early Childhood/Montessori (3)

Summer

Covers Montessori curriculum for support of language development through lecture, demonstration, discussion, and supervised practice. Examines acquisition of oral and written language skills.

ED 337A Mathematical Development Early Childhood/Montessori (3)

Summer

Covers the Montessori method's developmental approach to mathematics through lectures, demonstrations, discussions, and supervised practice. Examines how children develop logical mathematical knowledge and mathematical competencies.

ED 337B Multicultural, Natural & Physical Sciences Early Childhood/Montessori (3)

Fall

Explores the ways a child can enrich his/her life through developing an understanding of our physical and personal environment. The vital role s/he has in the care and protection of the earth and an awareness that each has a unique role to play.

ED 338 AB Student Teaching - Early Childhood/Montessori (6)

Fall Spring

Practical classroom observation and teaching experience in a prepared environment under the supervision of a qualified AMS Montessori certified teacher.

ED 338C Student Teaching Seminar: Classroom Management; Early Childhood/Montessori (1)

Fall Focuses on the practical applications of Montessori philosophy and methodology in the classroom.

ED 338D Student Teaching Seminar: Parent Involvement; Child/Family/Community-Early Childhood/Montessori (1)

Spring Introduces the various components of parent involvement. Contemporary family life styles, patterns of childrearing, and community resources available to families will be covered.

ED 340 Health Education (1)

Fall Spring Summer

Current literature and teaching tools in the health sciences with reference to areas of the state framework including alcohol, drugs, tobacco, nutrition, and venereal disease. Course fulfills California State credential requirement.

ED 344 Trends in Curriculum Development: An Integrated Approach (3)

Fall '95

Consideration of curriculum development and influential factors. Review of current and historical trends. Discussion of planning and decision-making processes. Examination of concept of integrated/ integrating approach and particularly integration of subject matter, thinking skills, communication skills, and technology.

ED 345 Educational Assessment/ Evaluation (3)

Spring '96

Introduces strategies of assessing student performance through norm referenced and criterion referenced tests. Performance based assessment discussed. Course is designed to involve students in construction and selection of appropriate assessment activities.

ED 346 Counseling Skills In Intercultural Communication (3)

Summer

Designed to facilitate the academic personal growth of diverse students in both group and individual situations. Topics include the theory and principles of practice for major approaches to counseling and case management techniques.

ED 347 Subject Area Review (1)

Fall Spring

Student works with one faculty member from his/her discipline and one faculty member from Education to review issues and topics covered in previous courses. This course normally taken at end of the MAT program and is individualized.

ED 351 School - Community Relations (3)

Spring '95

Identification and analysis of community resources, the implications of social changes affecting schools; procedures and techniques for the administrator in working with parents, community agencies, and under-represented minority groups.

ED 352 Administration & Supervision: Early Childhood Montessori (3)

Summer

Legal responsibilities faced by the school administrator; parent and citizen participation in schools; agencies involved in education. Planning and organizing programs which may involve budgeting, staffing, parental input, legal considerations, and evaluation techniques.

ED 353 School Law, Governance & Politics (3)

Fall '95

Historical legal framework of American education, current federal and state laws affecting education, their impact upon schools, knowledge of agencies whose functions affect governance and policy making, and the legal responsibilities of the school administrator, including assignment/misassignment of faculty.

ED 355 Program Initiation & Implementation (3)

Spring '96

Study of curriculum theories, trends, and new teaching strategies; familiarity with current legislation affecting curriculum programs. Knowledge of curriculum planning, designs, and evaluation processes. Organizational patterns of schools; multi-cultural social, political, and economic forces affecting education. Includes administrative competencies for the Special Education Mandate.

ED 357 Models of Teaching & Supervision (3)

Fall '94

Incorporates recent theory and research for assisting the practitioner in becoming a reflective professional who constantly re-examines his/her assumptions and works with others through participative decision-making. Includes clinical teaching and supervision, reflective teaching, collegial decision-making and peer coaching.

ED 359 Educational Research (3)

Fall (optional) Spring (preferable)

Scholarly paper written in own field of education. Includes identification of topics, research methods, data analysis, and ethics in writing a paper. Spring semester is preferable for education students. Students will have up to one year after the end of the course (semester of registration) to complete the research project or the course will have to be repeated.

ED 389 Special Education for the Classroom Teacher (3)

Fall Spring Summer

Survey course to familiarize students with characteristics of individuals with exceptional needs in public school programs, processes used to identify them, placement procedures, and major educational and psychological intervention techniques. Current state and federal legislation dealing with special education including least restrictive environment, due process, and parent rights are included. Required for clear teaching credential.

ED 393 Computer Applications in Education (Secondary or Elementary) (2)

Fall Spring Summer

Prerequisite: Permission of Education Department. Introduces computers and computer uses in school settings. Includes programming using the INTERACT course authoring system and evaluation of computer-assisted instructional programs for drill and practice, tutorial and simulation activities. Limited enrollment. Students in CND's teacher education program are given first priority; others may register if space is available.

MASTER OF BUSINESS ADMINISTRATION

The Master of Business Administration (MBA) program provides a broad course of study to prepare men and women with business experience to deal effectively with the challenges of increased managerial responsibility. Further, as a professional program, it maintains the scholastic rigor necessary for preparing students who plan to continue their academic studies at the doctoral level.

Requirements

The MBA program requires 30 semester units of graduate course credit and completion of foundation courses or equivalents.

Foundation Courses

These courses provide students with the common body of knowledge in the major functional areas of business administration. Students may satisfy these by Plan A or Plan B. Students may have fulfilled some or all foundation requirements in their undergraduate work.

Plan A For students whose undergraduate degree is in Business Administration. The following prerequisite courses must have been completed with a grade of "C" or better:

	Units
Financial Accounting	3
Managerial Accounting	3
Macroeconomics	3
Microeconomics	3
Statistics	3
Computer Science	3
Marketing	3
Management Theory	3

Plan B For students whose undergraduate degree is in a discipline other than Business Administration. The following graduate foundation courses will satisfy the prerequisites for acceptance to the MBA program. A student must complete these courses with grade of "C" or better before the completion of 15 semester units of graduate credit in the MBA core and electives.

BA 201	Financial & Managerial Accounting	4
BA 202	Macro/Microeconomics	4
BA 203	Statistics & Computer Science	4
BA 204	Marketing & Management Theory	4.

Core Courses

These courses are designed to prepare students in the functional areas traditionally comprising the field of Business Administration. Students must enroll in all of these courses:

		Units
BA 230	Management Accounting	3
BA 260	Marketing Planning & Analysis	3
BA 280	Multinational Business & Economics	3
BA 283	Corporate Financial Management	3
BA 290	Business Management & Organizational Behavior	3
BA 292	Business Policy	3

Elective Courses

These courses consist of twelve additional graduate units in the following areas of emphasis: Finance Marketing Computer Information Services (CIS) International Business Organizational Studies

In order to qualify for a specialization in Finance, students will take BA 284, Special Problems in Finance and at least two of the following plus a fourth elective which may be chosen from any MBA area:

BA 227	Security & Capital Formation	3
BA 231	International Finance	3
BA 234	Monetary Theory & Institutions	3
BA 237	Compensation, Benefit & Risk Planning	3
BA 284	Special Problems in Finance	3

In order to qualify for a specialization in Marketing, students will take at least three of the following plus one elective which may be chosen from any MBA area:

BA 245	Marketing for Non-Profit Organizations	3
BA 256	Advertising Management	3
BA 258	Psychology & Marketing	3
BA 262	Marketing Research	3
BA 263	Special Problems in Marketing	3
BA 266	International Marketing	3

In order to qualify for a specialization in CIS, students will take all of the following:

BA 265	Systems Analysis & Design	3
BA 276	Computer Information Systems	3
BA 277	Database Management	3
BA 296	Management Science (Operations Research)	3.

In order to qualify for a specialization in **Organizational Studies**, students will take at least three courses from the following plus one elective which may be chosen from any MBA area:

		Units
BA 215	Conflict Management	3
BA 220	Management of Human Resources	3
BA 240	Business & Consumer Law	3
BA 250	Applied Communications	3
BA 285	Entrepreneurship	3
BA 286	International Management	3
BA 295	Strategic Planning & Management	3
BA 298	Special Problems in Management	3

In order to qualify for a specialization in **International Business**, students will take all of the following plus a fourth elective which may be chosen from any MBA area:

BA 231	International Finance	3
BA 266	International Marketing	3
BA 286	International Management	3

In this area of specialization, it is desirable for students to have proficiency in at least two languages.

MBA Total **30**

Under special circumstances, and with prior approval, a student may choose an emphasis in another graduate program such as the Master of Public Administration or Master of Science in Systems Management. See undergraduate course descriptions for prerequisites.

Business Administration

BA 201 Financial & Managerial Accounting (4)

Fall Summer '95

Prerequisite: Graduate Standing. Introduces financial statements of business entities, underlying principles and procedures, measurements of periodic income and financial position. Presents the analysis, use, interpretation, and synthesis of accounting and financial data necessary for planning, control, and decision-making by management.

BA 202 Macro/Microeconomics (4)

Fall

Prerequisite: Graduate Standing. Macroeconomics includes natural income accounting, the banking system, monetary and fiscal policies, an historical understanding of economic systems, and alternative approaches to economic analyses. Micro-economics covers the analysis of contemporary issues and traditional theories including implication of the pricing process for optimum allocation of resources under various market situations.

BA 203 Statistics & Computer Science (4)

Spring

Prerequisite: Graduate Standing. Descriptive statistics, concepts of probability, sampling, statistical inference, testing hypotheses, regression analysis, and other applications to business research problems. Instruction and assignments based on statistical packages for micro-computers. The principles of computing are also addressed.

BA 204 Marketing & Management Theory (4)

Spring

Prerequisite: Graduate Standing. Combines the concepts of marketing and of management theory and explores these concepts as a discipline and a process. Explores the role of marketing in society, marketing institutions, and in business strategy. Considers the evolution of management theory and its practice in contemporary organizations.

BA 215 Conflict Management (3)

Fall '95

Prerequisite: Graduate Standing.

Analysis of conflict in the employment relationship; theoretical and empirical findings, Principles and philosophies that underlie resolution of labor-management impasses. Provides a framework for understanding disruptive behavior and for dealing with manipulation and defensiveness.

BA 220 Management of Human Resources (3)

Spring '96

Prerequisite: Graduate Standing.

A study of principles and practices of personnel administration, career path planning, organizational development, wage and salary administration, employee development programs, and other topics of contemporary interest.

BA 221 Labor-Management Relations (3)

Summer '96

Prerequisite: Graduate Standing.

Stresses the managerial perspective and allows nonspecialist students to study the relationship of labor issues to organizational performance. Labor law, union organizing campaigns, negotiations are studied with a view to the development of labor policies.

BA 224 Investment Theory & Practice (3)

Fall '95

Prerequisites: BA 283 (required); BA 227 and BA 284 (recommended).

Combines the theory of securities valuation and portfolio analysis with practical considerations of selecting a portfolio of securities for individual or institutional investment purposes. Uses modern portfolio theory to make choices among a variety of securities-investment alternatives including common and preferred stocks, bonds, securities options and futures, warrants and convertible issues, and investment companies.

BA 225 Financial Reporting & Analysis (3)

Spring '96

Prerequisite: BA 283

Combines an in-depth understanding of published financial statements with the practical techniques or financial analysis of accounting information by outside parties in order to make decisions to invest, lend money, or extend credit. This analysis extends to critical decisions within the firm, and considers accounting problems and conventions that are unique to selected industries.

BA 227 Securities & Capital Formation (3)

Summer '96

Prerequisites: Business Law & Financial Accounting (recommended).

Studies the process by which companies and individuals raise money in the public and private capital markets. Includes an overview of the Federal and State securities laws: SEC accounting and regulations; SEC and the Department of Corporations; registration; and the role of the broker-dealer, accountant, attorney, and banker.

BA 230 Management Accounting (3)

Fall Spring Summer '95

Prerequisites: Financial & Managerial Accounting.

Examines the vital role of information generated by the accounting system in the processes of decision-making, planning, and control. Topics include ratio analysis, financing sources, industry forecasts and financial statement variations by type of industry.

BA 231 International Finance (3)

Summer

Prerequisite: BA 283. international monetary systems and the development of international financial transactions, including; international payments, balance of payments, international liquidity, international portfolios, direct investments, and international financial institutions.

BA 232 Taxation of Individuals, Corporations & Partnerships (3)

Spring '96

Prerequisite: BA 283.

An overview of federal and state tax law and regulation in the United States, and of the effect of tax consequences on the financial decision-making of individuals and business firms.

BA 234 Monetary Theory & Institutions (3)

Spring '95

Prerequisites: Microeconomics & Macroeconomics/or BA 202.

Structure and financing of the contemporary monetary financial system includes financial markets, banking and non-banking intermediaries, and international monetary systems as well as the framework for analyzing processes through which monetary policy can achieve macro-economic objectives.

BA 235 Recruitment, Training & Development (3)

Summer '95

Prerequisite: Graduate Standing.

Considers in-depth selection, interviewing skills, development of job specifications; applications of training including training needs, assessment, designing, implementing and evaluating training programs, and applying communication and motivation theories to training.

BA 237 Compensation, Benefit & Risk Planning (3)

Summer '96

Prerequisite: Graduate Standing. Considers contemporary trends in compensation and benefit package planning and administration at all levels within the organization in both the private and public sectors and in organizations of varying sizes and legal configurations.

BA 240 Business & Consumer Law (3)

Fall '95

Prerequisite: Graduate Standing.

Focuses on the proliferation of government and consumer agencies affecting business management decision-making. Analysis and discussion of legal, moral, ethical and managerial perspectives; including equal employment opportunity, the organization's responsibilities, product safety, and protection of trade secrets.

BA 245 Marketing for Non-Profit Organizations (3)

Summer '96

Prerequisite: BA 260.

Considers the generic and contextual differences between marketing techniques in the public and private sectors and develops market-oriented operating strategies for non-profit organizations.

BA 250 Applied Communications (3)

Fall '94

Prerequisite: Graduate Standing.

Studies selected theories of communication and translates them into practical usage through role playing and other relevant class exercises. Uses video taping for self-observation.

BA 256 Advertising Management (3)

Fall '94

Prerequisite: BA 260.

Studies the role of advertising in marketing strategy. Definition of advertising objectives, strategy, formulation, budgeting, media selection, copy testing and evaluation of advertising programs are considered.

BA 258 Psychology & Marketing (3)

Spring '96

Prerequisite: Marketing Principles or BA 204.

Application of psychological theories and techniques in marketing. Understanding consumers to create and maintain a strong consumer franchise.

BA 260 Marketing Planning & Analysis (3)

Fall Spring Summer

Prerequisite: Marketing Principles or BA 204.

Application of marketing as an integrative process. Topics include analysis of markets: planning and product strategies: developing a balance of marketing decisions that consider prices, channels of distribution, physical movement of goods, communications, advertising, sales force, and other factors.

BA 262 Marketing Research (3)

Spring '95

Prerequisite: BA 260.

Diagnosis of marketing information needs and selection of relevant interrelated variables. Evaluates different quantitative and qualitative techniques of gathering relevant primary and secondary data with a perspective toward forecasting marketing decisions. Considers research designs, proposals, sampling, interpretation, data collection, and forecasting.

BA 263 Special Problems in Marketing (3)

Fall '95

Prerequisite: BA 260.

Considers subjects such as product management, marketing institutions, international marketing and market innovation, including new product introduction, market assessment, and market strategy decisions.

BA 265 Systems Analysis & Design (3)

Summer '95

Prerequisite: Computer Science or BA 203. Introduces the current model for business systems analysis and the role and methods of the systems analyst. Emphasis is on the practical aspects of the role, with a view to promoting effective utilization of systems analysis within the business organization.

BA 266 International Marketing (3)

Summer '95 '96

Prerequisite: BA 260.

Considers and analyzes the institutions, principles, and instruments of international markets, the management of the international marketing function and the development of foreign markets through the use of exports, licensing, joint ventures, subsidiaries in host countries and multinational operations.

BA 276 Computer Information Systems (3)

Fall '94, Summer '96

Prerequisite: Computer Science or BA 203. Covers the concepts, structure, and operation of computer-based information systems. Topics include modern information technology, information structure, managerial systems, systems analysis and evaluation, and application of emerging technologies to development of information systems.

BA 277 Database Management (3)

Spring '95, Summer '96

Prerequisite: Computer Science or BA 203. Studies computerized database management with strong emphasis on conceptual aspects of those systems. Data models representing real world systems, relational networks, hierarchical data models, logical database design, database management system facilities, and administration are considered as are specialized languages for database management.

BA 280 Multinational Business & Economics (3)

Fall Spring Summer

Prerequisites: Financial & Managerial Accounting or BA 201, and Macro/Microeconomics or BA 202.

A review and analysis of multinational business operations and their host countries. Includes analysis of financial and marketing strategies in mixed cultural, social and economic environments, and discussions of corporate legal and moral responsibility.

BA 283 Corporate Financial Management (3)

Fall Spring Summer

Prerequisites: Financial & Managerial Accounting. BA 230 is recommended. Considers the valuation of assets and general problems of asset acquisition, financing, and evaluation of corporate financial performance. Provides application of theory to financial decisions involving cash flow management, capital structure planning, capital costs, and risks involved in short-term and long-term financial decisions.

BA 284 Special Problems in Finance (3)

Summer '95, Spring '96

Prerequisite: BA 283.

An in-depth study of selected topics in finance, including capital budgeting, management of working capital, modern portfolio theory, financial options, capital structure and leverage, external financing, reorganization and bankruptcy. Particular attention will be paid to the theoretical bases of financial concepts, including the Modigliani and Miller propositions, the Capital Asset Pricing Model, and Arbitrage Pricing Theory. This course is required for the Finance emphasis.

BA 285 Entrepreneurship (3)

Summer '95

Prerequisites: BA 260 & BA 283,

Evaluation of new venture ideas and their conversion into operating entities. Examines the various stages of development of a new firm from concept to establishment. Explores innovation and the use of entrepreneurship within the established, larger organization.

BA 286 International Management (3)

Spring '95 Summer '96

Prerequisite: BA 290.

Institutions, structures, and strategies are analyzed from the perspective of the operating manager within a framework of differing values, customs, culture and managerial styles.

BA 290 Business Management & Organizational Behavior (3)

Fall Spring Summer

Prerequisite: Graduate Standing. Functions of organization management, behavioral relationships within the organization, the influence of culture and environment, and traditional theories of management and leadership.

BA 292 Business Policy (3)

Fall Spring

Prerequisites: BA 230, 260, 280, 283, and 290.

Business Policy is the Capstone course which integrates the different functional areas from the chief executive officer's perspective. Principal topics are strategic planning, strategy formulation and implementation, analysis of industry and competitive firms, assessments of the firm's strengths and weaknesses, and the assessment of alternative strategies. This course should be taken in the final semester of the student's MBA program.

BA 295 Strategic Planning & Management (3)

Fall '94

Prerequisites: BA 260 & BA 283 (recommended).

Selection of an overall direction or strategy for the firm, chosen relative to environmental trends, organization resources, and managerial values. Integration of functional and technical areas into the strategy, and development of the hierarchical structure and managerial systems to implement that strategy.

BA 296 Management Science (Operations Research) (3)

Fall '95

Prerequisite: Computer Science or BA 203. Presents techniques for describing business system structures and their subsystems of statistical, and mathematical models, both deterministic and stochastic. Optimization techniques used in the decision-making process are developed, studied, and applied to such areas as the selecting of optimal purchase quantities, production schedules, investments, new products, services performed, services used, transportation networks, and facility locations.

BA 298 Special Problems in Management (3)

Summer '96

Prerequisite: BA 290.

In-depth consideration of the contributions of the Behavioral Sciences in the areas of human motivation, group dynamics, leadership, interpersonal relations, conflict management and the management of change.

MASTER OF MUSIC

The Master of Music program is designed to provide a curriculum which will enable students to develop the knowledge and skills necessary for professional competence in performance or studio teaching. The degree is offered with specializations in piano performance, voice performance, piano pedagogy, and voice pedagogy.

Each successful applicant must have completed an undergraduate degree program in music as recommended by the National Association of Schools of Music. The undergraduate program shall include a minimum of 6 semesters of applied music and 6 semesters of ensemble experience.

Each applicant must present a solo performance audition to be evaluated by members of the Music faculty. The applicant should be prepared to play or sing compositions from three of the following periods: Baroque, Classic, Romantic, Impressionistic and Twentieth Century. In addition, each applicant must submit a personal repertoire list which will be evaluated in terms of degree objectives and professional goals.

Each applicant must complete a proficiency test of basic musicianship skills for graduate students in the areas of ear training, vocal and keyboard sight reading, and conducting. If the applicant demonstrates deficiencies in these areas, a contract will be drawn up between the applicant and the graduate advisor specifying procedures to be used in removing the deficiencies.

Specialization: Piano Performance

Requirements	Units
MU 200 AB Graduate Seminar in Analysis	6
MU 215 individual Instruction in Piano	8
MU 298A Graduate Lecture Recital	1
MU 298B Graduate Final Recital	1
MU 514P Piano Performance & Repertoire	2
MU 523 AB History & Literature of Piano Music	2
Music Ensemble (each semester)	1
Electives (including one course in music history)	9
Final Comprehensive Examination	0
Total	30

Specialization: Voice Performance

MU 200 AB Graduate Seminar in Analysis	6
MU 215 Individual Instruction in Voice	8
MU 298A Graduate Lecture Recital	1
MU 298B Graduate Final Recital	1
MU 513 AB Lyric Diction (two semesters)	4
MU 514V Vocal Performance & Repertoire	2
MU 526 History & Literature of Vocal Music	2
Music Ensemble (each semester)	1
Electives (including one course in music history)	5
Final Comprehensive Examination	0
Total	30.

Specialization: Piano Pedagogy

	Units
MU 200 AB Graduate Seminar in Analysis	6
MU 215 Individual Instruction in Piano	7
MU 298A Graduate Lecture Recital	1
MU 298C Graduate Final Project	1
MU 514P Piano Performance & Repertoire	2
MU 523 AB History & Literature of Piano Music	2
MU 592 Piano Pedagogy	6
Music Ensemble (each semester)	1
PY 556 Interpersonal Communication	3
Final Comprehensive Examination	0

Total		30
Specialization: Voice Pedagogy		
MU 200 AB	Graduate Seminar in Analysis	6
MU 215	Individual Instruction in Voice	8
MU 298A	Graduate Lecture Recital	1
MU 298C	Graduate Final Project	1
MU 513 AB	Lyric Diction (two semesters)	3
MU 514V	Vocal Performance & Repertoire	2
MU 526	History & Literature of Vocal Music	2
MU 527	Vocal Pedagogy	6
	Music Ensemble (each semester)	1
	Final Comprehensive Examination	0
Total		30

Master of Music

MU 200A Graduate Seminar in Analysis (3)

Fall '95

Research methodology and analysis of music from the 14th to the early 19th centuries. Required in all graduate music programs.

MU 200B Graduate Seminar in Analysis (3)

Spring '96

Continuation of MU 200A. Intensive analysis of music from the 19th and 20th centuries.

MU 215 Individual Instruction (1-4)

Fall Spring

Prerequisite: Consent of Instructor.

Individual weekly lessons in piano, organ, voice, strings, harp, winds, or conducting. May be repeated for credit.

MU 298A Graduate Lecture Recital (1)

By Special Arrangement

A public presentation including both lecture-analysis and performance of selected musical repertoire, planned, presented, and evaluated under the guidance of the Graduate Seminar in Analysis instructor.

MU 298B Graduate Final Recital (1)

By Special Arrangement

A public recital planned, presented, and evaluated under the guidance of the individual instruction teacher.

MU 298C Graduate Final Project (1)

By Special Arrangement

A pedagogy project planned, presented, and evaluated under the guidance of the pedagogy instructor.

MU 299 Independent Study in Music (1-3)

By Special Arrangement

Individual study or research under the direction of an instructor.

MU Final Comprehensive Examination (0)

By Special Arrangement

A written comprehensive examination to be taken before the final semester of residency. The examination will consist of two areas: a) general analysis questions derived from printed scores of works representative of various musical styles, and b) essay questions in the student's area of specialization. Music courses with 500-numbers are under the equivalent 100-numbers (see page 25 for an explanation of the course numbering system).

MASTER OF PUBLIC ADMINISTRATION

The objective of the Master of Public Administration program is to prepare men and women to operate effectively and efficiently in an administrative capacity. By acquiring the appropriate knowledge, competencies and ethical values, these graduates can work effectively in positions of leadership.

The program provides for broad study in functional areas of public administration and for concentrated study in one of the following specialized fields: educational administration, health services administration, human resources management, and public affairs administration. Students may enroll in the program on a part-time or full-time basis and may begin the program in fall, spring, or summer. Almost all classes are scheduled in the late afternoon or evening to accommodate students who work during the day; a few classes are scheduled on weekends.

The program requires 30 semester units of graduate-level work. Four Foundation Courses, considered undergraduate preparatory work, must be completed prior to the midpoint of the program (15 units). When the student has completed the Foundation Courses and 15 units of graduate courses, s/he is considered by the Program Director and the Graduate Council for advancement to Candidacy.

Foundation Courses		Units
	Introduction to Computers	3
	Introduction to Political Science	3
	Introduction to Sociology	3
	Introduction to Psychology	3.

Core Courses		Units
PA 230	Financial Management	3
PA 250	Quantitative & Qualitative Analysis in Public Administration (Prerequisite: Intro to Computers)	3
PA 270	Management of Human Resources	3
PA 280	Leadership Concepts	3
PA 290	Organization & Management	3
PA 292	Public Policy & Administration	3
		18

Areas of Emphasis (Choose One Area)

Educational Administration		
ED 351	School-Community Relations	3
ED 353	School Law, Governance & Politics	3
ED 355	Program Initiation & Implementation	3
ED 357	Models of Teaching & Supervision	3
		12

Health Services Administration		
HS 205	Health Services Policies & Issues	3
HS 210	Health Services Administration	3
HS 217	Legal Aspects & Governmental Relations in Health Care	3
	Elective	3
		12

Human Resources Management		
HR 215	Conflict Management	3
HR 221	Labor-Management Relations	3
HR 235	Recruitment, Training & Development	3
	Elective	3
		12

Public Affairs Administration

PA 255	Administrative Law	3
PA 265	Contemporary Issues in Administration	3
PA 285	Managing Diversity	3
	Elective	3
	MPA Total	30

NOTE: Under special circumstances and with prior approval, a student may choose an emphasis in another graduate program such as the Master of Business Administration or the Master of Arts in Counseling Psychology programs. Students also may receive a generic Master of Public Administration degree.

Master of Public Administration

PA 230 Financial Management (3)

Fall Spring

Financial administration in public, non-profit, and service-related institutions. Focus on principles and concepts in public fiscal management: budgeting, taxation, borrowing, and fiscal controls. The nature of public expenditures, the development of budgets and budget cycles are studied including ethical, legal, and political concerns in financial decisions.

PA 245 Marketing for Non-Profit Organizations (3)

Summer '96

Prerequisite: Permission of Program Director.

Considers the generic and contextual differences between marketing techniques in the public and private sectors and develops market-oriented operating strategies for non-profit organizations.

PA 250 Quantitative & Qualitative Analysis in Public Administration (3)

Fall Summer

Prerequisite: Introduction to Computers or Equivalent.

Develops concepts and procedures relating to decision-making to achieve organizational objectives. Includes application of quantitative and non-quantitative methods to organizational situations; survey analysis; research techniques; and the use of computers and information systems in program development and evaluation.

PA 255 Administrative Law (3)

Summer '95

Examines court decisions affecting administrative law. Topics include jurisdiction venue, judicial ethics and discretion, abuses, and contemporary problems.

PA 265 Contemporary Issues in Administration (3)

Fall '95

This course will examine the role of the administrator who must be values conscious and be prepared to work with and supervise a diverse workforce. Contemporary issues such as allocations, consolidation of services, affirmative action, diversity, and violence in society are discussed and analyzed.

PA 270 Management of Human Resources (3)

Fall '95, Summer

Overview of full personnel function, emphasizing professional responsibilities for employment, compensation, employee and labor relations, benefits administration, legal compliance matters, and human resources planning.

PA 280 Leadership Concepts (3)

Fall Summer

Historical and philosophical approaches to leadership, identification of personal goals and leadership behaviors in administration, and understanding of group dynamics and leadership. Techniques in time management, stress management, and resume writing. Organized as laboratory for self-study of the individual as a leader and for development of leadership strategies.

PA 285 Managing Diversity (3)

Spring

Considers the specific issues concerned with managing a diverse workforce and clientele; ethnicity, class, religious beliefs, age, gender, sexual orientation, and learning or physical

disabilities will be considered. Emphasis will be placed on recruitment, retention, and the culture of the workplace.

PA 290 Organization & Management (3)

Spring Summer

History of management including principles and concepts of management such as functions of planning, organizing, motivating, and controlling. How execution of these functions may be facilitated by communication skills and decision-making techniques. Use of authority, effect of environmental variables, organizational development and the process of change are studied. Class focuses on case study and organizational problem-solving.

PA 292 Public Policy & Administration (Capstone Course) (3)

Fall Spring

A case study method is used to integrate and apply the knowledge gained from previous courses. Public administration environments, management strategies, decision-making in public agencies, and public policy-making strategies are emphasized.

HS 205 Health Care Policy & Issues (3)

Fall '94

National, regional and local policies and issues shaping the healthcare delivery system, Topics include distribution and dynamics of human health problems, analysis of medical care organizations, examination of regulation on development of technology and delivery, and issues in resource at location.

HS 210 Health Services Administration (3)

Spring '96

Medical care administration in the United States. Topics will include organization, delivery, financing, development, personnel, and regulation of healthcare.

HS 274 Counseling Intervention & Relapse Prevention Within an EAP Model(3)

Summer

Describes basic concepts and techniques of substance abuse counseling. Treatment interventions appropriate to individuals and families in various phases of recovery are discussed. Business and industry responses to addiction, including but not limited to Employee Assistance Programs, are examined.

HR 215 Conflict Management (3)

Fall

Analysis of conflict in the employment relationship; theoretical and empirical findings. Principles and philosophies that underlie resolution of labor-management impasses. Provides a framework for understanding disruptive behavior and for dealing with manipulation and defensiveness.

HS 217 Legal Aspects & Government Relations in Healthcare (3)

Spring '95

Application of law to the health service organization; legal responsibilities; study of government's role in healthcare field; current policies, ethical practices, and regulations related to providers of healthcare.

HR 221 Labor-Management Relations (3)

Summer '96

Managerial perspective stressed. Labor law, union organizing, campaigns, and negotiations are studied with a view to the development of labor policies. The case method and lecture/discussions are used.

HR 235 Recruitment, Training & Development (3)

Summer '95

Staffing needs and how to meet them; interview techniques; assessment of candidate potential and placement; assessment of training needs and means of developing effective training programs; career planning and management.

ED 351 School - Community Relations (3)

Spring '95

Identification and analysis of community resources, the implications of social changes affecting schools; procedures and techniques for the administrator in working with parents, community agencies, and under-represented minority groups.

ED 353 School Law, Governance, & Politics (3)

Fail '95

Historical legal framework of American education, current federal and state laws affecting education, their impact upon schools, knowledge of agencies whose functions affect governance and policy making, and the legal responsibilities of the school administrator, including assignment of teachers.

ED 355 Program Initiation & Implementation (3)

Spring '96

Study of curriculum theories, trends, and newer strategies; familiarity with current legislation affecting curriculum programs. Knowledge of curriculum planning, designs, and evaluation processes. Organizational patterns of schools; multicultural, social, political, and economic forces affecting education. Includes administrative competencies for the Special Education Mandate,

ED 357 Models of Teaching & Supervision (3)

Fall '94 Incorporates recent theory and research for assisting the practitioner in becoming a reflective professional who constantly re-examines his/her assumptions and works with others through participative decision-making. Includes clinical teaching and supervision, reflective teaching, collegial decision-making and peer coaching.

MASTER OF SCIENCE IN SYSTEMS MANAGEMENT

The Master of Science in Systems Management (MSSM) provides world views, concepts, and tools for coping with rapid change, exponential growth, increasing technological sophistication, and complexity. The curriculum is rooted in systems thinking. A central premise is that resistance to change, barriers to productivity, obstacles to expedient problem-solving, and hindrances to effective decision-making can be overcome by conceiving of all business operations as interdependent and indivisible. The key to systems management is the ability to conduct business from a strategic position at a global level. This requires an understanding of connections between organizations, technology, material resources, people, processes, and the environment.

The MSSM degree is awarded upon satisfactory completion of nine core courses, three special emphasis courses, and the capstone requirement. The objective of the capstone requirement is to demonstrate successful application of systems theory to a contemporary challenge.

In addition to institutional requirements, the MSSM program requires three prerequisites in which a student must receive a grade of "C" or above. Students must satisfy these requirements prior to enrolling in their third MSSM course.

Prerequisites

	Units
College level Algebra or above	3
Physical or Natural Science	3
Social Science	3

Core Courses

SY 213	Systems Management & Organizational Theory	3
SY 217	Psychological Factors in Systems Management	3
SY 218	Principles of Systems	3
SY 221	Deterministic Models in Decision-Making	3
SY 223	Socio-environmental Factors in Systems Management	3
SY 225	Probabilistic Models in Decision-Making	3
SY 231	Person-Machine Factors in Systems	3
SY 247	Systems Economics	3
SY 265	Systems Analysis	3
Total		27

Areas of Emphasis (Choose One Area)

Systems Technology & Development

SY 253	Systems Acquisition Management	3
SY 257	Systems Integration (Project Management)	3
SY 283	Management of Research, Development, Testing & Evaluation	3

Information Systems

		Units
SY 263	Managing Information Systems	3
SY 267	Teleprocessing & Computer Networks	3
SY 269	Decision Support & Expert Systems	3

General Systems Management

Any three non-core courses	9
MSSM Total	36

With prior approval of the Director, students may choose an emphasis in another College of Notre Dame graduate program such as the Master of Business Administration or the Master of Public Administration.

Course Logistics

The MSSM, designed for the convenience of students working full-time, offers classes at sites around the Bay: in Sunnyvale at Onizuka Air Force Base (S), in Pleasanton at Hewlett-Packard (P), and in Foster City at Applied Biosystems, Inc. (F). Weekday evening classes are offered in Sunnyvale and Pleasanton; once per week Saturday classes are offered in Foster City. Students' course sequence may include classes at one or all sites depending on what works best for them.

The MSSM operates on a year-round calendar of six terms; two terms fit precisely into one campus semester. The MSSM program may be completed in two years at a rate of one course per term. Students may double up to complete more quickly, or take a term off if needed. Enrollment may begin in any term.

Systems Management

SY 213 Systems Management & Organizational Theory (3)

Spr 1-95 (S), Spr 2-95 (P), Sum 2-95 (F), Sum 1-96 (S), Sum 2-96 (P)

Examines alternative forms of organization, provides a framework for comparative systems analysis. Covers attributes of learning organizations; organizational behavior and development; transition, transformation, and change; high-performance organizations and self-managed work teams. Intent: to integrate organizational theory with management practice.

SY 217 Psychological Factors in Systems Management (3)

Fall 2-94 (S), Spr 1-95 (P), Sum 1-95 (F), Spr 2-96 (S), Sum 1-96 (P)

Focuses on human beings as complex systems. Examines ways to understand individual experience and interpersonal communication. Topics covered include personality, perception, cognition, motivation, individual beliefs, attitudes and values, learning styles, ethics, deductive and inductive logic, diversity, conflict management, leadership, power, and how human beings construct reality.

SY 218 Principles of Systems (3)

Fall 1-94 (S), Fall 2-94 (P), Spr 2-95 (F),
Spr 1-96 (S), Spr 2-96 (P)

Reviews systems thinking history and fundamental concepts. Multi-disciplinary approach explores interconnections between seemingly unrelated fields of inquiry. Among concepts covered: adaption, homeostasis, dissipative structures, fractals, chaos, feedback, co-evolution, cybernetics, networks, and wholeness. Engineering and soft systems approaches to problem solving are compared. A range of world views provides foundation for conceptual model building and application of systems principles to specific situations.

SY 221 Deterministic Models in Decision-Making (3)

Spr 1-95 (S), Spr 2-95 (P), Fall 1-95 (S),
Fall 2-95 (P), Spr 2-96 (F)

Supports systematic decision making through application of mathematical, operations research, and management science models. Upon completion students should be able to apply deterministic tools to a broad range of decisions related to allocating resources (linear programming), improving efficiency and effectiveness (Markov process and queuing theory), planning and controlling projects (network models), and regulating inventory.

SY 223 Socio-Environmental Factors in Systems Management (3)

Fall 1-94 (S), Fall 2-94 (P), Sum 1-95 (S), Sum 2-95 (P), Fall 2-95 (F)

Examines organizations from a cross-cultural perspective. Geopolitical issues, inequities among nations, and conflicting values are discussed from the standpoint of how organizations and their environments impact each other. Systems management is presented as strategic adaption to the global marketplace. Central themes include overcoming parochial or sectorial interests and exercising corporate social responsibility.

SY 225 Probabilistic Models in Decision-Making (3)

Fall 2-94 (S), Spr 1-95 (P), Sum 2-95 (S), Fall 1-95 (P), Spr 1-96 (F)

Applies statistical inference and decision theory to a broad range of systems management problems. Principal emphasis is on the process of decision making in the face of risk and uncertainty. Examines fundamental concepts of both classical and Bayesian inferential statistics, with secondary emphasis on descriptive statistics.

SY 231 Person-Machine Factors in Systems (3)

Spr 2-95 (S), Sum 1-95 (P), Fall 2-95 (S), Spr 1-96 (P), Sum 1-96 (F)

Covers history of human factors research, sensory processes, experimental design, personnel safety, maintainability, anthropometry, mock-ups, code design, warnings and alarms, human reliability, the human-computer interface, systems enhancement, performance aids, verification, and evaluation. Emphasizes importance of ergonomics. Upon completion, students should be able to design and evaluate human-machine systems.

SY 247 Systems Economics (3)

Fall 1-94 (P), Spr 2-95 (S), Sum 1-95 (P),
Fall 1-95 (OF), Sum 2-96 (S)

Examines organizations as sub-systems operating within global, national, regional and local economic environments. Deals with scarcity, supply and demand, savings and capital, monetary and fiscal policies, inflation and unemployment. Objectives are to understand how economic forces affect the formulation and implementation of a company's competitive strategy, and to appreciate how organizations impact the economy.

SY 253 Systems Acquisition Management (3)

Sum 2-95 (S)

Gives an overview of techniques, terminology, principles, concepts, practices, and methodology employed in the acquisition of governmental or industrial subsystems, from the standpoint of a program manager. Principle emphasis is on identifying measures of performance, controlling subsystems, understanding the role of integrated logistics support, and operating effectively in the contractor/procurement environment.

SY 257 Systems Integration & Project Management (3)

Fall 1-94 (F), Fall 1-95 (S)

Guidelines for successful project planning, organizing, and execution. Techniques are those most effective in carrying out complex projects requiring systems integration. Topics include pre-project activities, project initiation, organizing and staffing, project planning and scheduling, project monitoring and control, conflict management, improving productivity, legal considerations, trade-off studies and their relationship to cost effectiveness and performance, and optimization of resources.

SY 263 Managing Information Systems (3)

Spr 2-96 (S)

Demonstrates how organizational processes can be supported by computerized management information systems. Upon completion, students should be able to apply the concepts of information systems analysis to a broad range of problems such as choosing a computer or manual information system, identifying and analyzing organizational communications problems, responding to organizational changes, designing and using computer reports, and establishing computerized database.

SY 265 Systems Analysis (3)

Spr 1-95 (F), Sum 1-95 (S), Sum 2-95 (P), Spr 1-96 (S), Spr 2-96 (P), Sum 2-96 (F) Integrates and individualizes the fundamentals of systems management through the Capstone Experience. Areas include use of criteria in systems analysis, evaluation alternatives in measurement of effectiveness, model building, quality management, alternatives to decision-making and problem-solving, methods of planning and implementation, political and ethical considerations, and compiling analytic reports.

SY 267 Teleprocessing & Computer Networks (3)

Sum 1-96 (S)

Covers networks (LANs and WANs), networking technologies (wires, boxes, and protocols), network services, and network-based applications; develops proficiency in information systems using telecommunications facilities, computer networks, data communications, distributed processing, and interactive systems. Upon completion, students should be equipped to plan, design, and analyze telecommunication-based information systems.

SY 269 Decision, Support & Expert Systems (3)

Fall 1-94 (P), Fall 2-94 (F), Sum 2-96 (S) Demonstrates how to use computers to solve a broad range of structured, semi-structured, and unstructured management problems, drawing upon a framework of decision support (DSS) and expert systems. Explores specific computer applications in a variety of situations with "hands-on" experience using DSS generators like LOTUS 1-2-3 and expert systems generators (EX GEN) like EXSYS.

SY 283 Management of Research, Development, Testing & Evaluation (3)

Fall 2-95 (S)

Provides guidelines for managing the dynamic innovation process in high technology organizations and emphasizes the role management plays in successful research and development efforts. Includes tools for integrating innovations into organizational operations, processes for effective interface with scientists and engineers, methods for scheduling and monitoring technical efforts, and avenues to entrepret.

ACADEMIC CALENDAR

ACADEMIC YEAR 1994-95

FALL 1994

August

Aug 25	Advising Workshop - Undergraduate
Aug 26	COLLEGE DAY
Aug 27	Residence Halls Open
Aug 27	Academic Introduction - Undergraduate
Aug 28	Orientation - Graduate
Aug 28	Testing - Undergraduate & Graduate
Aug 29	Testing - Undergraduate
Aug 29-30	ACADEMIC ADVISING/FINAL REGISTRATION FOR FALL 1994 Undergraduate & Graduate
Aug 31	CLASSES BEGIN - Day Undergraduate

September

Sept 5	HOLIDAY- Labor Day
Sept 6	CLASSES BEGIN - Evening Undergraduate, Intensive Undergraduate, & Graduate
Sept 9	Last Day to Add - Term 1 Intensive Undergraduate & Off-Campus Graduate Courses
Sept 27	Last Day to Drop/Add - Undergraduate & Graduate Courses

October

Oct 3	Filing Deadline for December Graduation
Oct 12	HONORS DAY
Oct 17-22	Last Week of Classes - Term 1 Intensive Undergraduate & Off-Campus

Graduate Courses

Oct 17-22	Midterm Exams - Semester Courses
Oct 21	HOLIDAY - Midterm
Oct 24-29	Intensive Undergraduate & Off-Campus Graduate Program Term Break
Oct 25	Faculty Development Workshops (12-5 pm)
Oct 31	CLASSES BEGIN - Term 2 Intensive Undergraduate & Off- Graduate Courses
Oct 31- Nov 22	ACADEMIC ADVISING/ADVANCE REGISTRATION FOR SPRING 1995 Undergraduate
Nov 4	Last Day to Add - Term 2 Intensive Undergraduate & Off-Campus
Nov 14-15	ADVANCE REGISTRATION FOR SPRING 1995 - Graduate
Nov 22	Last Day to Drop - Term 2 Intensive Undergraduate Courses
Nov 24-25	HOLIDAY - Thanksgiving
Dec 12-17	Last Week of Classes -Term 2 Intensive Undergraduate & Off- Campus Graduate Courses
Dec 1:2-17	FINAL EXAMS
Dec 16	Residence Halls Close
Dec 17	FALL SEMESTER ENDS

SPRING 1995

Jan 5	Advising Workshop - Undergraduate
Jan 6	COLLEGE DAY
Jan 8	Residence Halls Open
Jan 8	Orientation - Graduate
Jan 8	Testing - Undergraduate & Graduate II
Jan 9	Testing - Undergraduate
Jan 9-10	FINAL REGISTRATION FOR SPRING 1995 - Undergraduate & Graduate
Jan 11	CLASSES BEGIN - Day Undergraduate
Jan 16	HOLIDAY - Martin Luther King Day
Jan 17	CLASSES BEGIN - Evening Undergraduate, Intensive Undergraduate, & Graduate
Jan 20	Last Day to Add - Term 1 Intensive Undergraduate & Off-Campus Graduate Courses
Feb 7	Last Day to Add/Drop - Undergraduate & Graduate Courses
Feb 20	HOLIDAY - President's Day
Feb 22	Faculty Development Workshop (6-9 pm)
Feb 27- Mar 4	Last Week of Classes - Term 1 Intensive Undergraduate & Off-Campus Graduate Courses
Feb 27- Mar 4	Midterm Exams Semester Courses
Mar 1	Filing Deadline for May or August Graduation
Mar 6-11 Mar 6-11	SPRING BREAK Intensive Undergraduate & Off-Campus Graduate Program Term Break
Mar 13	Classes Begin - Term 2 Intensive Undergraduate & Off-Campus Graduate Courses
Mar 17	Last Day to Add - Term 2 Intensive Undergraduate & Off-Campus Graduate Courses
Apr 3-25	ACADEMIC ADVISING/ADVANCE REGISTRATION FOR SUMMER & FALL 1995 - Undergraduate
Apr 4	Last Day to Drop - Term 2 Intensive Undergraduate Courses
Apr 13	HOLIDAY - Holy Thursday (after 6 pm)
Apr 14	HOLIDAY - Good Friday
Apr 24-25	ADVANCE REGISTRATION FOR SUMMER & FALL 1995 - Graduate
Apr 24-29	Last Week of Classes - Term 2 Intensive Undergraduate & Off- Campus Graduate Courses
Apr 27- May 3	FINAL EXAMS Graduate
May 1-5	FINAL EXAMS - Undergraduate
May 4	Graduate Liturgy
May 5	Baccalaureate
May 5	Residence Halls Close
May 6	COMMENCEMENT
May 6	SPRING SEMESTER ENDS

SUMMER 1995

May 15	CLASSES BEGIN - Summer Session Term 1 - Undergraduate & Graduate
May 29	HOLIDAY - Memorial Day

Jun 26-	Last Week of Classes - Summer Session I,, July 1 Term 1.
July 3	CLASSES BEGIN - Summer Session Term 2 - Undergraduate & Graduate
July 4	HOLIDAY - Independence Day
Aug 14-19	Last Week of Classes - Summer Session Term 2

ACADEMIC YEAR 1995-96**FALL 1995**

Aug 24	Advising Workshop- Undergraduate
Aug 25	COLLEGE DAY
Aug 26	Residence Halls Open
Aug 26	Academic Introduction - Undergraduate
Aug 27	Orientation - Graduate
Aug 27	Testing - Undergraduate & Graduate
Aug 28	Testing - Undergraduate
Aug 28-29	ACADEMIC ADVISING/FINAL REGISTRATION FOR FALL 1995 - Undergraduate & Graduate
Aug 30	CLASSES BEGIN - Day Undergraduate
Sept 4	HOLIDAY- Labor Day
Sept 5	CLASSES BEGIN - Evening Undergraduate, Intensive Undergraduate, & Graduate
Sept 8	Last Day to Add - Term] Intensive Undergraduate & Off-Campus Graduate Courses
Sept 26	Last Day to Drop/Add - Undergraduate & Graduate Courses
Oct 2	Filing Deadline for December Graduation
Oct 11	HONORS DAY
Oct 16-21	Last Week of Classes - Term 1 Intensive Undergraduate & Off-Campus Graduate Courses
Oct 16-21	Midterm Exams - Semester Courses
Oct 20	HOLIDAY - Midterm
Oct 23-28	Intensive Undergraduate & Off-Campus Graduate Program Term Break
Oct 24	Faculty Development Workshops (12-5 pm)
Oct 30	CLASSES BEGIN - Term 2 Intensive Undergraduate & Off-Campus Graduate Courses
Oct 30- Nov 21	ACADEMIC ADVISING/ADVANCE REGISTRATION FOR SPRING 1996 Undergraduate
Nov 3	Last Day to Add - Term 2 Intensive Undergraduate & Off-Campus Graduate Courses
Nov 21	Last Day to Drop - Term 2 Intensive Undergraduate Courses
Nov 13-14	ADVANCE REGISTRATION FOR SPRING 1996 - Graduate
Nov 23-24	HOLIDAY - Thanksgiving
Dec 11-16	Last Week of Classes - Term 2 Intensive Undergraduate & Off-Campus Graduate Courses
Dec 11-16	FINAL EXAMS
Dec 15	Residence Halls Close
Dec 16	FALL SEMESTER ENDS

SPRING 1996

Jan 4	Advising Workshop - Undergraduate
Jan 5	COLLEGE DAY
Jan 7	Residence Halls Open

Jan 7	Orientation - Graduate
Jan 7	Testing - Undergraduate & Graduate J
Jan 8	Testing - Undergraduate
Jan 8-9	FINAL REGISTRATION FOR SPRING 1996 - Undergraduate & Graduate
Jan 10	CLASSES BEGIN - Day Undergraduate
Jan 15	HOLIDAY - Martin Luther King Day
Jan 16	CLASSES BEGIN - Evening Undergraduate, Intensive Undergraduate, & Graduate
Jan 19	Last Day to Add - Term 1 Intensive Undergraduate & Off-Campus Graduate Courses
Feb 6	Last Day to Add/Drop- Undergraduate & Graduate Courses
Feb 19	HOLIDAY - President's Day
Feb 21	Faculty Development Workshop (6-9 pm)
Feb 26-	Last Week of Classes - Term 1 Intensive
Mar 2	Undergraduate & Off-Campus Graduate Courses
Feb 26-	Midterm Exams
Mar 2	Semester Courses
Mar 1	Filing Deadline for May or August Graduation
Mar 4-9	SPRING BREAK
Mar 4-9	Intensive Undergraduate & Off-Campus Graduate Program Term Break
Mar 11	Classes Begin - Term 2 Intensive Undergraduate & Off-Campus Graduate Courses
Mar 15	Last Day to Add - Term 2 Intensive Undergraduate & Off-Campus Graduate Courses
Apr 1-23	ACADEMIC ADVISING/ADVANCE REGISTRATION FOR SUMMER & FALL 1996 - Undergraduate
Apr 2	Last Day to Drop - Term 2 Intensive Undergraduate Courses
Apr 4	HOLIDAY- Holy Thursday (after 6 pm)
Apr 5	HOLIDAY - Good Friday
Apr 22-23	ADVANCE REGISTRATION FOR SUMMER & FALL 1996 - Graduate
Apr 22-27	Last Week of Classes - Term 2 Intensive Undergraduate & Off- Campus Graduate Courses
Apr 25-	FINAL EXAMS
May 1	Graduate
Apr 29-	FINAL EXAMS
May 3	Undergraduate
May 2	Graduate Liturgy
May 3	Baccalaureate
May 3	Residence Halls Close
May 4	COMMENCEMENT
May 4	SPRING SEMESTER ENDS
SUMMER 1996	
May 13	CLASSES BEGIN - Summer Session Term 1 - Undergraduate & Graduate
May 27	HOLIDAY - Memorial Day
Jun 24-29	East Week of Classes - Summer Session Term 1
July 1	CLASSES BEGIN - Summer Session Term 2 - Undergraduate & Graduate

COLLEGE OF NOTRE DAME

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July 4
Aug 12-17

HOLIDAY - Independence Day
Last Week of Classes - Summer Session
Term 2.

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EXECUTIVE OFFICERS

Academic Affairs

Janifer G. Stackhouse, Ph.D.
Dean

Advancement

Thomas R. Bria, Ph.D.
Vice President

Finance & Administration

Joseph M. Karingada
Vice President

Graduate Programs

Elaine L. Cohen, Ed.D.
Dean

Student Affairs

Susan Welte, Ed.D.
Vice President

ADMINISTRATIVE OFFICES

Admission, Undergraduate

Gregory M. Smith, Ph.D., Director
Ralston Hall Second Floor
Telephone (415) 508-3607
FAX (415) 637-0493

Admission, Graduate

Barbara Sterner, Assistant to Graduate Dean
St. Mary's Hall
Telephone (415) 508-3527
FAX (415) 508-3736

Alumni Office

Cynthia Herning, Director
Ralston Hall Room 100

Athletics Office

Virginia Babel, Director
Gleason Gymnasium/Recreation Center

Business Office

Judy Parks, Director of Fiscal Operations
Ralston Hall Room 314

Development Office

Gordon Brooks, Director
Ralston Hall Room 205

Evening Undergraduate & Special Programs

Lisa Baker, Director
Ralston Hall Room 301

Financial Aid Office

Sun Hoong Ow, Director
Ralston Hall Room 310

Human Resources Office

Dorothy McKenna, Director
Ralston Hall Room 204

library

Linda Driver, Director
Library

Physical Plant

George Mayer, Director of Facilities
Madison Art Center, Ground Floor

Public Information Office

Mariann M. Jackson, Director
Ralston Hall Room 206

Registrar's Office

Chip Goldstein, Registrar
St. Mary's Hall Room 110.

ACADEMIC OFFICES

Division of Business Administration

Roger M. Goodson, Ed.D., Chair
Cuvilly Hall Room 14

Division of Humanities

Sylvia Rogers, Ph.D., Chair
Campus Center Room 1

Division of Natural Science & Mathematics

Elizabeth Center, Ph.D., Chair
St. Mary's Hall Room 119

Division of Social & Behavioral Sciences

Sr. Patricia Hutchison, Ph.D., Chair
Ralston Hall Room 303

Division of Visual & Performing Arts

Denis Moreen, D.M.A., Chair

Ralston Hall Room 308

Graduate Programs Office
Elaine L. Cohen, Ed.D., Dean
St. Mary's Hall Room 104.

INSTITUTIONAL SERVICES

Added Dimensions (Re-entry Program)

Anita Dippery, Director
Campus Center, on the Quad

Campus Ministry

Sr. MaDonna Thelen, O.P., Director
Julie Billiard Hall Room 110

Career Development

Robert Moon, Director
Campus Center, on the Quad

Conference Services

Lisa Dienger, Director
Ralston Hall Room 201

Counseling Services

Dennis Dow, Ph.D., Director
The Oaks

Health Services

Renee Cirimelli, Director
Julie Billiard Hall Room 140

Instructional Resources

Steve Furgas, Director
Campus Center

International Students Office

Ardavan Davaran, Ph.D.,
Director St. Mary's Hall Room 101

Management Information Systems

James Almerico, Director
St. Mary's Hall Room 122

Student life

Lee Cauble, Director
St. Mary's Hall Room 107

Tutorial Study Center

St. Rosemarie Julie Gavin, Ph.D., Director
St. Mary's Hall Room 128.

EMERITI FACULTY

Boyling, Mary Ellen, Professor of English, 1957; Emerita, 1993
B.A., St. Joseph's College (New York); M.A., University of California, Berkeley; Ph.D., Stanford
University

Donnelly, St. Teresa Augustine, S.N.D., Associate Professor of Education, 1949; Emerita, 19
B.A., University of California, Berkeley; M.A., Catholic University of America

Donohoe, Sr. Joan Marie, S.N.D., Professor of History, 1950; Emerita, 1970

B.A., Holy Names College; M.A., Ph.D., Catholic University of America

Goodrich, Albert E., Professor of Spanish, 1977; Emeritus, 1992 B.A., Boston University; M.A., University of Massachusetts; M.A., Middlebury College; D.Litt., University of Madrid

Titlow, Robert T., Professor of Theatre Arts, 1962; Emeritus, 1992
B.A., Humboldt State University; M.A.,
Stanford University; M.A., San Francisco State University

Zenner, St. Emilie, O.S.F., Professor of Education, 1966; Emerita, 1985
B.A., Holy Names College; M.A., University of Notre Dame;
Ph.D., St. Louis University

FACULTY

Full-time Faculty are ranked as: Instructor, Assistant Professor, Associate Professor, or Professor. Part-time Faculty are listed as Lecturer. Library Faculty are full-time unless otherwise indicated.

Ahn, Miran, Lecturer in Art, 1986
B.A., Florida State University; M.F.A., San Francisco Art Institute

Alexander, Kathryn, Lecturer in Systems Management, 1993 B.S., M.A., John F. Kennedy University

Alexander, Robert W., Professor of English, 1980 B.A.,
M.A., University of California, Berkeley; M.A.,
University of California, Los Angeles; Ph.D., University of Dallas

Arbore, Patrick, Lecturer in Human Services, 1990 B.A., M.A., San Francisco State University

Archambeau, Kathleen, Lecturer in Communication, 1990 B.S., San Jose State University; M.A., University of Iowa

Arrington, Doris Banowsky, Professor of Art Therapy and
Program Director, Master of Arts in Art Therapy and Marital and Family Therapy, 1979 B.S.,
University of Houston; A.T.M., College of Notre Dame;
Ed.D., University of San Francisco

Atteberry, Les, Lecturer in Physical Education, 1990
B.A., M.A., San Jose State University

Au, Wilson, Lecturer in Physical Science, 1989
B.S., Ph.D., Massachusetts Institute of Technology

Bakker, Deborah, Lecturer in Education, 1993
B.A., Willrid Laurier University (Canada); M.A., Stanford University

Banish, Vivian, Lecturer in Art Therapy, 1991
B.A., Tufts University; M.A., Santa Clara University

Barden, Lillian, Associate Professor of Business Administration and Program Director, Intensive Business Administration, 1990 B.A., California State University, Fullerton;
M.B.A., Pepperdine University; Ph.D., Golden Gate University

Barnhart, Barbara, Lecturer in Education, 1987 B.A., San Francisco State University; M.R.A.,
College of Notre Dame;
M.S., Ed.D., University of San Francisco

Barsi, Ralph, Lecturer in Human Services, 1990
B.A., San Francisco State University

Bashore, David , Lecturer in Business Administration, 1988 B.S., State University of New York; M.S., Illinois State University; M.B.A., Golden Gate University

Bell, Susan , Lecturer in Education, 1988 B.A., University of California, Berkeley; M.A.T., College of Notre Dame

Bellamah, Stephen ill., Lecturer in Systems Management, 1993 B.S., North Carolina State University; M.B.A., Golden Gate University

Bennett, Christine Harvey , Professor of Latin American Studies and Head, Foreign Language Department, 1991 B.A., McGill University; M.A., Ph.D., Stanford University

Berensmeier, Paul , Lecturer in Physical Education, 1989 B.A., M.A., San Francisco State University

Brady, Catherine , Lecturer in English, 1993 B.S., Northwestern University; M.A., Hullins College; M.F.A., University of Massachusetts

Breed, Lucinda , Lecturer in Music, 1990 B.A., M.A., Stanford University

Breeden, Barbara , Lecturer in Music, 1986 B.M., M.M., Juilliard School of Music

Burroughs, Franklin , Lecturer in Business Administration, 1991 B.A., Pepperdine University; M.S., University of Southern California Ed.D., University of California, Los Angeles

Campbell, Patricia , Lecturer in Counseling Psychology, 1991 B.A., San Jose State University; M.A., Santa Clara University

Campodonico, Donald , Lecturer in Business Administration, 1993 B.S., M.B.A., San Francisco State University

Cappel, Lawrence , Lecturer in Public Administration, 1990 B.A., M.A., Humboldt State University; Ph.D., University of Utah

Carl, Timothy , Lecturer in English, 1991 B.A., University of California, Santa Barbara; M.A., University of California, Los Angeles

Carmack, Dona , Lecturer in Education, 1992 B.A., M.A., San Francisco State University

Carolan, Richard , Lecturer in Art Therapy, 1993 B.A., Western Connecticut State University; M.A., Sonoma State University; Ed.D., University of San Francisco

Carroll, Douglas , Lecturer in Communication, 1992 B.A., B.S., University of Alabama, Birmingham; M.F.A., Mills College; Ed.D., University of San Francisco

Cash, Deborah , Assistant Professor of Behavioral Science and Program Director, Intensive Human Services, 1984 B.A., M.A., Oakland University

Cattermole, George , Lecturer in Philosophy, 1974 B.A., Ph.D., Stanford University

Cauble, lee , Lecturer in Sociology, 1986
B.A., Occidental College; M.A., Ohio State University

Censoprano, Salvatore , Lecturer in Business Administration, 1992
B.A., Queens College; M.S., Adelphi University

Center, Elizabeth M., Professor of Biology and
Chair, Division of Natural Sciences and Mathematics, 1977
A.B., Augustana College (Illinois); Ph.D., Stanford University

Chang, Ying , Lecturer in Business Administration, 1993
B.A., Taiwan University; M.B.A., University of Toronto

Chapin, June R ., Professor of Education, 1967
B.A., M.A., University of Chicago; Ed.D., Stanford University

Clark, Crosman , Lecturer in Business Administration, 1989
B.S., M.S., Ph.D., Oklahoma State University

Cohen, Elaine L, Professor of Education and Public Administration, and Graduate Dean, 1975
B.S., University of Pennsylvania; M.Ed., Trinity University;
Ed.D., University of San Francisco

Colum, Elbert, Lecturer in Education, 1992
B.A., San Diego State University; M.A., California Western University;
Ph.D., U.S. International University

Comstock, James , Lecturer in Counseling Psychology, 1989 B.A., University of Montana; M.S.,
Montana State University

Corbin, Robert F., Lecturer in English, 1992
B.S., City University of New York; M.A., New York University Cornejo, Oscar I., Senior Lecturer in
Business Administration, 1986
B.S., M.B.A., San Jose State University

Crawford, Lois R., Assistant Professor of Chemistry, 1978 B.S., College of Notre Dame: M.S.,
Fordham University Dalton, Peter A., Senior Lecturer in Education, 1983
B.A., M.A., San Francisco State University; Ph.D., University of California, Santa Barbara

Dalton, Rosemary, Lecturer in Education, 1985
B.A., San Francisco State University; M.A., University of San Francisco

Davaran, Ardavan, Associate Professor of English and
Director, International Students Office, 1982
B.A., M.A., Ph.D., University of California, Berkeley

DePass, Calvin I., Lecturer in Systems Management, 1993
B.S., Portland State College; M.A., University of Oregon

Downs-Tinoco , Carmen, Lecturer in Spanish, 1991
B.A., Hunter College; M.A., Stanford University

Driver, Linda , Library Director, 1988
B.A., University of California, San Diego, M.A., M.L.S.,
University of California, Berkeley

Eide, Carla, Associate Professor of Education and
Program Coordinator, Multiple Subject Credential, 1989
B.A., University of California, Berkeley; M.A.,
San Francisco State University, Ed.D., Nova University

Elkins, Michael B ., Associate Professor of Theatre Arts and Head, Department of Theatre Arts, 1978
B.A., San Francisco State University; M.F.A., Pennsylvania State University

Ellis, Theodore , Assistant Professor of Business Administration, 1990
B.S., Cornell University; M.B.A., Harvard University

Etherington, Arnell, Assistant Professor of Art Therapy, 1990
B.A., Rutgers University; M.A., Lone Mountain College;
Ph.D., Professional School of Psychology, San Francisco

Fathman, Ann K., Associate Professor of English and Program Director, English as a Second Language and Teaching English as a Second Language, 1984
B.A., University of California, Davis; M.A., Ph.D., Stanford University

Fee, Diana G., Associate Professor of Philosophy, 1964
A.B., M.A., Ph.D. (Candidate), University of Michigan

Fox, Hal , Lecturer in Physical Education, 1989
B.A., M.A., San Francisco State University

Frattaroli, Lynda , Lecturer in Public Administration, 1990
B.F.A., Massachusetts College of Art; M.A., John F. Kennedy University; M.S.W., San Francisco State University

Fullerton, Virginia , Lecturer in Education, 1980
B.A., M.A., San Francisco State University;
Ed.D., Brigham Young University

Galisatus, Michael , Lecturer in Music, 1993
B.A., San Jose State University

Gavin, Sr. Rosemarie Julie, S.N.D., Professor of Education and English, and Director, Tutorial Study Center, 1952 B.Ed., University of California, Los Angeles; M.A., Catholic University of America; Ph.D., Stanford University

Gehrke, Pamela, Lecturer in English, 1993 B.A., University of California, Berkeley; M.A., San Francisco State University; Ph.D., University of California, Berkeley

Gennaro, Nicholas , Lecturer in Public Administration, 1987 B.A., St. Thomas Seminary (Denver); M.A., University of San Francisco; Ed.D., University of the Pacific

Gerlach, Ken , Lecturer in Business Administration, 1993
B.S., Portland State University; M.B.A., Santa Clara University

Goltz, Portor , Lecturer in Public Administration, 1988
B.A., San Jose State University; J.D., Golden Gate University

Goodson, Roger M., Professor of Business Administration and Chair, Division of Business Administration, 1991
B.S., University of Maine; M.A., University of Connecticut;
Ed.D., Harvard University

Greenberg, Ralle R., Assistant Professor of Public Administration and Program Director, Master of Public Administration, 1990 B.A., Boston University; M.S.W., Columbia University; M.A., New School of Social Research, New York; Ed.D., University of San Francisco

Greig, Judith Maxwell , Associate Professor of Education and Program Director, Liberal Studies, 1988
B.A., Wheaton College; M.A., Santa Clara University;
M.A., Ph.D., Stanford University

Grillo, Barbara , Lecturer in Education, 1973
B.A., Santa Clara University; M.Ed., College of Notre Dame

Grote, Susan , Lecturer in Theatre Arts, 1989 B.A., College of Notre Dame;
M.F.A., California State University, Fullerton

Guay, Diane , Professor of Education and Administration;
Director, Education Department; and Program Coordinator, Preliminary Administrative Services
Credential, 1987 B.S., California State University, Hayward;
M.A.T., M.P.A., College of Notre Dame; Ed.D., University of San Francisco

Guedon, Mary , Reference Librarian (Part-time), 1980
B.A., University of California, Davis; M.L.S, University of California Berkeley;
M.A., San Jose State University

Gularte, Sr. Teresa, S.N.D., Lecturer in Education, 1977
B.A., College of Notre Dame; M.A., San Jose State University

Hada, John Juji , Lecturer in Foreign Culture, 1994 B.A, M.A., Ed.D., University of San Francisco;
Ph.D., University of Tokyo

Hannen, Thomas , Assistant Professor of Business Administration, 1991
B.A.M.B.A., University of California, Berkeley; M.A., Oxford University

Hansen, Julia , Lecturer in Music, 1993
B.M., Oberlin Conservatory; M.M., Michigan State University

Hansen, Thomas , Lecturer in Music, 1984
B.M., New England Conservatory of Music; M.M., University of Michigan

Harris, Rev. Xavier , O.F.M., Professor of Religious Studies, 1975
B.A., M.A., M.Div., San Luis Rey, Santa Barbara, California;
M.A., University of San Francisco; Ph.D., University of Notre Dame

Hughes, Stanley T., Lecturer in Systems Management, 1993
B.A., M.S., San Jose State University; M.S., University of Southern California;
Ph.D., University of Massachusetts

Hussey, Kip , Reference Librarian, 1990
B.S., Utah State University; M.L.I.S., University of California, Berkeley

Hutchison, Sr. Patricia, S.N.D. , Professor of History and
Chair, Division of Social and Behavioral Sciences, 1977
B.A., College of Notre Dame; M.A., Santa Clara University;
Ph.D., Stanford University

Jalonen, Nancy Lee , Lecturer in Communication, 1987 B.A., M.A., Stanford University

Jensen, Anabel , Lecturer in Education, 1993
B.A., M.A., Brigham Young University; Ph.D., University of California, Berkeley

Jones, Robert , Lecturer in Business Administration, 1988
B.A., University of California, Los Angeles; M.A., New York
University; D.B.A., Golden Gate University

Joseph, Cheryl , Associate Professor of Sociology, 1988
B.A., Wayne State University; M.A., University of Detroit;
Ph.D., Wayne State University

Karr, John, Lecturer in Counseling Psychology, 1989
B.A., M.S., California State University, Long Beach

Kelley, James , Lecturer in Business Administration, 1993
B.S., United States Military Academy; J.D., Santa Clara University

Koenig, Lois , Lecturer in Human Services, 1990
B.S., M.P.A., College of Notre Dame

Kofler, Warren , Lecturer in Education, 1993
B.A., California State University, Chico; M.A., San Francisco State University

Koos, Gary , Lecturer in Business Administration, 1992
B.S., M.B.A., University of California, Berkeley

Kortenkamp, Leon , Senior Lecturer in Art, 1982
B.A., Loras College; M.A., M.F.A., University of Notre Dame

Kramer, William , Lecturer in Education, 1990
B.A., Case Western Reserve University; M.S., Springfield College;
Ph.D., U.S. International University

Krebs, John D., Lecturer in Systems Management, 1992
B.S., Wichita State University; M.B.A., University of Phoenix

Ladine, Dyanne, Assistant Professor of Business Administration, 1981
B.A., University of California, Berkeley; M.B.A., Santa Clara University;
J.D., Lincoln University

Langton, Roger , Lecturer in Psychology, 1986
B.A., M.S., San Jose State University;
M.A., Western Graduate School of Psychology

Laratta, Thomas, Professor of Music and Artist in Residence, 1964
8.M., M.M., Chicago Musical College

Laroche-Davis, Helene, Professor of French, 1965
B.A., Universite de Lyon France; M.A., Universite de Paris Sorbonn;
Ph.D., Stanford University

Laxague, Sr. Mary, S.N.D., Assistant Professor of Business Administration, 1967 B.S., College of Notre Dame; M.A., San Jose State University

Legrand, Anne, Lecturer in French, 1991 Licence, Universite de la Sorbonne (France)

Logan, Kathleen Ann , Associate Professor of Chemistry and
Head, Department of Physical Science and Mathematics, 1985
B.A., College of Notre Dame; Ph.D., University of California, Davis

Lujan, Lawrence , Lecturer in Human Services, 1993
B.S., University of San Francisco; M.A., Ph.D., University of California, Berkeley

Markee, Patricia, Lecturer in Business Administration, 1989
8.A., San Francisco College for Women; M.S.E.E., Stanford University

Mattheson, James, Lecturer in Music, 1993

B.A., San Francisco State University

Maxwell, Kevin B., Professor of Religious Studies, 1986
B.A., M.A., Gonzaga University; S.T.M., Jesuit School of Theology, Berkeley;
M.A., Ph.D., Rice University

McCarron, St. Mary Pat, S.N.D., Associate Professor of Religious Studies and
Head, Department of Religious Studies, 1988
B.A. College of Notre Dame; M.A., Ph.D., Graduate Theological Union, Berkeley

McCarron, Sr. Nancy, S.N.D., Professor of Education, 1979
B.A., Dominican College; M.A., Seattle University;
Ph.D., University of California, Berkeley

McClellan, Jill, Lecturer in English, 1993
B.A., M.A., California State University, Dominguez Hills

McCracken, Blair, Associate Professor of Counseling Psychology, 1991
B.A., George Washington University; M.A., Columbia University;
Ph.D., California School of Professional Psychology

McEvoy-Jamil, Patricia, Lecturer in English, 1991
B.A., Edinboro University; M.A., Monterey Institute of International Studies

McGee, Curtis, Lecturer in Systems Management, 1992
B.S., Milligan College; M.A., East Tennessee State University;
Ph.D., University of Southern California

McGlinn, Sr. Patricia T., S.N.D., Assistant Professor of History, 1977
A.B., College of Notre Dame; M.A., California State University, Sacramento

McLean, Margaret, Lecturer in Education, 1980
B.A., M.A., San Jose State University

McQuinn, Anna, Associate Professor of Counseling Psychology and
Program Director, Master of Arts in Counseling Psychology, 1988
B.A., Clonliffe College (Ireland); M.A., Ed.D., University of San Francisco

Mendieta, Anna Maria, Lecturer in Music, 1993
B.M., College of Notre Dame

Meyer, Edward R., Lecturer in Systems Management, 1993
B.S., Northwestern University; M.S., Santa Clara University;
Ph.D., Stanford University

Milani, Abbas, Professor of History and
Head, Department of History and Political Science, 1986
B.A., University of California, Berkeley;
Ph.D., University of Hawaii

Miller, Sr. Carol, S.N.D., Lecturer in Behavioral Science, 1985
B.A., College of Notre Dame; M.A., University of San Francisco;
M.A., Santa Clara University; D.M., Pacific School of Religion

Mingione, Al, Lecturer in Business Administration, 1991
B.A., San Jose State University

Moon, Robert, Lecturer in Career Development, 1987
B.A., M.B.A., University of Michigan, Ann Arbor;
M.A., University of Wisconsin

Moran, John , Lecturer in Systems Management, 1993
B.A., University of California, Berkeley; M.B.A., Golden Gate University

Moreen, Denis C., Professor of Music and
Chair, Division of Visual and Performing Arts, 1971
B.M.E., M.M., Northwestern University; D.M.A., Stanford University

Morris, Michael , Lecturer in Music, 1981
B.M., San Francisco State University; M.M., College of Notre Dame

Morrison, Shirley L , Senior Lecturer in English, 1966
B.S., Northwestern University; M.A., University of Washington

Mote, John H., Lecturer in Systems Management, 1993
B.S., Lincoln Memorial University; M.S., University of Southern California

Moyer, Birgitte , Professor of Music and Head, Department of Music, 1976
B.A., M.A., Ph.D., Stanford University; M.M. Equivalent, University of Copenhagen

Murphy, Sr. Roseanne , **S.N.D.**, Professor of Behavioral Science and
Head, Department of Behavioral Science, 1960
B.A., Mount St. Mary's College; M.A., Stanford University;
Ph.D., University of Notre Dame

Navarra, Robert , Lecturer in Behavioral Science, 1993
B.A., San Jose State University; M.A., Santa Clara University

Njaa, Liv, Lecturer in English as a Second Language, 1992
M.A., Statens Gymnastikskole; M.A., Ph.D., University of Oslo (Norway)

Nyland, Jean , Associate Professor of Social and Behavioral Sciences, 1989
B.A., University of Oregon; M.A. Ph.D., University of Hawaii

O'Brien-Sheehan, Helen, Lecturer in Education and Credential Analyst, 1990
B.A., Dominican College; M.Ed., College of Notre Dame

O'Connor, Daniel, Lecturer in Human Services, 1993
B.A., St. Patrick's College; M.A., University of San Francisco

Olmos, Susan , Lecturer in English and English as a Second Language, 1993
B.A., M.A., San Francisco State University

Parsons, Stuart O ., Lecturer in Systems Management, 1992
B.A., University of Colorado, Boulder;
M.A., Ph.D., University of Southern California

Patterson, Richard, Lecturer in Music, 1982
B.A., University of California, Santa Cruz; M.A., San Francisco State University

Perez, Pablo , Lecturer in Education, 1993
B.A., M.A., University of San Francisco; M.A., San Francisco State University

Piagentini, Pierra , Lecturer in Counseling Psychology, 1991
B.S., M.S., University of California, San Francisco

Price, Lowell, Lecturer in Business Administration, 1990
B.A., M.A., Ph.D., Stanford University

Purser, Rosemary, Professor of Business Administration and

Program Director, Master of Business Administration, 1984
B.A., Mills College; M.B.A., Santa Clara University,
Ph.D., Golden Gate University

Radian, Eugen, Assistant Professor of Computer Science and Mathematics, 1992
B.S., M.S., Ph.D., University of Bucharest (Roumania)

Ramadonoff, David, Lecturer in Music, 1985
B.A., College of Wooster; M.M., Temple University

Ramsey, David, Professor of Art, 1971
B.F.A., Chicago Art Institute; M.F.A., Mexico City College;
Ph.D., St. Louis University

Ratcliffe, Elizabeth R., Senior Lecturer in Art Therapy, 1982
B.A., Wellesley College; M.A., University of Oregon; M.S.,
California State University, Hayward

Redmond, Pamela A., Lecturer in Education, 1988
B.A., Knox College; M.A., San Francisco State University

Reyes, Rebecca Ann, Lecturer in Theatre Arts, 1992
B.A., San Jose State University

Rich, Penny, Lecturer in Foreign Culture, 1993
B.A., College of Notre Dame; M.A., Stanford University

Ripperget, Patrice, Lecturer in Science, 1989
B.S., University of California, Davis;
M.S., California Polytechnic State University, San Luis Obispo

Robertson, Terry A., Lecturer in Communication, 1992
B.A., San Jose State University

Rock, James, Lecturer in Education, 1988
B.A., Santa Clara University; M.A., Gonzaga University

Rogers, Sylvia, Associate Professor of English;
Chair, Division of Humanities; and Program Director, Master of Arts in English, 1986
B.S., Rollins College; M.A., Boston University;
Ph.D., Stanford University

Rollins, Irvin, Lecturer in Education, 1979
B.A., M.A., San Francisco State University; Ed.D., University of San Francisco

Russell, Wendy Johnson, instructor in Education and
Program Coordinator, Montessori, 1988
B.A., Beloit College; M.Ed., College of Notre Dame

Rouleau, Sr. Mary Celeste, S.M., Lecturer in Philosophy, 1982
B.A., San Francisco College for Women;
M.A. Catholic University of America; Ph.D., St. Louis University

Rowe, Peter Campbell, Professor of Mathematics and Computer Science, 1982
B.S., Ph.D., University of Birmingham (England)

Rowland, Susan Blake, Senior Lecturer in English as a Second Language, 1977
B.A., Western College; M.A., San Francisco State University

Rudin, Jenny, Lecturer in Music, 1977

Dip., Tel Aviv Conservatory

Sabri, James , Lecturer in English, 1992
B.A, University of Damascus (Syria); M.A., Northern Michigan University;
Ph.D., University of Nebraska, Lincoln

Sanford, Dorothy Zerzan , Professor of Business Administration, 1954
B.A., Willamette University; M.A., University of Oregon;
Ph.D., St. Louis University

Schuck, Brian E., Lecturer in Systems Management, 1993
B.A., Brigham Young University; M.S., University of Denver

Shafto, Michael G ., Lecturer in Systems Management, 1993
B.A., Cadeton College; M.S., Ph.D., Princeton University

Shapiro, Norman , Lecturer in Education, 1991
B.A., M.A., University of California, Berkeley; Ed.D., Nova University

Siegel, Linda , Professor of Music, 1967
B.M.F., Oberlin Conservatory of Music; M.M., Ph.D., Boston University

Simons, Robert , Senior Lecturer in Art, 1978
B.F.A., M.F.A., California College of Arts and Crafts, Oakland

Smart, Margaret , Lecturer in Art Therapy, 1986
B.A., San Jose State University; M.S.W., California State University, Sacramento

Smith, Terrill , Associate Professor of Biology, 1987
B.A., M.A., Ph.D., University of Colorado; M.P.H., University of California, Berkeley

Snider, Gordon, Lecturer in Business Administration, 1991 B.S., University of California, Los Angeles;
M.B.A., California State University, Los Angeles

Sremac, Karen, Lecturer in Music, 1991
B.M., University of Southern California; M.M., Eastman School of Music

Stabno, Carolee , Lecturer in Art Therapy, 1991
B.S., University of San Francisco; M.A., College of Notre Dame

Stackhouse, Janifer G., Associate Professor of Humanities and Academic Dean, 1983 B.A.,
University of Chicago; M.A., University of California, Davis;
Ph.D., Harvard University

Stannard-Friel, Donald L, Professor of Sociology and Anthropology, 1978 B.A., M.A., San
Francisco State University; Ph.D., University of California, Davis St.

John, Terry, Associate Professor of Art and Head, Department of Art, 1990 B.A., University of
California, Berkeley;
M.F.A., California College of Arts and Crafts

Stone, Terry Ann , Associate Professor of Business Administration, 1987 B.A., University of
Denver; M.B.A., Santa Clara University

Strong, Charles, Professor of Art and Director, Wiegand Art Gallery, 1970
B.F.A., M.F.A., San Francisco Art institute

Sullivan, Mark , Professor of Philosophy and Humanities, 1952 B.A., Santa Clara University; M.A.,
University of Notre Dame;

Ph.D., Stanford University

Suto, Martin , Lecturer in History and Political Science, 1994
B.A., San Jose State University; M.A., Ph.D., University of California, Los Angeles

Taraskewich, Debra S . , Lecturer in Systems Management, 1992
B.A., University of Connecticut; M.B.A., University of Pennsylvania

Taylor, Onnie, Senior Lecturer in Music, 1969 B.A., Mills College; M.A., San Francisco State University

Thelen, Sr. MaDonna, O.R , Lecturer in Religious Studies, 1992 B.A., Mundelein College; M.A., University of San Francisco;
M.A., Graduate Theological Union

Tiffany, Nancy A. , Lecturer in Systems Management, 1992
B.A., San Jose State University; M.S., University of San Francisco

Todd, Tammy deJong , Lecturer in Theatre Arts, 1990 B.A., College of Notre Dame; M.A. San Jose State University

Tracey, Iorraine K. , instructor in Education, 1990
B.S., University of Wisconsin, Milwaukee; M.A.T., College of Notre Dame

Turtle, Stella , Lecturer in Art, 1989
B.A., College of Notre Dame Visconti, Run, Lecturer in Human Services, 1990
B.A., University of San Francisco; M.A., San Francisco State University

Watson, David , Lecturer in Systems Management, 1992
B.S., M.S., Ph.D., University of Utah

Watson, Lois , Lecturer in Education, 1991
B.A., M.A., San Francisco State University

Weiser, Abby , Lecturer in Human Services, 1992
B.A., University of Michigan; M.A., Santa Clara University

White, Gregory , Assistant Professor of Mathematics and
Head, Department of Computer Science and Mathematics, 1993
B.A., University of Rochester; M.A., Ph.D., University of California, Los Angeles

Wolterbeek, Marc , Associate Professor of English and
Head, Department of English, 1987
B.A., M.A., Ph.D., University of California, Berkeley

Zahedi, Shaye , Lecturer in Life Science, 1991
B.S., Guetenberg University, Mainz; M.S., Guetenberg University, Soar]and;
M.S., Stanford University

Zanardi, Richard , Lecturer in Communication, 1990
B.A., San Francisco State University

Zimmerman, Miriam , Assistant Professor of Communication and
Program Director, Communication, 1994
B.S., Northwestern University; San Francisco State University;
Ed.D., University of San Francisco

Zipkin, Janet , Lecturer in Business Administration, 1989
B.S., M.B.A., University of California, Berkeley

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It was converted from computer files supplied by the school, or the printed catalog was scanned and converted using an OCR (Optical Character Recognition) process. In either case, the catalog's original page formatting was stripped and all photographs and graphics were removed to conserve disk space. The catalog was then reformatted to fit the viewer parameters.

Because of this, the page numbers in the original Table Of Contents and Index were no longer valid and these sections were deleted to avoid confusion. A new, hyperlinked table of contents was then created.

Future editions of this catalog will be converted with a process that better retains page formatting and the original table of contents and index will be hyperlinked.