

# College of Notre Dame California

1996-98 Catalog

CollegeSource

Career Guidance Foundation • 1-800-854-2670 • <http://www.cgf.org>

# UNDERGRADUATE & GRADUATE CATALOG

Fall 1996 – Spring 1998



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

FAX - Gleason Recreation Center (415) 508-3691

**CHARTERED 1868**



# Table of Contents

INTRODUCTION TO COLLEGE OF NOTRE DAME	9
Our Mission Statement	10
Our Aims	11
Academic Freedom	11
Campus Map & Guide	13
Academic Organization	16
Special Events & Programs	
Honors Day	17
Visiting Scholars Program	17
International Students of English	17
Ralston Hall Cultural Events	17
Student Exchange & Study Abroad Program	17
ASPIRE Program	17
Resources & Services	
Alumni Association	18
Bookstore	18
Instructional Resources Center	18
Library Services	18
Mail Center	18
Tutorial Study Center	18
STUDENT AFFAIRS DIVISION	19
Student Services	20
Campus Activities	20
Campus Ministry	20
Career Development	20
Dining Services	20
Health Services	20
Counseling Services	21
Intercollegiate Athletics	21
international Student Advising Services	22
New Student Orientation	22
Reentry Program/Added Dimensions	22
Residential Life	22

<b>ACADEMIC INFORMATION, POLICIES &amp; PROCEDURES APPLICABLE TO BOTH UNDERGRADUATE &amp; GRADUATE STUDENTS</b>	<b>23</b>
Code of Student Conduct	24
Student Academic Responsibilities	24
Attendance	24
Student Grievances	24
Course Designations	24
Department Codes	24
Course Numbering System	25
Continuing Education Units (CEU)	25
Non-Credit Study	25
Classification of Students	25
Student Records	26
Final Examinations	27
Academic Honors	27
Veterans Affairs	27
Transcripts	28
Diplomas	28
<b>UNDERGRADUATE ADMISSION</b>	<b>29</b>
Admission Requirements	<b>30</b>
Undergraduate Financial Information	<b>34</b>
Financial Aid	<b>36</b>
Federal Programs	<b>37</b>
State of California Programs	<b>39</b>
College of Notre Dame Programs	<b>39</b>
Merit Scholarships	<b>41</b>
<b>UNDERGRADUATE ACADEMIC INFORMATION</b>	<b>43</b>
Baccalaureate Degrees	
Evening Degree Program	<b>44</b>
General Degree Requirements	44
Specific Degree Requirements	46
Interdisciplinary Majors & Minors	46
General Education Requirements	47
Proficiency & Placement Tests	57

UNDERGRADUATE POLICIES & PROCEDURES	61
General Policies	62
Registration	62
Academic Unit Load	62
Academic Overload	62
Course Restrictions (Upperdivision Courses)	63
Dropping/Adding Courses (including Course Withdrawal)	63
Repeating a Course	64
Independent Study	64
Declaration or Change of Major or Minor	65
Grading System	65
Pass/Not Pass Grades	66
Incomplete Grades	66
Grade Changes	66
Credit By Examination	66
Advanced Placement (AP)	67
Course Challenge Examinations	67
College Level Examination Program (CLEP)	67
Auditing A Class	68
Clear Academic Standing	68
Academic Warning, Probation & Disqualification	69
Leave of Absence/Official Withdrawal	70
Catalog of Graduation	70
Clearance For Graduation	71
Academic Honors	71
Honors at Entrance	71
Dean's List	71
Honor Societies	71
Honors at Graduation	72
UNDERGRADUATE DIVISIONS	
THE DIVISION OF BUSINESS ADMINISTRATION	73
Day Program	74
Intensive Evening Program	75
Business Administration Division Course Listings	76
General Business	76
Accounting	77

Economics & Finance	78
International Business	79
Management	80
Marketing	81
<b>THE DIVISION OF HUMANITIES</b>	<b>83</b>
Communication	84
English	88
English As A Second Language	94
Modern Languages & Cultures	95
French	96
Latin American Studies	99
Cultural Diversity	102
Culture & Language	103
Humanities	104
Liberal Studies	105
Philosophy	109
Religious Studies	114
<b>THE DIVISION OF NATURAL SCIENCES</b>	
<b>&amp; MATHEMATICS</b>	<b>119</b>
Biochemistry	120
Biology	123
Computer Science	129
Mathematics	135
Nutritional Science	139
Physics & Earth Sciences	140
Interdisciplinary Courses	141
Pre-Professional Preparation in Medicine	
& the Allied Health Fields	141
<b>THE DIVISION OF SOCIAL&amp; BEHAVIORAL SCIENCES</b>	<b>143</b>
History	144
Political Science	147
Social Science	151
Psychology	153
Sociology	156
Human Services	162
Physical Education	166
Career Development	167

THE DIVISION OF VISUAL& PERFORMING ARTS	169
Art	170
Music	175
Theatre Arts	180
GRADUATE ADMISSION & POLICIES	185
Admission Requirements	186
Graduate Expenses	190
General Regulations	193
GRADUATE PROGRAMS	199
Master of Arts in Art Therapy& Master of Arts in Marital & Family Therapy	200
Master of Arts in Counseling Psychology	205
Master of Arts in Gerontology	208
Master of Arts in English	213
Education Credentials	216
Master of Education: Montessori	219
Master of Education: Multicultural	221
Master of Arts in Teaching	221
Master of Business Administration	231
Master of Music	238
Master of Public Administration	241
Master of Science in Systems Management	246
Post Baccalaureate Premedical Program	251
ACADEMIC CALENDAR	253
DIRECTORIES	259
Affiliations	260
Governance Board - Trustees & Regents	261
Executive	262
Administrative Offices	263
Academic Offices	264
Emeriti Faculty	265
Faculty	266
INDEX	279
San Francisco Bay Area Map & Directions to CND (Inside Back Cover)	



## **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	10
Our Aims	11
Academic Freedom	11
Campus Map & Guide	13
Academic Organization	16
Special Events & Programs	
Honors Day	17
Visiting Scholars Program	17
International Students of English	17
Ralston Hall Cultural Events	17
Student Exchange & Study Abroad Programs	17
ASPIRE Program	17
Resources & Services	
Alumni Association	18
Bookstore	18
Instructional Resources Center	18
Library Services	18
Mail Center	18
Tutorial Study Center	18

# 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.

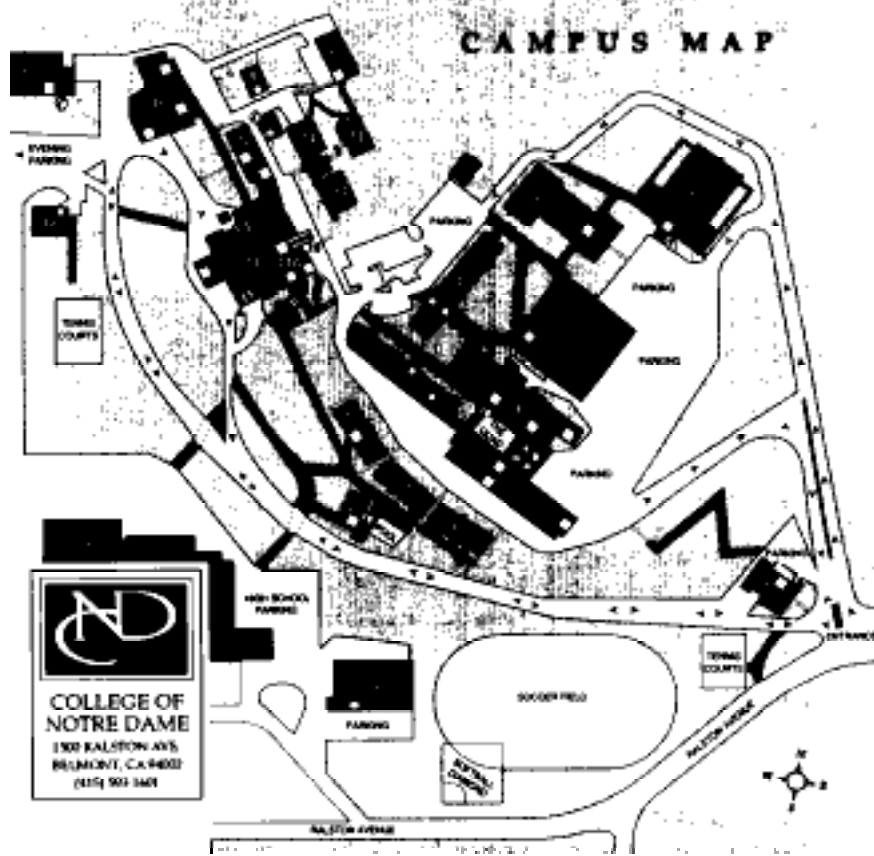
## ACADEMIC FREEDOM

It is fundamental to the health of an academic institution and ultimately to the health of a society at large that individual persons and groups of persons exercise their responsibility and freedom to search for the truth and to speak the truth as it is discovered. In a collegial community, the corporate person of the College institution, and the persons of the faculty, staff, administration, and the student body, bear mutual responsibility to exercise professional competence and to extend to one another the trust and respect which foster an environment for the exercise of academic freedom. Specific information regarding academic freedoms, code of student conduct, student judicial system, policy on harassment and discrimination, and student grievance procedures is contained in the Student Rights, Freedoms, and Responsibilities handbook, available from the Student Affairs Division.



# COLLEGE OF NOTRE DAME

## CAMPUS MAP



  
**COLLEGE OF NOTRE DAME**  
 1300 KALISTON AVE.  
 BELMONT, CA 94002  
 (415) 901-3401

- |  |  |  |  |
|--|--|--|--|
| <ul style="list-style-type: none"> <li>■ Teube Center</li> <li>■ Chapel</li> <li>■ Library</li> <li>■ St. Joseph's Hall</li> <li>■ Dining Hall</li> <li>■ Campus Center</li> <li>■ St. Mary's Hall</li> <li>■ Julie Mahaff Hall</li> </ul> | <ul style="list-style-type: none"> <li>■ Bookstore</li> <li>■ Bridge to Ralston Hall 3rd Floor Entry</li> <li>■ Ralston Hall</li> <li>■ Ralston Hall Annex</li> <li>■ Cuvilly Hall</li> <li>■ Tabard Inn</li> <li>■ Todd Residences</li> </ul> | <ul style="list-style-type: none"> <li>■ Gavin Hall</li> <li>■ Madson Art Center &amp; Wiegand Gallery</li> <li>■ Elementary School</li> <li>■ Early Learning Center</li> <li>■ Apartment Complex</li> <li>■ The Oaks &amp; Pool</li> <li>■ High School</li> </ul> | <ul style="list-style-type: none"> <li>■ Theatre</li> <li>■ O'Connell Center</li> <li>■ Mail Center</li> <li>■ Public Telephone</li> <li>■ Walkway</li> <li>□ Entrance</li> <li>— Street</li> <li>■ Security Office</li> </ul> |
|--|--|--|--|

# CAMPUS **GUIDE**

1. Taube Center (1930; Renovated 1995)  
The Taube Center, formerly called 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 was renovated in 1995 by a grant from the Taube Family Foundation of Belmont, and the Koret Foundation of San Francisco, and is now used by the College and 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.
- 11A. Ralston Hall Annex (1864; Renovated 1994)  
Houses faculty offices for the Division of Social & Behavioral Sciences.
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, throughout the year.
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 250.

## 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 engage the assembled CND community in a dialogue on contemporary issues.

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, Ilan Chabay, scientist, Dr. Harry Edwards, sociologist, Dr. Stephen Greenblatt, Shakespearean Scholar, and Dr. David Thornburg, futurist.

International Students of English – The ISE-West program, sponsored by World Learning, Inc., 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.

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 paperbacks 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, 16mm 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 that are available to all students. 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

<b>Student Services</b>	
Campus Activities	20
Campus Ministry	20
Career Development	20
Dining Services	20
Health Services	20
Counseling Services	21
intercollegiate Athletics	21
International Student Advising Services	22
New Student Orientation	22
Re-entry Program/Added Dimensions	22
Residential Life	22

## STUDENT SERVICES

The Student Affairs Division supports student learning at CND through diverse programs and services.

Campus Activities - provides opportunities for social, cultural, and educational growth, and leadership development. 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 transitioning from college to successful and satisfying work. 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, and 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 - are concerned with the personal growth and emotional well-being of students. 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 – provides students with a competitive sports program that is consistent with the College’s mission of education of the whole person. Success is 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 - invites new students 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 re-entry student orientation, support and guidance, information and referral to various resources and programs of particular interest to re-entry students. 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 extended 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, Carroll, 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	24
Student Academic Responsibilities	24
Attendance	24
Student Grievances	24
Identification Cards	24
Course Designations	24
Department Codes	24
Course Numbering System	25
Continuing Education Units (CEU)	25
Non-credit Study	25
Classification of Students	25
Student Records	26
Final Examinations	27
Academic Honors	27
Veterans Affairs	27
Transcripts	28
Diplomas	28



## 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, Freedom 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 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.

### Identification Cards

College of Notre Dame I.D. cards are required of all students and are issued free of charge at registration time.

## 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	CL	Culture & Language
AR	Art	CM	Communication
BA	Business Administration	CS	Computer Science
BY	Biology	CU	Cultural Diversity
CD	Career Development	FR	French
CH	Chemistry	GB	General Business

HS	Human Services	PE	Physical Education
HU	Humanities	PH	Physics
HY	History	PL	Philosophy
IB	International Business	PS	Political Science
LA	Latin American Studies	PY	Psychology
MA	Mathematics	Rs	Religious Studies
MK	Marketing	SM	Science/Mathematics
MG	Management	s o	Sociology
MS	Management Information Systems	SP	Spanish
MU	Music	SY	Systems Management
NS	Nutritional Science	TA	Theatre Arts
PA	Public Administration		

### Course Numbering System

Course numbers are assigned according to the following classification:

<b>001-099</b>	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 nor 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
<b>900-998</b>	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.

### Non-credit Study

Attendance and grade records are not created for non-credit study, and therefore transcripts are not available from the Registrar's Office.

## 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 “misted 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’ non-academic activities: the Student Affairs Office.

Third parties, including parents and legal guardians, do 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 in the major and in the general education program may be nominated after one semester of residence. Graduate students who have achieved a GPA of 3.9 or 4.0 become eligible for nomination at the time of the graduation audit.

Psi Chi -In April, 1995, College of Notre Dame established the CND chapter of Psi Chi, The National Honor Society in Psychology. The chapter stimulates professional growth through extracurricular programs and activities, and provides practical experience and fellowship through participation in local, regional, and national conferences. Undergraduate students may apply for membership with the completion of at least four psychology courses, a cumulative GPA of 3.5 or higher, and a psychology GPA of 3.8 or higher. Graduate students may apply for membership with the completion of four psychology courses, and a cumulative (psychology) GPA of 3.8 or higher.

Sigma Beta Delta - is a national Honor Society in Business, Management and Administration. The purpose of the Society is to encourage and recognize scholarship and accomplishment among students of business, management and administration as well as to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. Membership is open to undergraduate and graduate business administration students who rank in the top 20% of the business division.

See section on Undergraduate Policies& 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.

## **DIPLOMAS**

Diplomas are ordered only after all grades are posted and the College has verified the completion of all academic requirements and the clearing of all financial obligations. Please allow approximately three months after verification for receipt of your diploma.

Diplomas show the degree earned and the date conferred. The date posted on the diploma coincides with the last month of the semester of the completion of all requirements:  
Fall - December; Spring - May; Summer - August.

Undergraduate diplomas also display the major(s) and honors at graduation. Diplomas for Business Administration majors additionally list the concentration(s). Multiple majors in more than one degree do not yield two degrees; the degree is determined by the primary major.

Graduate diplomas display a maximum of two program emphases.

# Undergraduate Admission

Admission Requirements	30
Undergraduate Financial Information	34
Financial Aid	36
Federal Programs	37
State of California Programs	39
College of Notre Dame Programs	39
Merit Scholarships	41

# ADMISSION REQUIREMENTS

College of Notre Dame welcomes applications from all students regardless of religious preference, ethnicity, gender, sexual orientation, age, or financial need. Each applicant is evaluated on the basis of academic and personal achievement. All interested students are encouraged to visit the campus; please call the Office of Admission at (415) 508-3607 or 1-800-263-0545 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
  - f. College Preparatory Electives - a total of three full-year courses. This equates to one full-year course in three of the following areas: advanced mathematics, advanced foreign language, advanced laboratory science, computer science, advanced social science, or fine arts
4. Official scores from the Scholastic Achievement Test (SAT) or the American College Test (ACT). (International students may substitute the Test of English as a Foreign Language (TOEFL).)
5. A letter of recommendation from a teacher or counselor
6. 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 a regionally 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;

*\*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).*

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

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 Computer science or Psychology is granted according to the following policies:

1. The minimum cumulative college grade point average for consideration is 2.0;
2. 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 maybe 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 Students

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 a TOEFL score 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 with TOEFL scores below 600 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. International students with TOEFL scores of 600 or above are exempt from the ESL test, but must take the CND writing test.

#### 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 CND and students on probation or disqualified at CND or 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.

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, CND 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, providing that these courses are applicable to CND academic programs. Limitations exist in physical education, co-op education, remedial courses, and technical 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 California 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 = maximum of six semester units lower-division.
2. Completion of Officers' Candidate School (one year) = maximum of nine semester units lower-division plus six 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 DD214 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 FINANCIAL INFORMATION

(Rates in effect as of Fall 1996)

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)	7200.00
Partial Tuition (1-11 units and over 17 units) (per unit)	600.00
Evening Degree Program (1-1 1 units) (per unit)	355.00
ASPIRE/College Credit (per unit)	262.00
ASPIRE/High School Credit (per unit)	104\$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	2300.00
Optional additional charge for:	
Single Room	765.00
Double Apartment	425.00

Meals	
Plan 1	Plan 2
\$700.00*	\$800.00
	Plan 3
	\$900.00

*\*Available to apartment residents only.*

Other Expenses	
Music: individual instruction (per class)	395-425.00
Graduation Fee	50.00
Transcripts (first copy free)	3.00
Challenge Fee (per unit)	<b>60.00</b>
Lost Library Books	Replacement Cost +\$1 5.00 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, Discover/NOWS, and JCB. 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 \$35 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 America's Tuition Assistance Corporation. Additional information is available from ATAC at 1-800-348-4607.

#### Policy Regarding Unpaid Bills

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

#### Refund Policy

Undergraduate Students - Students who have officially dropped a class are entitled to the following refunds:

##### Day Students - Fall & Spring Semester

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

##### Evening Degree Students - Fall & Spring Semester

##### All Students - Summer Session

- 100% . . . . . prior to the first class meeting
- 75 % . . . . . before the second class meeting
- 50% . . . . . before the fourth class meeting
- No refund . . . . . after the fourth class meeting

#### Graduate Students

Students initiate DROP/ADD procedures in the Graduate Office. Students who have officially dropped a class are entitled to the following refunds:

- 100% . . . . . prior to the first class meeting
- 75% . . . . . before the second class meeting
- 50% . . . . . before the fourth class meeting
- No refund . . . . . after the fourth class meeting

Pursuant to Federal guidelines, students who have withdrawn from the College are entitled to the following refunds for tuition and fees:

##### First Time Title IV Aid Recipients Only

- 90% . . . . . within first 10% of semester
- 80%** . . . . . within first 20% of semester
- 70% . . . . . within first 30% of semester
- 60% . . . . . within first 40% of semester
- 50% . . . . . within first 50% of semester
- 40 % . . . . . within first 60% of semester

##### All Other Students

- 90% . . . . . within first 10% of semester
- 50% . . . . . between first 10% and 25% of semester
- 25% . . . . . between first 25% and 50% of semester

#### Room & Board

See the Resident Terms of Agreement.

Financial Aid recipients should be aware that all or a portion of any financial aid received must be returned to the source in the case of a withdrawal. The order of return follows the following federally mandated order:

Federal Stafford Loan	Federal Pell Grant
Federal PLUS Loan	Federal SEOG
Federal Perkins Loan	Other Financial Aid Programs

## FINANCIAL AID

The 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, citizens of American Samoa or Swain's Island, and citizens of the Federated States of Micronesia, the Marshall Islands, or Palau, are eligible to be considered for financial assistance. College of Notre Dame administers financial aid in accordance with nationally accepted principles.

### College of Notre Dame Policies

The Financial Aid Office, with advice from the Committee on Scholarships and Grants, sets general financial aid policy for the College. These policies include the following:

1. All students seeking admission to the College who require financial aid are encouraged to apply for aid.
2. Financial aid packages usually combine scholarships, grants, loans, and a part-time job. The total amount of financial aid offered by the College, together with all other financial aid sources, may not exceed the student's calculated financial need.
3. Students and their families are expected to bear the primary responsibility for meeting educational costs. College of Notre Dame uses a uniform institutional methodology to determine the amount which the student and family will be expected to contribute. Financial aid eligibility is the difference between the cost of education at College of Notre Dame and the calculated expected financial contribution of the student and family (or contribution of the student and spouse if the student is married). 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. Factors used to evaluate a family's relative financial strength include 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. Generally, students are eligible to receive financial aid for the equivalent of four years of full-time' study. To maintain eligibility for CND financial aid, students must complete at least 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 eligibility for financial aid,

*"Academic adjustment may be made to accommodate documented disabilities.*

### Applying for Financial Aid

1. To apply for financial aid, full-time undergraduate students are required to submit the Free Application for Federal Financial Aid (FAFSA) and the CND Supplement. Evening Intensive and graduate students must submit the FAFSA and CND Supplement. 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 GPA Verification form. A description of this program follows.
2. Supporting documents, such as parent and student tax returns, maybe requested by the Financial Aid Office at CND when processed FAFSA and other forms are received.
3. Financial assistance is awarded only after admission to the College.

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

### Deadlines

March 2 is the FAFSA and GPA Verification deadline for undergraduates. March 2 is also the priority filing date for other aid programs. You should apply as early as possible for full consideration.

## Federal Programs

Need for the Federal Pen Grant and Federal Family Education Loan Programs is calculated using a congressionally-mandated need analysis system called the Federal Methodology.

### Federal Pen Grant

The Pen 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 \$2,470 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.

Undergraduate students enrolled at least half-time (six or more units per semester or summer session) are eligible to apply. Students must reapply for the Pen Grant each year,

### Federal Supplemental Educational Opportunity Grant (SEOG)

The Supplemental Educational Opportunity Grant is a federal program which provides grant 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.

### Federal Work-Study (FWS)

This federal program helps CND to provide 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 are responsible for applying for FWS jobs, and earn an hourly wage. During the school-term the maximum number of hours a student may work per week is twenty.

### Federal Perkins 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. CND awards Perkins funds to undergraduate students only. Repayment of these loans begins 180 days after the student ceases to be enrolled at least half-time.

### Federal Family Education Loan Programs (FFELP)

There are three different types of loans available through the FFELP programs: the Subsidized Federal Stafford Loan, the Unsubsidized Federal Stafford Loan and the Parent Loan for Undergraduate Students (PLUS). These programs enable students to obtain loans through banks, credit unions, and other lending institutions.

The Subsidized Stafford Loan is a need-based program, and interest does not accrue while the student is in school at least half-time. The yearly borrowing limits are \$2,625 for a freshman, \$3,500 for a sophomore, and \$5,500 for juniors and seniors, with an overall limit of \$23,000 for undergraduate study. Graduate students may borrow \$8,500 per year up to a cumulative undergraduate and graduate maximum of \$65,000.

If a student does not have calculated financial need, he or she may still borrow through the Unsubsidized Stafford Loan Program. The loan limits are the same as for the Subsidized Stafford. In some cases a student may be eligible for a combination of both, but in no case may the total amount exceed the limits above.

There is also an additional Unsubsidized Federal Stafford Loan Program, available primarily to independent undergraduates and graduate students. The limits for this program are \$4,000 for freshmen and sophomores, \$5,000 for juniors and seniors, and \$10,000 for graduate students. This program is available to dependent undergraduates only if their parents are unable to borrow through the PLUS program.

A 3% fee is taken out of these loans by the federal government and guaranty agency to cover program costs and defaulted loans. Repayment begins 180 days after the student ceases to be enrolled at least half-time. The interest rate is variable, with a cap of 8.25%. In 1996-97, the interest rate is 7.66%.

### 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. Interest also accrues on these loans and repayment begins immediately after the check is disbursed.

## **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 (six 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-graded school).

Students can apply for Cal Grants by completing the Free Application for Federal Student Aid (FAFSA) and a GPA Verification Form. 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 is March 2.

### **Cal Grant B**

This grant program provides assistance to eligible entering freshmen who will be enrolled at least half-time (six 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 Free Application for Federal Student Aid (FAFSA). The deadline for new applicants to submit the FAFSA 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.



### 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 most may be renewed annually.

Alumni Scholarship

Ruth and George X. Beech Memorial Scholarship

Carroll Scholarship

Joseph Celotti 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 Gellert 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

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.

# 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 \$4,000 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 \$3,000 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 GPA.

## 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	44
Evening Degree Program	44
General Degree Requirements	44
Unit Requirement	44
Major Requirement	44
Minor Requirement	45
Academic Residency	45
Career Development	45
U.S. History	45
Writing Proficiency Requirement	45
Specific Degree Requirements	46
Bachelor of Arts	46
Bachelor of Fine Arts in Art	46
Bachelor of Music	46
Bachelor of Science	46
Associate Degrees	46
Multiple Degrees	46
Interdisciplinary Majors & Minors	46
General Education Requirements	47
Proficiency & Placement Tests	57

## BACCALAUREATE DEGREES

The College offers four baccalaureate degrees: The Bachelor of Arts degree in Art, Art & Graphic Design, 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, Biochemistry, Biology, Computer Science, Environmental Studies, and Human Services; The Bachelor of Fine Arts degree in Art; The Bachelor of Music degree.

### Evening Degree Program

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 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. Students should consult with their advisor regarding the availability and scheduling of General Education courses in the evening.

### General Degree Requirements

College of Notre Dame has a tripartite structure for Bachelor's degree programs: the General Education segment requires students to master enabling skills for autonomous learning and to develop an understanding of the fundamental areas of knowledge; the Major segment requires students to achieve depth in a specific area; and the Electives segment provides the opportunity for students to select diverse exposure to other areas of interest. 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 maybe 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 five units per semester. A list of performance and activities courses is on page 63.

**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. Should a student need one more General Education course in his/her final semester and that course is not offered (or not offered in the evening for a student in an evening program), then the student may take the course outside of College of Notre Dame. 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 - The Career Development requirement\* assists students in transitioning from college into successful and satisfying work. Three units of coursework in Career Development are required for all undergraduates. If a student has three or more years of full-time work experience, the requirement is waived by the Director of Career Development. See your academic advisor to ascertain the number of units needed.

Options for meeting the requirement include:

1. Taking Career Development courses at CND (courses with CD prefix) or another accredited academic institution,
2. Doing an internship for credit at CND. The following courses count toward the Career Development requirement: ARI08D (3); AR151 (2); CD198 (2-3); CM160 (3); ED136 (3); S0190A (1); S0190B (2); and TA195 (2).
3. SO003 (Freshman Seminar) satisfies one unit of the Career Development requirement.
4. Pursuing relevant Career Development experiences designed in collaboration with a Department Head/Program Director and the Director of Career Development.

\*Does not apply to Intensive students.

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 three-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 Intermediate Writing (EN 101) or Professional Writing (EN 136, 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 coursework 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.

Multiple Degrees - Students completing requirements for multiple majors in more than one degree type must declare a primary major that dictates which degree is awarded. Additional degrees have additional specific unit and time requirements.

## **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

Category	Notes	Units B.S.	Units B.A., B. F.A., B.M.
<b>A. Foundation Courses</b>			
1. College Writing		3	3
2. Mathematics		3	3
<b>B. Humanities &amp; Creative Arts</b>			
1. English Literature		3	3
2. Philosophy		3	3
3. Religious Studies		6	6
4. Visual & Performing Arts		3	3
<b>C. Social &amp; Behavioral Sciences</b>			
1. History		6	6
2. Social & Behavioral Sciences		6	6
<b>D. Science, Mathematics &amp; Technology</b>			
1. Natural Science		3	3
2. Formal & Applied Science		3	3
<b>E. Global Citizenship</b>			
1. Modern Languages	[1]		8
2. Culture & Language	[2]	6	

All students are required to take two courses in ~~Culture~~ Diversity which may be used to fulfill other General Education requirements (except ~~Culture & Language~~ or requirements within the major.

Total	45	47
-------	----	----

Notes

[1] All eight units of the Modern Language requirement must be from the same language.

[2] B.S. students may take two semesters of the same Modern Language to fulfill the Culture & Language requirement.



# General Education Requirement Descriptions

## Common Outcomes Expected from General Education Courses

The General Education curriculum at College of Notre Dame promotes a breadth of knowledge designed to liberate the mind from the bonds of preconception, enhance fundamental capabilities, and enrich life at all levels. Courses in the program introduce students to the major social, historical, cultural and intellectual forces shaping the contemporary world. They also provide for the acquisition of quantitative, technical and analytical skills, and for the development of oral and written communication and computer skills that empower individuals to be informed and contributing members of a free society.

### A. Foundation Courses

College Writing and Mathematics assist students to develop and to demonstrate facility in reading, writing and quantitative skills, and to reason critically and abstractly.

#### 1. College Writing

3 units

In College Writing students strengthen their skills in expository prose writing and critical thinking through analysis of model essays and fictional narratives, review of the fundamentals of grammar and mechanics, study of basic rhetorical strategies, and practice in research and documentation methodologies.

#### *Fulfilling the Requirement*

Generally, all Freshmen and transfer students with fewer than 45 units who have not previously completed the General Education requirement in College Writing take EN002 Composition & Introduction to Literature. These students also take the English Placement Exam at entrance to determine whether or not they need to take EN020 Writing Center (.5-3 units) concurrently with EN002 and EN021. (Note: Freshmen students who have passed a College Board Advanced Placement Examination in English with a score of three or higher have satisfied their General Education requirements in College Writing and English Literature.)

Transfer students with 45 units or more who have not previously satisfied their College Writing requirement may choose to take any of the three-unit upper-division courses that satisfy the Writing Proficiency requirement (with the exception of EN 120; see below). (For transfer students, see *Catalog, Policies for Awarding Transfer Credit.*)

Intensive Evening Degree Program students who have not previously completed their General Education requirement in College Writing may take EN 136 or EN 137, which satisfy both the General Education requirement in College Writing and the Writing Proficiency requirement. Intensive students do not take the English Placement Exam.

All students must pass the Writing Proficiency Exam (see *Catalog, Writing Proficiency Requirement*) by the end of their sophomore year, or they may take one of the following courses:

CM118 Journalism

EN 06 Advanced Writing

EN 07 Technical Writing

EN 20 Writing Center (Does not satisfy College Writing requirement)

EN 36 Professional Writing (Intensive students only)

EN 37 Project, Proposal & Grant Writing (Intensive students only)

## 2. Mathematics

3 units

Students gain an appreciation for the usefulness of mathematics in their everyday lives and careers. They develop and broaden their ability to:

1. translate simple questions about how the world works into mathematical language,
2. reason with mathematical ideas,
3. translate the mathematics back into the situations they are studying and draw appropriate conclusions.

### *Fulfilling the Requirement*

Any mathematics course (prefix MA) will meet this requirement except MA001 (Math Lab).

All courses that fulfill the requirement assume competency at Level I (see below).

All new students are evaluated for competency and/or placement by taking a Math Competency Test (MCT), using the Computerized Placement Tests developed by the College Board. The tests are interactive and adaptive. The tests are untimed but generally take **20** minutes each to complete.

There are three levels of testing and placement:

#### Level I Arithmetic Skills

Tests operations with whole numbers, fractions, decimals, and percents, as well as applications and problem-solving.

#### Level II Elementary Algebra

Tests operations with integers, rational numbers, and algebraic expressions, and abilities in equation-solving, inequalities, and word problems.

#### Level III College Algebra

Tests algebraic operations, solutions of equations and inequalities, coordinate geometry, applications, functions, and trigonometry.

#### Level IV Trigonometry/Precalculus

Tests trigonometry, complex numbers, solution of simultaneous equations and other precalculus topics.

Students may be given one or two of these tests, depending on their responses at the time of testing.

More detailed descriptions of the tests are available from the Division of Natural Sciences and Mathematics and are mailed to new students prior to testing time. Review books for Level 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 MCT.
2. All other students take the MCT and appropriate placement tests described above before registering. All CND students are required to pass Level I (Math competency). The level needed for placement in a particular mathematics or science course is stated in the course description.

## B. Humanities & Creative Arts

Courses in this area introduce students to a range of aesthetic and intellectual experiences. They lead to an understanding and appreciation of significant ideas, values, beliefs, and universal human concerns embodied in the artistic, literary, philosophical, and religious developments which have distinguished western civilizations in particular and world cultures generally. Students become adept in analyzing, evaluating, discussing, and writing about these important works. They also have opportunities to acquire skills in the creative arts and to participate in performances and exhibitions.

### 1. English Literature 3 units

Courses in English Literature introduce students to literary texts from antiquity through the modern period which represent the fundamental beliefs, values, and concerns of the world's great civilizations. The primary focus of this requirement is understanding and appreciating the language, style and themes of important authors in the British and American traditions. Courses including ethnic and international writers provide a global and multicultural perspective.

#### *Fulfilling the Requirements*

Generally, Freshmen and transfer students with fewer than 45 units who have not previously satisfied the English Literature requirement take EN021 Composition & Classics of World Literature.

Transfer students with 45 units or more who have not satisfied the English Literature requirement may take any three-unit English literature course (prefix EN). (For transfer students, see Catalog, *Policies for Awarding Transfer Credit*.)

(Note: Freshmen students who have passed a College Board Advanced Placement Examination in English with a score of three or higher have satisfied their General Education requirements in College Writing & English Literature.)

### 2. Philosophy 3 units

Philosophy courses are designed to provide an opportunity for students to examine fundamental claims about life and the universe from an objective, dispassionate point of view.

#### *Fulfilling the Requirement*

Any course offered by the Philosophy Department (prefix PL) will fulfill this requirement with the exception of PLO 12/112 Formal Logic.

### 3. Religious Studies 6 units

Through Religious Studies, students begin to apprehend the spiritual dimensions of life as integral to individual, social, and ecological realities. They come to understand the complex elements of Christian spirituality, ethics, traditions, scripture, and liturgy and they also learn to appreciate the variety and richness of spiritual/religious beliefs and practices throughout the world.

#### *Fulfilling the Requirement*

Any course offered by the Religious Studies Department (prefix RS) will fulfill this requirement.

#### 4. Visual & Performing Arts

3 units

In Visual & Performing Arts courses students are exposed to a range of aesthetic and critical experiences and are encouraged to develop and employ their creative energies. In some courses students improve their personal skills for seeing or hearing, or for creating or performing. Other courses develop an understanding and appreciation of artistic styles, historical developments, and analytical methods. All courses introduce the vocabulary needed to read, write, and talk about the visual and performing arts with the objective of enabling students to identify the elements that constitute an aesthetic experience and to judge the merits of a work of art.

##### *Fulfilling the Requirement*

Any course from the following list meets this requirement. Students may also take advanced courses if prerequisites have been met.

AR001A	Drawing
AR003A	Life Drawing
AR004	Art History Survey
AR007A	Design
AR007B	Color Design
AR009A	Interior Design Fundamentals
AR100-	Art History
A	Renaissance & Baroque Art
B	Modern Art
G	Art of the Americas [CDiv]
AR116	Art Education Concepts
AR122	Art History: Art in Business & Industry
AR125A	Photography
AR131	Art History Psychology & Art
AR151	Gallery Techniques
AR160	Art History: Contemporary Art Since 1945
AR168A	Art History Medieval
MU003A	Introduction to Music
MU006/106	Composing & Improvising
MU10/110	Music Appreciation
MU016/116*	Individual Instruction for Non-Majors (1 unit)
MU017/117*	Class Piano (1 unit)
MU027/127*	Vocal Techniques & Methods (1 unit)
MU042/142	Music of the Non-Western World [CDiv]
MU093/193**	Computer Applications in Music
MU140	Music Education Concepts
TA001	Introduction to the Theatre
TA002/102	Introduction to Oral Interpretation of Literature
TA010	Beginning Acting
TA050	Theatre Graphics
TA080/180	Introduction to Arts Management
TA100	Intermediate Acting
TA110	Advanced Acting

TA130-	Development of Drama& the Theatre:
A	History of Theme co 1640
B	1640 to 1850
c	1850 to the Present
TA160	Children's Theatre

\* *Three semesters of the same instrument or voice within a four-semester sequence. In the case of MUO171117 and MUO27112Z one or more semesters may be replaced with MUO161/116.*

\*\**B.M. students may not use this course for credit in this category (see Category D.2).*

## C. Social& Behavioral Sciences

This area requirement cultivates knowledge of the significant people, ideas, and events that have shaped western civilizations, and, in the context of current world cultures, emphasizes the importance of understanding the past in order to understand the present. Students study the theories and concepts used to explain individual and interpersonal behavior and develop an understanding of the structure and function of society and how social and economic forces contribute to change in institutions and systems. Applying critical thinking and communication skills, students analyze interrelationships among group beliefs, attitudes, and behaviors and develop a capacity for compassionate appreciation of cultures other than their own.

### 1. History

6 units

Courses in history are designed to introduce students to the major persons, ideas, and movements that have shaped the modern western world. Students will grow in their understanding of the context and development of ideas and institutions and in their critical awareness of the sources and interpretation of historical knowledge. It is hoped that this requirement will contribute to an appreciation for the interconnectedness of peoples and cultures over time as well as of the interdependency of modern nations.

#### *Fulfilling the Requirement*

##### SECTION A:

Three of the six units required in history must be in the History of Western Culture. To fulfill this section of the requirement students may take any course from the following list:

HY004A*	Western Civilization
HY004B*	Western Civilization
HY102	History of Western Culture
HY106	Women in History [CDiv]
HY118	History of Political Thought
HY128B	Modern Western Thought
HY152	Sex & Myth in History
HY158	Modern Times

\* *Both HY004A and HY004B are required of incoming Students with fewer than 45 units who have not previously satisfied their General Education requirement in History B.M. students may substitute two semesters of MU120 ABCD, Survey of Music in Western Civilization.*

##### SECTION B:

The remaining three units of the history requirement may be fulfilled by any course offered through the History Department [prefix HY].

## 2. Social & Behavioral Sciences

6 units

Students of sociology and psychology learn to identify and to analyze how social systems influence the behavior of groups or individuals. Political science and economics courses introduce students to ideological and economic forces that shape the structure of society. Knowledge of the complexity of human behavior equips students to understand the integrative function of the human mind and live intelligently in our complex society. Study of other societies and cultures and analysis of the complex interactions of people of diverse beliefs, attitudes, and behaviors leads to a greater understanding of and compassion for the human family.

### *Fulfilling the Requirement*

Students may choose any two courses from this list:

ECO01A	Macroeconomics
ECO01 B	Macroeconomics
EC182	Comparative Economic Systems
EC183	Economic Development of Less Developed Countries [CDiv]
PY001	General Psychology
PY035/135	Human Sexuality
PY136	Death & Dying Examining Life Issues
PY/SO156	Interpersonal/Intercultural Communication [CDiv]
SO001	Introduction to Sociology
SO004	Cultural Anthropology [CDiv]
SO105	Criminology
SO/PY120	Social Psychology
SO/PY129	Social Psychology of Love& Violence
SO130	Sociology of the Family
SO/PY131	Women in Transition
S0142	Discovering Values
SO/RS 143	Social Psychology of Religious Values
S0147	Deviant Behavior
S0160	Political Sociology
S0161	Sociology of Religion
S0162	Cross Cultures & Subcultures [CDiv]
(prefix PS)	Any course offered by the Political Science department

## D. Science, Mathematics& Technology

Coursework in this area focuses on problem-solving and on methods of organizing ideas and testing of information. Students learn to think consistently and abstractly, to reason from premises to conclusions, and to evaluate claims or generalizations. They develop observational and analytical skills while studying empirical methods of scientific research and discover and acquire a sense of the historical context in which the sciences were derived. They also begin to comprehend the impact of science and technology on natural and cultural environments.

### 1, Natural Science

3 units

Students enrolled in science courses gain an understanding of principles, processes and concepts which are the basic tenets of science. In addition, students are expected to begin to evaluate the impact of science and technology on the natural, political, and social environments. In laboratory courses, students learn to operate laboratory equipment, make, record,

and analyze precise observations and measurements, and plan and carry out experiments. (Students are encouraged to take a laboratory course to fulfill this requirement.)

### *Fulfilling the Requirement*

Students may choose any courses from this list:

BY001A/B	General Biology
BY004	Human Biology
BY005	Introduction to Biology
BY009	Human Environment
CH001	Introductory Chemistry
CH002tvB	General Chemistry
NS005/105	Introduction to Nutrition
PH001	Physical Geology
PH002A/B	College Physics
PH004AIB	Physics for Scientists
PH009	Introduction to Physical Science
SM085/185	Divisional Seminar

Under special circumstances (by consent of Department Head):

BY109	Contemporary Environmental Issues
BY141	Vertebrate Zoology

## 2. Formal & Applied Science 3 units

Outcomes for the requirement in Formal and Applied Science are identical to those for A.2: Mathematics and D. 1: Natural Sciences. Courses in Computer Science (prefix CS) extend these skills to the technical applications of the computer, while courses in Logic (prefix PL) further develop the ability to evaluate arguments and to think consistently and abstractly.

Students enrolled in courses in this requirement gain a knowledge of problem-solving and methods of organizing ideas and testing information. Some courses develop the skills necessary to distinguish deductive from inductive arguments, to evaluate arguments, to execute proofs, to recognize inconsistencies and to abstract form from context.

### *Fulfilling the Requirement*

Students may take an additional course from those listed as Milling a requirement under the categories:

#### A. Foundation Courses

##### A.2. Mathematics

#### D. Science & Mathematics

##### D. 1. Natural Sciences

Any Computer Science course (prefix CS)

Or students may choose any courses from this list:

NSO09/ 109	Nutrition & Health in Developing Countries [CDiv]
PLO12/112	Formal Logic
PS/HY101	Methods & Methodology
PY 106	Psychobiology
SM001/101	Science & Technology in Developing Countries [CDiv]

B.M, degree students are required to take

MU093/193	Computer Applications in Music
-----------	--------------------------------

## E. Global Citizenship

This area requirement carries students beyond their own cultural environments, challenges ethnocentric assumptions, and develops an understanding of diversity and global interdependence. Students become aware of and sensitive to differing cultural outlooks; they begin to communicate in a language other than English and to function comfortably and effectively in diverse environments both at home and abroad. Focus on the essential and distinctive features of other cultures enhances comprehension of and appreciation for diverse ways of life and values, beliefs and attitudes, and artistic expressions and accomplishments.

### 1. Modern Languages

8 units

Courses in a modern language develop communication skills in a language other than English. The language is studied as an essential component of a distinct cultural heritage so that students become familiar with the history, customs, and artistic expressions of the areas of the world where that language is spoken. Emphasis on listening, reading, speaking, and writing will enable students to interact successfully with native speakers in a variety of situations. Advanced courses develop skills for specific purposes such as business, translation, and interpretation.

#### *Fulfilling the Requirement*

At entrance, students are tested and placed at a skill level commensurate with prior experience in the language.

All B.A. students must take two semesters of the same Modern Language unless eligible for exemption.\* Students in the first or second year of language study at CND are required to take eight units.

Students may choose any courses from this list:

FR001 +002	Basic Practical French
FR003+004	Intermediate Conversation
SP001 +002	Introduction to Spanish
SP003+004	Intermediate Spanish

\* Students who meet one of the following criteria are exempt from the Modern 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 three 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 eight units advanced standing credit in Modern Language.

Two semesters (with a minimum of six semester units) of the same language from another institution will satisfy the CND Modern Language requirement. (See Catalog, *Policies for Awarding Transfer Credit*.)



## 2. Culture & Language 6 units

Courses in this requirement (for B.S. students only) provide a basic knowledge and understanding of the cultural heritage of a specific area of the world, including its historical evolution, its institutions, peoples and customs, and its current socio-political conditions.

Students study the culture's major contributions to literature, art, and music as well as its guiding philosophical and/or religious principles and values. They become acquainted with its language(s), including core concepts specific to social interactions and survival level vocabulary and grammar.

### *Fulfilling the Requirement*

B.S. students may choose between two semesters of the same Modern Language or two courses (six units) from the following list or one course from Modern Language and one course from the following list:

CL/FR/HY134A/B	History, Culture & Language of France
CL131	Spanish South American Culture & Language
CL132	Mexican, Central American & Caribbean Culture & Language
CL138	Russian Culture & Language
FR113	French Cinema, Culture & Language

(Note: Students who take these courses to fulfill their Culture & Language requirement may not use the same courses to fulfill their Cultural Diversity requirement.)

## 3. Cultural Diversity [CDiv] 6 units

Courses with a multicultural perspective explore human diversity through the study of distinctive world cultures and U.S. subcultures. They aim to develop understanding and appreciation of the lives and values, beliefs, attitudes and achievements of a variety of peoples through the study of their art, music, literature, and belief systems, as well as their history and contemporary social realities. These courses also promote critical thinking about the perceptions of and interactions between contemporary Americans and their global neighbors.

### *Fulfilling the Requirement*

All students are required to take two courses in Cultural Diversity. Cultural Diversity courses may be used to fulfill other General Education requirements (except Culture & Language) or requirements within the major. (Students in B.S. programs may not use Culture & Language courses to fulfill both the Culture & Language requirement and the Cultural Diversity requirement.)

Courses fulfilling this requirement carry the notation [CDiv] after their title. Check the course descriptions in this Catalog and the listings in each semester's class schedule.

This is a list of Cultural Diversity courses currently being offered:

AR100G	Art History: Art of the Americas
AWRS168B	Art & Religion of the Far East
CL/FR/HY134A./B	History, Culture & Language of France
CL131	Spanish South American Culture & Language
CL132	Mexican, Central American & Caribbean Culture & Language
CL138	Russian Culture & Language
CU150	European Cinema & Cultures

CU151	Intercultural Aesthetics Through Cinema
CU195	Special Topics: The Cultural Heritage Series
EC183	Economic Development of Less Developed Countries
EN133	Women's Literature
EN171	World Literature
EN173	Modern Fiction: Comparative Approach
EN175	Ethnic American Literature
FR113	French Cinema
HY106	Women in History
HY136	"Soviet" Russia
HY162	Latin American Area Studies
HY/PSI 80	African Area Studies
HY184	Asian Area Studies
HY190	Middle East Area Studies
LAI10	Literature of Latin America
LA161	Mexico: Politics, Culture & Society
LA162	Central America: People, Culture & Society
LA164	Peru, Bolivia, Ecuador: The Andean Nations
LA165	Argentina, Chile & the Southern Cone
LA175	The Hispanic Experience in the U.S.A.
LA176	Mexican American Literature & Film
MG116	Comparative International Management
MG157	Women in Management
MU042/142	Music of the Non-Western World
NSO09/ 109	Nutrition & Health in Developing Countries
RS 136A	Women's Spirituality
RS 140A	Theology of Liberation
RS165	Religions of the World: Eastern Traditions
SM001/101	Science & Technology in Developing Countries
SOO04	Cultural Anthropology
SO/PY1 56	Interpersonal/Intercultural Communications
S0162	Cross Cultures & Subcultures

## 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 EN021 or EN022; they may also be required to enroll in EN020 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 three or higher are exempt from the CND 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 (with the exception noted below) are evaluated for placement in mathematics, using the Computerized Placement Tests developed by the College Board. The tests identify four levels of competency: Level I, Arithmetic Skills; Level II, Elementary Algebra; Level III, College Algebra; and Level IV, Trigonometry/Precalculus.

All students must take the placement test before enrolling in any mathematics course at the College. The level needed for placement/enrollment in particular mathematics or science courses is stated in the course description. All mathematics courses which give credit towards the degree require at least Level I competency. Students who do not demonstrate Level I competency may enroll in and successfully complete MA00 1 or may study on their own and retest at a scheduled time. Students may also enroll in MA001 to prepare for Level I competency.

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 taking this placement test.

#### Description of the Mathematics Placement Tests

The Computerized Placement tests are multiple choice tests administered on a PC. The tests do not require knowledge of how to use a computer. Students should bring only their student ID number and pencils with erasers to the test; calculators are not allowed. The tests are adaptive, assessing competency at each level with 12 to 20 questions. The tests are untimed, but generally take between 20 minutes and one hour to complete, depending on how far the student progresses through the levels.

Level I indicates competency in operations with whole numbers, fractions, decimals and percents as well as word problems involving these ideas. Level II indicates competency in operations with integers, rational numbers, roots and exponents, and algebraic expressions, and abilities in equation solving, working with inequalities and word problems. Level III indicates competency in algebraic operations, solutions of equations and inequalities, coordinate geometry, functions, and graphing. Level IV indicates competency in trigonometry, complex numbers, solution of simultaneous equations and other precalculus topics. More detailed descriptions of the tests are available from the Division of Natural Sciences and Mathematics and are mailed to new students prior to testing time. Review books for Levels I and II are available in the CND Bookstore. Any "Precalculus" or "Algebra and trigonometry" text can be used for reviewing for Levels III and IV.



# Undergraduate Policies & Procedures

General Policies	62
Registration	62
Academic Unit Load	62
Academic Overload	62
Course Restrictions	63
Dropping/Adding Courses	63
Repeating a Course	64
Independent Study	64
Declaration or Change of Major or Minor	65
Grading System	65
Pass/Not Pass Grades	66
Incomplete Grades	66
Grade Changes	66
Credit By Examination	66
Advanced Placement (AP)	67
Course Challenge Examinations	67
College Level Examination Program (CLEP)	67
Auditing A Class	68
Clear Academic Standing	68
Academic Warning, Probation, & Disqualification	69
Leave of Absence/Official Withdrawal	<b>70</b>
Catalog of Graduation	<b>70</b>
Clearance For Graduation	<b>71</b>
Academic Honors	<b>71</b>
Honors at Entrance	<b>71</b>
Dean's List	<b>71</b>
Honor Societies	<b>71</b>
Honors at Graduation	<b>72</b>

## 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 F 1 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 one 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 six 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. To enroll in more than 18 units (up to a maximum of 21 units), students must receive permission from their academic advisor.
2. Students with a cumulative GPA lower than a 3.0 may enroll in a maximum of 17 units. To enroll in more than 17 units, students must receive permission from their academic advisor.
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. A student whose academic advisor does not approve the overload may petition the Academic Standards Committee. Petition forms are available at the Registrar's Office.
5. A student requesting more than four units overload must petition the Academic Standards Committee. Petition forms are available at the Registrar's Office.

6. Academic Overload during the Summer Session is defined as exceeding a maximum load of one unit per week of the session, for a total of 14 units for the entire Summer, regardless of cumulative GPA.

#### 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 five units in Performance /Activity courses per semester;
2. A maximum of 16 units in Performance/Activity courses maybe 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: PE031A, 031B, 039A, 040,043,049,050,052

Leadership: S0197

Laboratory Assistant: (Any department code) 149L

Performing Arts: MU018, 021,022,041,075, 118,121,122, 141, 175;

TA090C, 090L 090R, 190C, 190L, 190R

Publications: CM118L, EN120C

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 nine units of Independent Study maybe included in a student’s total degree program.

#### Declaration or Change of Major or Minor

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.

Students normally indicate a major (“Major 1” or “primary” major) at the time of entry to CN D. 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.

## **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	<b>3.0</b>
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
I	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 maybe 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 fill 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 coursework, 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 six units earned through CND Course Challenge Examinations may be applied to residency.

### Advanced Placement (AP)

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 six semester units of college credit for each examination (except Latin exams, which are three 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 maybe 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 coursework. 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 three units in Fine Arts and three 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, three or six 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, maybe 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 5000 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, & DISQUALIFICATION

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 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 remains below 2.0, the student is placed on Academic Probation if there is the possibility of returning to clear academic standing (2.0 or better cumulative GPA) after an additional semester of work. If, however, the GPA is so deficient that the student cannot return to clear academic standing after an additional semester, the student is disqualified. 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 disqualified. 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 disqualification. 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 disqualified under the provisions for Academic Disqualification.

**Academic Disqualification** - A student is disqualified 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 is so deficient that the student cannot return to clear academic standing after an additional semester.
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 2.0 within a four-semester period.

Reinstatement After Disqualification - A student is generally granted reinstatement if she/he has raised her/his cumulative GPA to 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 disqualified, 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. Forms to declare the catalog of graduation are available from the Registrar's Office.

## 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: February 1 for May and August candidates; June 1 for December candidates.

Students must complete all degree work and meet all College graduation requirements prior to participating in Commencement. Students who have six 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 six units remaining to be completed are not eligible to participate in Commencement. The six 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 for full-time students, or an accumulated total of 12 units for part-time students. Students on the Dean's List receive a letter of recognition from the Academic Dean.

Honor Societies – CNC) 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 three 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.

Psi Chi - See page 27.

Sigma Beta Delta - See page 27.

Honors at Graduation - are academic honors awarded according to the following cumulative, all-college grade point average standards. The all-college grade point average is calculated from all work attempted at all institutions attended; it is not the same as the College of Notre Dame cumulative GPA that appears on the CND transcript. Students may not gain a higher level of honors than they have earned in their coursework at CND.

For those who entered the College prior to Fall 1984:

Cum Laude: 3.30-3.59

Magna Cum Laude: 3.60-3.79

Summa Cum Laude: 3.80-4.00

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

Cum Laude: 3.50-3.64

Magna Cum Laude: 3.65-3.79

Summa Cum Laude: 3.80-4.00

# 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.

<b>Day Program</b>	<b>7 4</b>
<b>Intensive Evening Program</b>	<b>7 5</b>
<b>Business Administration Division Course Listings</b>	<b>7 6</b>
<b>General Business</b>	<b>7 6</b>
<b>Accounting</b>	<b>7 7</b>
<b>Economics &amp; Finance</b>	<b>7 8</b>
<b>International Business</b>	<b>7 9</b>
<b>Management</b>	<b>8 0</b>
<b>Marketing</b>	<b>8 1</b>

## 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	45
Prerequisites		
GB001	American Business: Foundations & Practice	3
AC003	Financial Accounting	3
AC004	Managerial Accounting	3
GB008/CS008	Introduction to Computers	3
EC001A	Macroeconomics	3
EC001B	Macroeconomics	3
MA014	College Algebra*	3
EC102/MA102	Statistics	3
Major Requirements		
GB183	Legal Environment of Business	3
FN131	Corporate Finance	3
MG196	Management Principles & Organizational Behavior	3
MK160	Marketing Principles	3
GB192	Business Policies & Strategy	3
	Upper-division elective courses in the major or in an area of concentration.	12
	Career Development Requirement	3
	General Electives	25
	<b>Total College Requirement</b>	<b>124</b>

#### Areas of Concentration

Students electing a concentration must complete four 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

GB001, AC003, EC001A or EC001B, and two courses chosen from: GB183, FN 131, MK160, and MG 196 for a total of 15 units.

\* or achievement of math competency level III.

\*\* 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. It is strongly recommended that students take a course in calculus in addition to College Algebra, since calculus is a prerequisite for many MBA programs.

## INTENSIVE EVENING PROGRAM

The Business Administration major is offered in the evening through the Intensive Evening Degree Program. This upper-division program enables motivated working adults to complete their degree in an abbreviated format without compromising academic quality. The 7-week intensive classes draw upon student experience and faculty expertise to foster collaborative learning in a challenging environment which supports a high standard of student achievement. Course content presumes familiarity with organizational life, recognizing students' maturity and their ability to effectively manage the learning process.

All upper-division 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	45
Prerequisites	
AC003 Financial Accounting	3
AC004 Managerial Accounting	3
EC001A Macroeconomics	3
EC001 B Macroeconomics	3
EC102/MA102 Statistics*	3
Major Requirements	
GB183 Legal Environment of Business	3
FN131 Corporate Finance	3
MG196 Management Principles & Organizational Behavior	3
MK160 Marketing Principles	3
GB192 Business Policies & Strategy	3
EN 136 Professional Writing**	3
or	
EN 137 Project, Proposal & Grant Writing	
PL128 Ethics & Professional Responsibility**	3
Upper-division elective courses in the major or in an area of concentration	9
General Electives	34
Total College Requirement	124

*Intensive Business Administration students may use EC102/MA 102 to satisfy the General Education requirement in Math.*

*\*\* Intensive students may use EN136 or EN137 to satisfy the Writing 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 12 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, Semesters indicated refer to day program only.

## **General Business**

### GB001 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.

### GB008 Introduction to Computers

(3) Fall Spring

Introduction to computer systems and programs for word processing, spreadsheet and database management in business. Cross listed as CS008. See Computer Science section.

### GB045 Business Law (3) Spring

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,

### GB102 Spanish for Business (3)

Cross listed as SP102.

See Latin Studies section.

### GB140CD Français Economique et Commercial (3-3)

Cross listed as FR140CDEF.

See French section.

### GB183 Legal Environment of Business

(3) Fall Spring

How the law is used to resolve potential and actual conflicts of interest in society, including those between and among business, government, individuals, and private institutions. Evaluate the effectiveness of specific laws, including securities, consumers, employment and environment.

### GB185 Special Topics: General Motors

Internship (1) Spring

Cross listed as CD185.

See Career Development section.

### 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.

### GB194 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.

## General Business Continued

GB198 Cooperative Education:  
Internship in Business  
Cross listed as CD198.  
See Career Development section.

GB199 Independent Study (I-3)  
Individual study or research under the  
direction of an instructor. See Under-  
graduate Policies and Procedures section  
on Independent Study.

## Accounting

AC003 Financial Accounting  
(3) Fall Spring  
GB008 recommended.  
Introduction to the field of accounting.  
Covers fundamental principles empha-  
sizing preparation, interpretation and uses of  
the balance sheet, income statement and  
statement of cash flow.

AC004 Managerial Accounting  
(3) Fall Spring  
Prerequisite AC003/EC001 B.  
Analysis, evaluation and use of accounting  
information as a basis for managerial plan-  
ning, control, and decision-making.

AC 101/102 Intermediate Accounting 1/11  
(3/3) Fall Spring  
Prerequisite: ACO03.  
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.

AC120 Cost Accounting (3) Summer  
Prerequisite: AC004.  
Analyzes problems of basic cost accumula-  
tion systems including job costing, process  
costing, accounting for manufacturing  
overhead, cost budgeting, joint product  
costing, and standard costs.

AC121 Individual Income Tax  
(3) Summer '97  
Prerequisite: AC003.  
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,

AC123 Taxation of Corporations &  
Partnerships (3) Summer '98  
Prerequisite: AC121.  
Provides in-depth coverage of taxation of  
entities other than individuals with an  
emphasis on partnerships, corporations,  
and subchapter S corporations.

AC124 Auditing (3) Spring '98  
Prerequisite: AC101 /102.  
Principles, standards, and procedures of  
auditing. Emphasis is on the public  
accounting profession, its current pro-  
nouncements, practices, and problems.

AC126 Advanced Financial Accounting  
(3) Fall '97  
Prerequisite: AC101/102.  
Accounting for partnerships, business com-  
binations, parent-subsiary and branch  
relationships, foreign exchange, and non-  
profit organizations.

## Accounting Continued

AC129 Accounting Analysis for Managers (3)

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.

AC199 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

EC001A 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.

EC001 B Macroeconomics (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 MA102. See Math section.

EC135 Money & Banking (3) Spring

Prerequisite: EC001A.

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

EC 182 Comparative Economic Systems (3) Fall

Prerequisite: EC001A.

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 [CDiv] (3) Spring

Prerequisite: ECOO IA.

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. Satisfies a former General Education requirement in Intercultural Studies.

EC199 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: ACO03, FN131.

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: AC003.

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

## Economics & Finance Continued

FN135 Personal Financial Planning (3) Spring '97  
Prerequisite ACO03.AC121 (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.

FN141 Intermediate Finance (3) Spring  
Prerequisite FN131.  
in-depth analysis of specific problems facing the financial manager including the risk/return relationship, long term financing and capital budgeting.

FN180 International Finance (3) Fall '97  
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.

FN199 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

IB102CD Spanish for Business (3)  
Cross listed as SP102.  
See Latin American Studies section.

IB116 Comparative International Management [CDiv] (3) Fall  
Cross listed with MG116.  
See Management section.

IB140CD Francais Economique et Commercial (3-3)  
Cross listed as FR140CD.  
See French section.

IB165 International Marketing (3) Spring  
Cross listed with MK165.  
See Marketing section.

IB180 International Finance (3) Fall '97  
Cross listed with FN180.  
See Economics & Finance section.

IB182 Comparative Economic Systems (3) Fall  
Cross listed with EC182.  
See Economics & Finance section.

IB183 Economic Development: Less Developed Countries (3) Spring  
Cross listed with EC183.  
See Economics & Finance section.

IB199 Independent Study (1-3)  
Individual study or research under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study.



## Management

### MG115 Conflict Management: Theory & Practice (3) Fall '97

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 HS115. See Human Services section.

### MG116 Comparative International Management [CDiv] (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. Satisfies a former General Education requirement in Intercultural Studies.

### MG117 Small Business Management (3) Summer '98

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.

### MG151 Human Resource Management (3) Spring '97

Prerequisite MG 196.  
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 '96

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 [CDiv] (3) Spring

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.

### MG161 Persuasion & Presentation (3) Fall

Cross listed as CM 161.

See Communications section.

### MG 190A Educational Management & Assessment (.5)

Prerequisite: Admission to Intensive Program.

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.

## Management Continued

### MG190B Managing Group Processes & Project Development (.5)

Prerequisite: Admission to Intensive Program.

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 '97

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 seminars/workshops of timely interest to managers.

### 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 '98

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

### MK122 Art in Business & Industry (3)

Cross listed as AR122. See Art section.

### MK160 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.

### MK161 Sales & Sales Management

(3) Fall '96

Prerequisite: MK160.

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.

## Marketing **Continued**

### **MK162** Marketing Research

(3) Spring '97

Prerequisites **EC102** and **MK160**.

Application of qualitative and quantitative research methods for gathering, evaluating, and presenting data to identify, analyze, and solve marketing problems.

### **MK163** Special Topics in Marketing

(3) Fall

Prerequisite **MK160**.

Analysis and discussion of selected timely issues in the forefront of marketing theory and practice. Topics will be announced in each semester's schedule.

### **MK164** Advertising (3) Fall '97

Prerequisite: **MK160**.

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

### **MK165** International Marketing

(3) Spring

Prerequisite **MK160**.

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

### **MK167** Consumer Behavior (3) Fall '97

Prerequisite: **MK160**.

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

### **MK168** Marketing for Non-Profit

Organizations (3)

Prerequisite Admission to the Intensive Evening Program.

Cross listed with **HS160**. See Human Services section.

### **MK169** Channel Marketing Spring '98

Prerequisite **MK160**

Addresses issues in designing and managing marketing channels, including direct marketing. Explores channel conflict, slotting allowances, privacy of personal data, new developments in retailing.

### **MK171** Public Relations & Marketing

Communication (3)

Prerequisite Admission to Intensive Program.

Integrates marketing communication theory, concepts and research and applies the elements of promotion: public relations, publicity, advertising, sales promotions, point of purchase communications and sponsorship/event marketing to both non-profit and for-profit organizations.

### **MK199** 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	84
English	88
English As A Second Language	94
Modern Languages & Cultures	95
French	96
Latin American Studies	98
Cultural Diversity	102
Culture & Language	103
Humanities	104
Liberal Studies	105
Philosophy	109
Religious Studies	114

# COMMUNICATION

The study of Communication traditionally helped students understand how people use symbols to construct knowledge and to exert influence. Communication today goes beyond thinking well and speaking well to include the management of media channels used by institutions and individuals as they attempt to present persuasive messages to differentiated world markets. Graduates of this major are able to make educated decisions about information exchange in business, media campaigns, message interpretation, and product promotion. They will be prepared to manage and give meaning to the overwhelming quantity of information and raw data that society now provides.

An interdisciplinary program, the Communication Major incorporates courses from Art, Business, and English, reflecting the relevance of communication across the academic spectrum. Accessible instructors combine strong academic credentials with industry experience, and stress vital knowledge and skills. The Intern Program provides supervised instruction in the career field of the student's choice such as corporate communication, media management, public relations, public affairs, television, radio, journalism, and promotional or technical writing. The capstone course, Senior Seminar, provides students with a mentor from the corporate or media worlds and gives students individualized experience in how their knowledge and competence in communication can be applied.

## Bachelor of Arts: Communication

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

		Units
	General Education Requirements	4 <sup>7</sup>
Prerequisites		
CM010	Introduction to Communication	3
CM011/111	Oral Communication	3
CM012	Communication Technology	3
GB001	Foundations & Practice of American Business	3
Major Requirements		
CM018/118	Journalism	3
EN 107	Technical Writing	3
CM I 20	Corporate Communication	3
CM130	Mass Media & Society	3
MK160	Marketing Principles	3
AR108	Media Graphics	
or		
AR125	Photography	3
CM140	Television Production	4
CM 160	Communication Internship	6
CM191	Senior Seminar	3
	One elective course in Communication	3

Career Development Requirement	1
General Electives (chosen in consultation with advisor)	30
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:

CCM010	Introduction to Communication	3
CM011/111	Oral Communication	3
	Any two courses from the following	
CM118	Journalism	3
CM 120	Corporate Communication	3
CM 130	Mass Media & Society	3
CM 140	Television Production	4
CM195	Special Topics in Communication	3

## 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.

AR108 Media Graphics (3) Fall Spring  
See Art section.

AR125 Photography (3) Fall  
See Art section.

CM010 Introduction to Communication  
(3) Fall Spring  
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.

CM011 Oral Communication  
(3) Fall 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.

CM012 Communication Technology  
(3) Fall 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.

## Communication Continued

### CM018 Journalism (3) Fall Spring

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.

### CM018L Journalism Lab (1-3) 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 11 10ral 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.

### CM118 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 (1-3) 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 125 The Holocaust, 1933-1945

(3) Fall '97

Beginning with the history of Church-sanctioned anti-Semitism, this course explores the racist ideology of National Socialism, the death camp experience, propaganda analysis and media usage of the Third Reich, Christian and Jewish responses and student's own individual response to the Holocaust. Applications will be made to contemporary battles against genocide. Cross listed as RS125.

### 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. Students will explore issues in mass media research and consider the ethical and legal implications of media use.

### CM 140 Television Production

(4) Fall 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.

## Communication Continued

### 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 191 Senior Seminar (3) Spring

Capstone course will provide a means of assessment for the individual student and the opportunity to consolidate and integrate prior learning. Portfolios will be compiled and presented. A mentor from the student's chosen area will provide a simulated case study for situation analysis or communication audit. How to conduct electronic research and access information on the job is emphasized. Senior standing required.

### CM 161 Persuasion & Presentation

(3) Fall

An advanced course in persuasive communication designed to provide students with the necessary theory and skills to present effective business presentations using a variety of multimedia aides. Power Point or other presentation software will be utilized to facilitate communication of persuasive messages in a business or professional context. By permission of the instructor. Cross listed as NIG161.

### CM 195 Special Topics in

Communication (3) Fall or Spring

Designed to keep students current with new developments in the burgeoning field of communication. Students should consult current schedule of classes to learn the exact content of this offering. For example, Sports Communication (Fall '96) will explore sports in the electronic media with an emphasis on the role and training of sports broadcasters. May be repeated for credit.

### 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.

EN107 Technical Writing (3) Spring

See English section.

GB001 Foundations & Practice of

American Business (3) Fall Spring

See Business Administration section.

MK160 Marketing Principles

(3) Fall Spring

See Business Administration section.



## ENGLISH

The English Department provides students with a broad intellectual foundation in literature and culture while strengthening their abilities to express ideas in clear, accurate prose. Because the department is relatively small, students interact with professors and with each other on a personal level.

In addition to developing an appreciation of the great classics of British and American literature, majors have opportunities to study literature of the world, both Western and non-Western, as well as literature written by women and by persons of color. The insights students obtain from great writers and thinkers of the past and present, along with the analytical skills they acquire from close study of written texts, provide valuable preparation for careers in teaching and writing. The department offers courses in advanced writing, technical writing, and creative writing, including the campus literary magazine, *The Bohemian*. The English major is also good preparation for students planning to enter law school. The study of language and literature offers students an enjoyable, challenging liberal education that professionals consider the best general 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	47
Prerequisites		
ENO02	Composition & Introduction to Literature	3
EN021	Composition & Classics of World Literature	3
HY004AB	History of Western Civilization	6
Major Requirements		
EN022	Modern World Literature	3
EN 100	Principles & Practice of Literary Criticism	3
EN 106	Advanced Writing	3
EN117	Shakespeare	3
EN130A or B	Survey of American Literature	3
EN 146ABC	Survey of British Literature (two semesters)	6
EN151J	Milton Seminar	
or		
EN151L	Chaucer Seminar	3
EN191	Senior Seminar	3
	Upper-division Elective in English	3
	Career Development Requirement	3
	General Electives	32
	Total College Requirement	124

### Minor Requirement English

EN002, EN021, HY004AB, plus 12 upper-division units from the following:

EN 106	Advanced Writing	3
EN117	Shakespeare	3
EN 146 A 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, including 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 MSAT exam.

#### Core Courses (10 courses)

EN021	Composition & Classics of World Literature
EN 106	Advanced Writing
EN110	Linguistics
EN117	Shakespeare
EN I 30A or B	Survey of American Literature
EN 133	Women's Literature
EN 146ABC	Survey of British Literature (two courses)
EN171	World Literature or EN 173 Modern Fiction
EN175	Ethnic American Literature

#### Breadth and Perspective (5 courses from among the following):

	Units	
CM010	Introduction to Communication	3
CM011/111	Oral Communication	3
CM018/118	Journalism	3
EN022	Composition & Literature of Western Civilization (Part 2)	3
EN034	Introduction to Literature	3
EN 100	Literary Criticism	3
EN 107	Technical Writing	3
EN112	Continental Literature	3
EN125	English Novel	3
EN125E	American Novel	3
EN 130A or B	Survey of American Literature (one course in addition to core course)	3
EN141ABC	Creative Writing	3-9
EN 143	Children's Literature	3

EN 46ABC	Survey of British Literature (one course in addition to core course)	3
EN 49T	Teaching assistant	1-3
EN 51J	Milton Seminar	3
EN 51L	Chaucer Seminar	3
EN 60	Great Writers	3
EN191	Senior Seminar	3
EN195	Special Topics	3
FC150	European Cinema & Cultures	3
FC151	Intercultural Aesthetics Through Cinema	3
LAI1)	The Literature of Latin America	3
RS001/100	Introduction to the Old Testament	3
RSO13/113	Introduction to the New Testament	3
TA002/102	Introduction to Oral Interpretation of Literature	3
TA1 30A	Development of Drama& the Theatre to 1640 (History of the Theatre)	3
TA130B	Development of Drama& the Theatre from 1640 to 1850 (History of the Theatre)	3
TA130C	Development of Drama& the Theatre from 1850 to the Present (History of the Theatre)	3

## 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 freshmen 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.

EN002 Composition & Introduction to Literature (3) Fall Spring  
Expository and critical writing based on reading, discussion, and analysis of great works of literature From three major genres: narrative, lyric, drama.

EN020 Writing Center (0.5-3)  
Fall Spring Summer  
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 General Education requirement. “

## English Continued

### EN021 Composition & Classics of World Literature (3) Fall Spring

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

EN022 Modern World Literature (3) Fall  
Introduces students to fundamental principles of literary analysis through the reading and enjoyment of great works of literature written since 1700. 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 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.

### EN110 Linguistics (3) Spring

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

### EN 112 Modern Continental Writers (3) Fall '96

Explores the works and lives of European authors writing in a variety of genres from the age of reason to the period of existentialism; emphasizes the cultural milieu and literary history of selected works in translation.

### EN117 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 120 Writing Center (0.5-3)

Fall Spring Summer

Reviews fundamentals of grammar, mechanics, essay organization, and logical argumentation. Emphasis on the writing process, writing in the disciplines, and research and documentation procedures.

*Designed to meet upper-division and transfer student writing needs; required of student who do not pass the College? Writing Proficiency Examination.*

### EN120C 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.

### EN125E American Novel (3) Fall '96

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.

## English Continued

### EN 130A Survey of American Literature

(3) Spring '97

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 '98

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

### EN133 Women's Literature [CDiv]

(3) Spring

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.

### EN136 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.

### EN137 Project, Proposal, & Grant

Writing (3)

Open only to students admitted to the Intensive Evening Degree Program. Designed to fit the needs of adult learners, this course deals with longer, more specialized forms of business communication than are covered in EN 136 Professional Writing. Students will be expected to complete one major writing project: a long report (such as a business plan, a progress report, or a proposal), a short manual, or a grant proposal. A certain degree of writing competence is assumed. (Not open to those who have already taken EN 136 Professional Writing.)

### EN 141B Creative Writing Poetry

(3) Spring

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 141C Creative Writing Short Story

(3) Fall

Writing and sharing of short narratives with attention to the formal elements of each story – narrative structure, character, point of view, style, detail, imagistic patterns, and themes. For beginning as well as advanced writers. Participation in EN 120C *The Bohemian* is strongly recommended.

## English Continued

- 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 146ABC 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.
- EN146A (3) Fall '96, Spring '98  
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.
- EN146B (3) Spring '97  
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).
- EN146C (3) Fall '97  
Victorian and Modern British literature, emphasizing poets, novelists, and dramatists of the 19th and 20th centuries.
- EN 149T Teaching Assistant (1-3) Fall Spring Summer  
Tutoring students in Writing Center on their assignments in EN021, EN022, and other courses. Includes weekly training sessions during first half of semester. Strongly recommended for prospective teachers.
- EN151J Milton Seminar (3) Spring '97  
Close textual explication of *Paradise Lost* and of earlier poems insofar as they shed light upon the themes and language of the major work.
- EN151L Chaucer Seminar (3) Spring '98  
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.
- EN160 Great Writers (3) Spring '98  
In-depth study of an individual author's works. Authors such as Dante, Tolstoy, Austen, and Joyce have been studied in the past.
- EN161 Modern Poetry (3) Fall '97  
In-depth study of late nineteenth century and twentieth century poetry, with an emphasis on major British and American poets. Examines the distinct voices of great poets and distinguishes the nature of lyric from other literary genres.
- EN 171 World Literature [CDiv] (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 former General Education requirement in Intercultural Studies.
- EN 173 Modern Fiction: Comparative Approach [CDiv] (3) Summer Session II '96,'98  
Modern international literature, with emphasis on thematics and form, Compares fiction of the Third World with British and American fiction. Satisfies a former General Education requirement in Intercultural Studies.

## English Continued

EN 175 Ethnic American Literature [CDiv] (3) Fall  
Study of literature written by ethnic American writers, including African-American, Asian-American, Native American, and Latino. Satisfies a former General Education requirement in Intercultural Studies.

EN191 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.

EN195I Special Topics [CDiv]  
(3) Spring '97 Summer Session II'97  
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. Satisfies a former General Education requirement in Intercultural Studies.

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 additions 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

ES012 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 sk.iii.

ES013 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.

## English as a Second Language

### ES014 Grammar&Writing

(3) Fall Spring

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

### ES015 Listening/Speaking (3) Fall Spring

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

### ES016A Intermediate Writing

(3) Fall Spring

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

### ES016B 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.

### ES018 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.

### ES415 Graduate ESL Seminar

(3) Fall Spring

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

*With the exception of E3018, all ESL courses must be ~~unified~~ with grades of C or better*

## MODERN LANGUAGES & CULTURES

The Department of Modern Languages& Cultures 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 French or Latin American Studies 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 French and Latin American Studies programs develop proficiency in speaking, reading and writing in French and Spanish. They promote an understanding of the culture and the literature of French- and Spanish-speaking countries in 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 reaching 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	47
Prerequisites		
FR001/002	Basic Practical French	8
FR003/004	Intermediate Conversation	8
Major Requirements		
FR101	Introduction to French Literature	3
FR134	Culture, Language & History of France	3
	Six courses chosen from the following	18
FR109A	La Femme dans la littérature française	
FR109B	La Poesie et la chanson en France	
FR109C	L'Homme et son milieu à travers la littérature française	
FR109E	Le Theatre à travers les siècles	
FR113	French Cinema, Culture & Language	
FR114	Le Roman Contemporain	
FR136	Linguistics	
FR138	Interpretation /Translation	
FR140CDEF	Français Economique et Commercial (certificate preparation)	
FR100	Discussion of Issues in Contemporary France	
FR131	Senior Thesis	
	Career Development Requirement	3
	General Electives	34
	Total College Requirement	124

### Minor Requirements: French

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

## Study Abroad

All students majoring and minoring in French will be encouraged to study abroad for a summer, a semester, or a year. Courses taken abroad will be applied to the French degree at College of Notre Dame.

## 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.

### FR001 /002 Basic Practical French

(4-4) Fall Spring

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

### FR003/004 Intermediate Conversation

(4-4) Fall Spring

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

### FR100 Advanced Conversation (3) Spring

Prerequisite: FR004 or the equivalent.

Advanced conversation on issues in contemporary France and the European Community.

### FR109A La Femme clans la Literature Francaise (3) Fall '96

Prerequisite: FR004 or permission of instructor.

Changing attitudes toward women expressed in literature from the Middle Ages to the present.

### FR109B La Poesie et la chanson en France (3) Fall '97

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.

### FR109C L'Homme et son Milieu

(3) Spring '98

Prerequisite: FR004 or the premission of instructor.

Study of French prose through the ages with a sociological approach.

### FR109E Le Theatre a` Travers les Sie`cles

(3) Spring '97

Prerequisite: FR004 or the premission of instructor.

A survey of French theatre from the Middle Ages to the present.

### FR113 French Cinema, Culture & Language (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 Culture and Language, and Foreign Culture.

### FR131 Senior Thesis (2)

Prerequisite: Permission of Department Head.

Directed research. Study selected by student and instructor.

### FR134A History, Culture & Language of France (3) Fall (Evening)

Survey of French history and culture from its origins in Gaul to the French Revolution at the end of the eighteenth century. Topics include politics, literature, art and daily life. Included also is an introduction to basic, practical French. Taught in English. Cross listed as CL134A and HY1 34A. Satisfies a General Education requirement in Culture and Language, and Foreign Culture.

## French Continued

FR134B History, Culture, & Language of France (3) Spring (Evening)

A continuation of FR134A from the French Revolution to the present. Taught in English. Cross listed as CL134B and HY134B. Satisfies a General Education requirement in Culture and Language, and Foreign Culture.

FR136 Linguistics (3) Fall

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

FR140CDEF Francais Economique et Commercial (3-3) Fall Spring

Prerequisite: FRO02 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 140CD. See Business section.

FR149 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.

FR199 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, CCO1.*

## 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	47
Prerequisites	
SP001 /002                      Introduction to Spanish (or equivalent)	8
SP003/004                      Intermediate Spanish (or equivalent)	8
Major Requirements	
Six units of Spanish Language& Culture	
SP100A                      Advanced Spanish Conversation & Culture	3
SP100B                      Advanced Spanish Conversation & Composition	3
At least three units of Spanish for Special Purposes, chosen from the following	
SP101                      Spanish Interpretation & Translation	3
SP102                      Spanish for Business	3
At least 12 units of History, Culture& Literature chosen from the following	
AR100G                      Art History Arts of the Americas	3
HY162                      Latin American History & Politics	3
LA110                      The Literature of Latin America	3
LA161                      Mexico: Politics, Culture & Society	3
LA162                      Central America: People, Culture & Society	3
LA164                      Peru, Bolivia & Ecuador: The Andean Nations	3
LA175                      The Hispanic Experience in the U.S.A.	3
LA176                      Mexican American Literature & Film	3
SP115*                      Introduccion la literatura latinoamericana	3
SP116*                      Ficción del siglo XX	3
SP117*                      Teatro y poesia	3
*Satisfies waiver requirements for Liberal Studies majors planning to teach Spanish	
Six units of electives to be chosen from the following, or from courses listed above:	
EC183                      Economic Development in Less Developed Countries	3
MG116                      Comparative International Management	3
MK165                      International Marketing	3
NS109                      Nutrition & Health in Developing Countries	3
RS 140A                      Theology of Liberation in Latin America	3
SM101                      Science &Technology in Developing Countries	3
S0162                      Cross Cultures & Subcultures	3
	3
	31
	124
Minor Requirements: Latin American Studies	
Complete 12 upper-division units in one of the following choices:	
1. Latin American Area Studies	
2. Spanish Language & Literature	
3. Combination of Spanish Language& 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.

## Latin American 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. Courses in the major offered by other departments are described in the course listings of those departments. See page 24 for department codes. In courses which fulfill a requirement for General Education and the Major in Latin American Studies, extra assignments or different projects will be required of majors.

### LA110 Literature of Latin America [CDiv] (3) Fall '96, Spring '98

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

### LA161 Mexico: Politics, Culture & Society [CDiv] (3) Fall Spring Term 1 Intensive

This course focuses on the social, political and cultural characteristics of Mexico, a nation which has been largely misunderstood by most Americans, despite sharing a 2,000 mile border and being our Southern neighbor and partner in trade. The course covers the Pre-Columbian indigenous cultures, the effects of the Spanish Conquest, and the current issues of NAFTA, immigration, and underdevelopment. Satisfies a General Education requirement in intercultural Studies, Foreign Culture, or Cultural Diversity.

### LA162 Central America: People, Culture, & Society [CDiv] (3) Spring '98

An in-depth view of the Maya civilization, the legacies of the Spanish Conquest, and the contemporary dilemmas of land reform, liberation theology, and political unrest. The course explores the underlying root causes of the revolutions in Central America as well as the U.S. economic and military involvement in the region. Satisfies a General Education requirement in Intercultural Studies, Foreign Culture, or Cultural Diversity.

### LA164 Peru, Bolivia & Ecuador: The Andean Nations [CDiv] (3) Spring '97 Fall '97 Term 1 Intensive

The Inca civilization, the effects of the Spanish colonization, and the resulting cultural identity of the Andean Nations will be studied and analyzed. The course will give a profile of Latin America, which has retained its indigenous roots and struggles with the dilemmas of modernization, poverty, and revolutionary activity. Satisfies a General Education requirement in Intercultural Studies, Foreign Culture, or Cultural Diversity.

## Latin American Studies Continued

LAI76 Mexican American Literature & Film [CDiv] (3) Fall '97

An exploration of the recent flowering of Mexican American fiction, poetry, drama and film. Emphasis will be given to the new Latina writings. Satisfies a General Education requirement in Intercultural Studies and Cultural Diversity.

LAI 99 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.

SP001/002 Introduction to Spanish (4-4) 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 with an introduction to the culture of the Spanish-speaking world.

SP003/004 Intermediate Spanish (4-4) Fall Spring

Prerequisite: SP002 or equivalent. A continuation of skills-building with an emphasis on communication and culture and the gradual introduction of longer, more sophisticated readings.

SP100A Advanced Spanish Conversation & Culture (3) Fall

Prerequisite: SP004 or equivalent. A careful building of conversation and reading skills in Spanish, based on readings and films about the culture and history of Latin America.

SP100B Advanced Spanish Conversation & Composition (3) Spring

Prerequisite: SP100A or equivalent.

While continuing to build confidence in conversation skills, this course will also provide guided development of writing skills in Spanish, and grammar review.

SP101 Spanish Interpretation & Translation (3) Fall '97

Prerequisite: SP100B 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.

SP102 Spanish for Business (3) Fall '96

Prerequisite: SPO04 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 GB102/IB102.

SP115 Introduccion la literatura latinoamericana (3) Spring '98

Prerequisite: SP100A or SP100B, 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. Satisfies a General Education requirement in Intercultural Studies, Foreign Culture, or Cultural Diversity. Satisfies supplementary authorization requirement for Liberal Studies students intending to enter teaching certificate program.

## Latin American Studies Continued

### SP116 Ficción del siglo XX Spring '97

Los temas de revolución, cambio social, e identidad, se destacarán a través de autores tales como Mariano Azuela, Luisa Valenzuela, Elena Poniatowska y algunos del "boom" como Carlos Fuentes, Vargas Llosa, García Márquez y más recientemente, Isabel Allende. Satisfies a General Education requirement in Foreign Culture, Intercultural Studies and Cultural Diversity. Satisfies supplementary authorization requirement for Liberal Arts students intending to enter teaching certificate program.

### SP117 Teatro y poesía Fall '97

Una exploración de la poesía lírica y el teatro de rema social y fantástico, especialmente en la forma del drama en un acto. Se dará mucha énfasis a la expresión y interpretación oral. Satisfies a General Education requirement in Foreign Culture, Intercultural Studies and Cultural Diversity. Satisfies supplementary authorization requirement for Liberal Arts students intending to enter teaching certificate program.

### SP099/199 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.

## CULTURAL DIVERSITY

Except for the courses listed below with the CU (Cultural Diversity) designation, all other courses which fulfill the General Education requirement in Cultural Diversity will be found throughout this catalog since they are offered by almost every department. Indication that a course fulfills this requirement will be found in the course description with the notation [CDiv]. There will also be a list of all such courses published each semester in the class schedule.

For students who entered under the requirements of prior catalogs and are seeking courses which fulfill the former Foreign Culture (FC) and Intercultural Studies (IC) requirements, indication is made under each course description as to whether it fulfills those former requirements.

## Cultural Diversity

CU150 European Cinema & Cultures  
[CDiv] (3) Fall '96

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.

CU151 Intercultural Aesthetics Through Cinema [CDiv] (3) 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, Afriu. Satyajit Ray, Akira Kurosawa, Euzhan Palcy, Gastou Kabore, and others. Satisfies a General Education requirement in Intercultural Studies or Cultural Diversity.

CU195 Special Topics: The Cultural Heritage Series [CDiv] (3)

Offered as needed to satisfy the General Education requirement in Intercultural Studies, Foreign Culture, or Cultural Diversity.

## CULTURE & LANGUAGE

Courses under this designation are specifically for students studying for a Bachelor of Science degree who decide that they prefer to substitute two of the following courses instead of regular language courses in French or Spanish. These courses offer basic language content in addition to a study of the cultural heritage of a specific area of the world. They may also be taken to satisfy the General Education requirement in Cultural Diversity, however they may not be used to fulfill both requirements. B.S. students can take them for the Culture and Language requirement; B.A. students may take them for Cultural Diversity in addition to the Modern Language requirement.

### Culture a Language

CL113 French Cinema, Culture & Language [CDiv] (3) Fall

Cross listed as FR113. See French section. Satisfies a General Education requirement in Foreign Culture, and Culture and Language.

CL131 Spanish South American Culture & h- [CDiv] (3) Fall

This course will offer an overview of South American cultural history it will trace the heritage of the indigenous past, the Spanish conquest and African slavery, and the migrations of the twentieth century. This course will include a brief study of the basics of the Spanish language. Satisfies a General Education requirement in Language and Culture (for B.S. students), Foreign Culture, Intercultural Studies, and Cultural Diversity (for B.A. students).



## Culture & language Continued

CL132 Mexico, Central America, & the Caribbean: Culture & Language [CDiv] (3) Spring

This course will explore the impact of Spain on the indigenous cultures of Mexico, Central America and the Spanish-speaking Caribbean, as well as the contributions of Africa and the legacy of that triple heritage on contemporary society. This course will include a brief study of the fundamentals of the Spanish language. Satisfies a General Education requirement in Language and Culture (for B.S. students), Foreign Culture, Intercultural Studies, and Cultural Diversity (for B.A. students).

CL134A/B History, Culture& Language of France (3) Fall (Evening) Spring (Evening)  
Cross listed as FR134A/B and HY134A/B.  
See French section.

CL138 Russian Culture& Language [CDiv] (3) Summer '97

An introduction to the Russian language, and the 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, Foreign Culture, Cultural Diversity, or Culture and Language.

## HUMANITIES

The Bachelor of Arts in Humanities is an interdisciplinary major developed by the departments of English, Modern Languages and Cultures, 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
Prerequisites		
AR004	Art History Survey	3
MU003A	Introduction to Music	3
FR001/FROIOB, SP001/SP004,	Modern Languages (or equivalent)	12
EN002	Composition & Introduction to Literature	3
EN021	Composition & Classics of World Literature	3
HY004AB	History of Western Civilization	6
PL001/100	Ancient Philosophy	3
PL012	Formal Logic	3
RS00 1	Introduction to the Old Testament	3
RS013	Introduction to the New Testament	3
Major Requirements		
	Three courses from the following (Must include courses in two departments)	9
EN 146 ABC	Survey of British Literature	
FR101Aor B	Introduction to French Literature	
LA110	Literature of Latin America [CDiv]	
	Elective in Visual & Performing Arts	3
PL101	Medieval Philosophy	3
PL102	Modern Philosophy	3
RS165	Religions of the World [CDiv]	3
	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

## 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 coursework 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 major 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., EN143, HY165B, PE 110, PY161, ED136). 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 EN141 Creative Writing or EN 149 Teaching Assistant (Writing Center)	3		3
EN 110 Linguistics	3		3
CM011/111 Oral Communication, or SH001 Introduction to Public Speaking or SH/TA002/102 Introduction to Oral Interpretation of Literature	3		3
2. Literature (12 units)			
EN002 Composition & Introduction to Literature	3	3	3
EN021 Composition & Classics of World Literature	3	3	3
EN143 Children's Literature	3		3
EN 133 Women's Literature, or EN 171 World Literature, or EN173 Modern Fiction: Comparative Approach, or EN 175 Ethnic American Literature, or LA110 Literature of Latin America	3	3	3

	Major Units	Gen. Ed. Units	Cred. Units
3. Logic & Mathematics (9 units)			
Logic:			
PLO12/112 Formal Logic	3		3
Mathematics:			
MA006 Geometry, Measurement & Elementary Number Theory	3	3	3
MA102 Statistics	3	3	3
4. Natural Science & Technology ( 13 units)			
Physical Science:			
PH009 Introduction to Physical Science	3	3	3
Earth Science:			
PH001 Physical Geology	3		3
Life Science:			
BY005 Introduction to Biology	4		4
Science, Technology, & the Environment			
BY009 Human Environment, or BY/PH 109 Contemporary Environmental Issues, or NS009/109 Nutrition & Health in the Third World, or SM001/101 Science & Technology in Developing Countries	3		3
5. Social Science (9 units)			
PS001 Introduction to American Government	3		3
SO004 Cultural Anthropology, or SO162 Cross Cultures & Subcultures	3	3	3
PS160 World Geography	3		3
6. History (9 units)			
HYO04A Western Civilization	3	3	3
HYO04B Western Civilization	3	3	3
HY165B The New Nation, 1776-1836	3		3
7. Humanities ( 17 units)			
Modern Language (8 units)	8	8	8
<i>If the General Education Requirement in     Modern Language is met at entrance, the     student may elect six advisor-approved units     in art, foreign language, music, philosophy,     religious studies, or theatre arts.</i>			

Philosophy (3 units)			
PL006 Introduction to Philosophy, or Advisor-approved units in Philosophy	3	3	3
Religious Studies (6 units)			
RS001 / 100 Introduction to the Old Testament, or RSO13/ 113 Introduction to the New Testament	3	3	3
RSI 65 Religions of the World	3	3	3
8. The Arts (6 units)			
For Credential Students: six (6) units from two of the following:			
AR116 Art Education Concepts			
MU 140 Music Education Concepts			
TA160 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 three additional units in studio/performance or concepts.	6	3	
9. Human Development(15 units)			
PY001 General Psychology	3		3
PY161 Developmental Psychology: Child & Adolescent	3		3
PE110 Physical Education in the Elementary School	3		3
ED 136 Introduction to Education: Practicum in Teaching	3		3
LS191 Senior Seminar in Liberal Studies	3		3
Sub-Total	99	47	99
10. 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 achiev- ing at least an academic minor in the subject studied,			
Total	111		111
General Electives			13
Total College Requirement			124

## Liberal Studies

LS191 Senior Seminar in Liberal Studies  
(3) Spring  
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 in Portfolio. Portfolio developed which samples best work and shows its relevance for teaching. Resource unit or other project developed in collaboration with concentration advisor. Resource unit or other project developed in collaboration with concentration advisor. Senior standing required.

## PHILOSOPHY

Philosophy is the critical examination and evaluation of our most fundamental beliefs, concepts and practices, with the aim of arriving at a comprehensive understanding of the nature of the world and the position of human beings within it.

Philosophers deal with many issues of fundamental human importance which other disciplines may raise but do not themselves resolve, ranging from the mind-body relation and the idea of God to the nature of truth and knowledge and the status and content of morality and value.

The study of philosophy enhances analytical, critical and interpretive skills that are applicable to any subject-matter and in any human context. It cultivates the capacities and appetite for self-expression and reflection, for exchange and debate of ideas, for life-long learning, and for dealing with problems for which there are no easy answers. A philosophical education also enhances the capacity to participate responsibly and intelligently in public life.

The Division of Humanities provides students with a variety of opportunities to pursue the study of philosophical issues:

1. The Division offers courses which satisfy the 3-unit General Education requirement in philosophy, and which are designed to help develop students' logical and critical thinking skills, to introduce them to some of the major figures and doctrines in the history of philosophy, and to allow them to consider for themselves a variety of enduring and contemporary philosophical questions.
2. Students who choose to major or minor in philosophy are given both a sound historical background in the subject and an opportunity to develop and utilize philosophical skills in courses which examine contemporary issues and debates.
3. All students who wish to enhance their knowledge of philosophy, improve their critical thinking skills, or explore specific issues, are encouraged to take elective courses 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	47
Prerequisites	
PL006                      Introduction to Philosophy	3
or	
PL007                      Moral Problems	3
PL012/112                Formal Logic	3
Major Requirements	
PL100                      Ancient Philosophy	3
PL102                      Early Modern Philosophy	3
Six courses from the following (including at least one of PL101, PL103, PL104 or pL105):	18
PL101                      Medieval Philosophy	
PL103                      Nineteenth-Century European Philosophy	
PL104                      Anglo-American Philosophy	
PL105                      Twentieth-Century European Philosophy	
PL114                      Philosophy & Feminism	
PL117                      Philosophy of Science	
PL118                      Philosophy of Mind	
PL121                      Political & Social Philosophy	
PL122                      Theories of the Good Life	
PL124                      Environmental Ethics	
PL126                      Business Ethics	
PL127                      Social Ethics	
PL128                      Ethics & Professional Responsibility	
PL130                      African Philosophy	
PL184                      Philosophy of Religion	
PL195                      Special Topics	
PL199                      Independent Study in Philosophy	
Career Development Requirement	3
General Electives	44
Total College Requirement	124

### Minor Requirements in Philosophy

Eighteen units distributed as follows: Introduction to Philosophy or Moral Problems, 3; Formal Logic, 3; Ancient Philosophy, 3; Early Modern Philosophy, 3; and two other upper-division courses, 6.

# 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.

## PL006 Introduction to Philosophy

(3) Fall Spring

An introduction to some of the major figures and doctrines in the history of philosophy and to some enduring and contemporary philosophical questions.

## PL007 Moral Problems (3) Fall

After a brief introduction to some basic ideas in ethical theory, this course allows students to examine and discuss critically various contemporary moral problems, such as abortion, the death penalty, affirmative action, free speech, civil disobedience, etc.

## PLO12/112 Formal Logic

(3) Fall Spring

A systematic introduction to modern formal logic, including the propositional and predicate calculi. Extensive practice in executing proof-1 and applying the rules of logic.

## PLO13/113 Critical Thinking

(3) Spring '98

This course is designed to give students the critical skills needed to read, understand and evaluate the kind of persuasive, argumentative and polemical writing encountered in both everyday life and college courses. Extensive practice in analyzing materials such as newspaper op-ed articles, classic examples of argumentative writing from historical sources, and popular reports of scientific research.

## PL100 Ancient Philosophy (3) Fall

An examination of the origins of philosophical inquiry in the ancient world. Figures to be discussed may range from Confucius and Lao-Tzu to Plotinus and the Neo-Platonists. Special emphasis on the writings of Plato and Aristotle and their continued influence.

## PL101 Medieval Philosophy

(3) Spring '98

The medieval era spanned the thousand years between the fall of the Roman Empire and the Renaissance. This course examines the work of such figures as Augustine, Boethius, Anselm, Aquinas, Buridan and William of Ockham, as well as Jewish and Islamic philosophers.

## PL102 Early Modern Philosophy

(3) Fall

The seventeenth and eighteenth centuries were marked by the intellectual turmoil produced by the scientific revolution. This course introduces students to the ideas of some of the major philosophers of this period, from Descartes to Kant, and their efforts to come to terms with developments that remain crucial for us today. Topics to be discussed include the nature and limits of knowledge, science and religion, and freedom and determinism.



## Philosophy Continued

PPL103 Nineteenth-Century European Philosophy (3) Spring '98

A detailed discussion of the philosophical work of such figures as Hegel, Kierkegaard, Marx and Nietzsche. Essential background for anyone who wants to understand the contemporary intellectual scene.

PL104 Anglo-American Philosophy (3) Spring '97

This course traces the development of philosophy in the English-speaking world over the past century. Topics to be discussed include: pragmatism (Pierce, James and Dewey); the birth of analytic philosophy (Frege, Russell and Moore); the early Wittgenstein and logical positivism; the later Wittgenstein and ordinary language philosophy; Quine, Davidson and contemporary debates.

PL105 Twentieth-Century European Philosophy (3) Spring '97

A critical appraisal of the ideas of some the major European philosophers of the present century. Topics may include phenomenology and existentialism (Husserl, Heidegger, Sartre, de Beauvoir), Marxism (Lukacs, Gramsci), critical theory (Horkheimer, Adorno, Marcuse, Habermas), and structuralism and post-structuralism (Lacan, Foucault, Derrida).

PL114 Philosophy & Feminism (3) Fall '96

An examination of philosophical questions related, or of special concern, to women. Topics may include the nature, status and role of women in influential religious, philosophical and cultural contexts, and theoretical and practical feminist issues addressed by traditional and contemporary philosophers. Emphasis is placed on ethical and political problems facing women today.

PL117 Philosophy of Science (3) Spring '98

The philosophy of science addresses questions about the nature and methods of science, about conceptual and foundational issues within the various sciences, and about the broader implications of scientific research. Specific topics may vary, but students will be introduced to competing views of the nature of scientific reasoning; learn to think critically about important scientific developments; and consider some of the ethical, social, political and religious questions which they raise.

PL118 Philosophy of Mind (3) Spring '97

The nature of mind and its relation to the physical world has been a perennial philosophical question. Can modern science offer a solution to this problem? This course will examine both traditional issues (such as the mind-body problem, personal identity and free will) and contemporary variants of these issues raised by research into artificial intelligence and work in cognitive science.

PL12 1 Political & Social Philosophy (3) Fall '97

This course raises basic questions about politics, society and social change. Why is government necessary? What are the limits of government action? When is it permissible to disobey the law? When is revolution justified? Why is democracy a good thing? When are human beings genuinely free? Does capitalism promote or undermine democracy and freedom? Are there feasible alternatives to capitalism? Readings may be from historical figures (e.g., Hobbes, Locke, Marx) or contemporary sources or both.

## Philosophy Continued

### PL122 Theories of the Good Life

(3) Fall '97

A critical inquiry into the status of morality and the nature of the good life. Students will consider and evaluate competing moral theories and be encouraged to clarify for themselves what they take the good life to be.

### PL124 Environmental Ethics

(3) Spring '97

A philosophical examination of a variety of key environmental issues. Topics to be discussed may include the value of nature, property rights, world hunger, and the moral status of animals.

### PL126 Business Ethics

(3) Spring '98

This course introduces students to competing ethical theories and conceptions of economic justice, and applies them to specific moral and social issues raised by contemporary business practices.

### PL128 Ethics & Professional Responsibility (3) Fall Spring

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,

### PL149T Teaching Assistant

(1-3) Fall Spring

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

### PL184 Philosophy of Religion

(3) Spring '97

A survey of traditional and modern problems associated with religion. Topics may include the nature of God; arguments for theism; the problem of evil; foreknowledge and freedom; science and religion; faith and the nature of religious belief myths, symbols and rituals; spirituality.

### PL195 Special Topics (3) Spring '97

Introduction to a philosophical issue which is among the instructor's areas of specialization. Students should consult the current class schedule or contact the Humanities Division to learn the exact content of this course.

### PL199 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, CCO1.*

## 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.

		Units
	General Education Requirements	47
Prerequisites		
RS001	Introduction to the Old Testament	3
RS013	Introduction to the New Testament	3
	Lower-division Electives in Religious Studies	6
Major Requirements		
RS 130	Church & Sacraments	3
RS 133	Jesus: Myth & Reality	3
RS 150	Challenged by Christian Ethics	3
RS154	Christian Prayer & Spirituality	3
	Upper-division Electives in Religious Studies	12
	Career Development Requirement	3
	General Electives	38
	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

RS001/100 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.

RSO13/113 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 reaching of the historical Jesus was transmitted in preaching before the final production of the canonical gospels.

RS013A/1 13A An Intensive Study of the Gospel of Mark (3) Summer '98 (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.

RSO14/114 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.

RS115 Jesus & the Gospels (3) Spring '98  
Introduces the messianic activity and person of Jesus proclaimed in the synoptic gospels.

RS116 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.

RS019A/1 19A 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.

RS019B/ 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

RS030/130 Church & Sacraments (3) Fall  
History and theology of the Christian sacramental life with special emphasis on contemporary understandings of Baptism and Eucharist.

## Religious Studies Continued

### RS033/133 Jesus Myth& Reality (3) Fall

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.

### RS035/135 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.

### RS136A Women's Spirituality [CDiv] (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 [CDiv] (3) Spring '97

Major themes of Liberation Theology. Emphasis is on Latin American traditions. Satisfies a former General Education requirement in Intercultural Studies.

### Living Belief

### RS050/ 150 Challenged by Christian Ethics (3) Fall

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

### RS052/152 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) Fall  
Cross listed as SO 161.  
See Sociology section.

RS 163 Social Psychology of Religious Values (3) Spring  
Cross listed as SO143.  
See Sociology section.

## Religious Studies Continued

RS165 Religions of the World: Eastern Traditions [CDiv] (3) Fall Spring  
Exploration of primal nature and structure of religion as evidenced in indigenous religions of Australia, Africa, America and the South Pacific. Critical survey of Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism, Taoism and Shintoism.

RS168A Art& Religion of the Western World (3)

Cross listed as AR168A. See Art section.

RS168B Art& Religion of the Far East (3)

Cross listed as AR168B. See Art section.

RS168C Modern Art& Religion (3)

Cross listed as AR168C. See Art section.

RS184 Philosophy of Religion (3)

Cross listed as PL1 84. See Philosophy section.

RS199 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 the Division Office, CCO1.*



# 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 & 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 Cultural Diversity requirement. Minors are available in Biology, Chemistry, Computer Science, Environmental Studies and Mathematics.

<b>Biochemistry</b>	<b>120</b>
<b>Minor in Chemistry</b>	<b>121</b>
<b>Biology</b>	<b>123</b>
<b>Minor in Environmental Studies</b>	<b>125</b>
<b>Computer Science</b>	<b>129</b>
<b>Mathematics</b>	<b>135</b>
<b>Nutritional Science Courses</b>	<b>139</b>
<b>Physics &amp; Earth Sciences Courses</b>	<b>140</b>
<b>Interdisciplinary Courses</b>	<b>141</b>
<b>PreProfessional Preparation in Medicine &amp; the Allied Health Fields</b>	<b>141</b>



# 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; biochemistry majors have access to research laboratories for pursuing investigations in genetics, development, microbiology, and biochemist.

## Bachelor of Science: Biochemistry

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

		Units
	General Education Requirements	45
Prerequisites		
CH002AB	General Chemistry	8
BY001AB	General Biology	8
PHO04AB	Physics for Scientists	8
MA020A	Calculus I	4
MA020B	Calculus II (recommended)	4
MA102	Statistics	3
Major Requirements		
CH117AB	Organic Chemistry	8
CH105	Chemical Analysis & Instrumental Methods	5
CH150	Biochemistry	3
CH150L	Biochemistry Lab	3
BYI 52	Cellular & Molecular Biology	4
BYI 16	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	10
	Total College Requirement	124

MA020B Calculus II, MA030 Calculus III, 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 SM085/ 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

CH002AB, plus 12-14 upper-division units in Chemistry approved by the Department Head. (CH117AB, CH150&CH150L, orCH117AB &CH132,orCH117AB, & CH105)

## 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 CH002AB. All courses are open to non-majors who have fulfilled the prerequisites. See mathematics testing, pages 58-59, for an explanation of the Math Competency Levels.

CH001 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.

CH002A General Chemistry (4) Fall

Prerequisites: Math Competency Level II.

High School Chemistry or CH001 and satisfactory score on Chemistry Placement exam.

Three hours lecture, three hours laboratory, one hour problem session.

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.

CH002B General Chemistry (4) Spring

Prerequisites: Math Competency Level II, CH002A.

Three hours lecture, three hours laboratory, one hour problem session.

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.

CH005 Summer Reading Program

(1) Summer

Reading from books, journals, and reprints selected in consultation with Department Head. May be repeated for credit.

CH105 Chemical Analysis & Instrumental Methods (5) Spring '97

Prerequisites: Grade of C or better in CH002AB and CH117A. MA102 recommended.

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

## Chemistry Continued

CHI 17A Organic Chemistry (4) Fall

Prerequisites: CH002AB. 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, W-Visible, IR.

CHI17B 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.

CHI132 Physical Chemistry for Life Sciences (4) Fall '96

Prerequisite: Grade of C or better in CH 117AB, MA020A or MA022, and PH004AB or permission of instructor.

Three hours lecture, three hours laboratory. Introduction to physical chemistry most useful for students of life sciences thermodynamics, heterogeneous equilibria, chemical kinetics, macromolecular solutions, electrolytes. Laboratory includes centrifugation, electrophoresis, viscosity measurement and spectroscopy,

CHI149L Laboratory Assistant

(1-3) Fall Spring

Prerequisites: CH002A and permission of instructor.

Opportunity for Natural Science majors to earn credit assisting instructors.

Recommended as an upper-division elective in the Biochemistry major.

CHI150 Biochemistry (3) Fall

Prerequisites: Grade of C or better in CH117AB and BY001AB.

Three hours lecture.

Protein structure and function in detail; enzyme mechanisms and kinetics; lipids and membrane structure; carbohydrates, the enzymes, chemical reactions and regulation of metabolic pathways; overview of nucleic acids and the flow of genetic information. Emphasizes the experimental bases of our knowledge of biochemistry.

CHI150L Biochemistry Lab (3) Spring

Prerequisite: CH150 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.

CHI198 Research (1-3)

Fall Spring Summer

Prerequisites CH 117AB.

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

## Chemistry Continued

### CH199 Independent Study in Biochemistry

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

### CD198 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. Interested students are encouraged to consider a minor in Environmental Studies.

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 biotechnology, 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	45
Prerequisites		
BY001AB	General Biology	8
MA015	Trigonometry & Analytical Geometry	4
MA020A	Calculus I	4
or		
MA022	Applied Calculus	4
or		
MA102	Statistics	3

		Units
CH002AB	General Chemistry	8
CH 117AB	Organic Chemistry	8
PH002AB	General Physics	8
or		
PH004AB	Physics for Scientists	8
<b>Major Requirements</b>		
BY100	Developmental Biology	4
BY102A	General Physiology	5
BY114	Genetics	4
BY116	General Microbiology	5
BY142	Immunology	4
	Upper-division electives in Biology approved by the advisor.	8
	Career Development Requirement	3
	General Electives	6-7
	<b>Total College Requirement</b>	<b>124</b>
<b>Biology Elective Courses</b>		
BY141	Vertebrate Zoology (recommended)	4
BY109	Contemporary Environmental Issues	4
BY135	Human Genetics	4
BY138	Environmental Toxicology	4
BY149L	Laboratory Assistant	1-3
BY152	Cellular & Molecular Biology	4
BY198	Research Techniques	1-3
BY199	Independent Study in Biology	1-3
BY199H	Honors Thesis Research	2-4
CH105	Chemical Analysis & Instrumental Methods	5
CH132	Physical Chemistry for Life Sciences	4
CH150	Biochemistry	3
CH150L	Biochemistry Lab	3
NSI05	Introduction to Nutrition	3
SM0851185	Divisional Seminar	1

Future medical, dental, veterinary medicine or graduate students are advised to take PH004AB and MA020A. 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

		Units
General Education Requirements		47
Prerequisites		
BY00 1AB	General Biology	8
CH002AB	General Chemistry	8
CH 117AB	Organic Chemistry	8
MA014	College Algebra	4
MA102	Statistics	3
PH002AB	General Physics (recommended)	
Major Requirements		
BY100	Developmental Biology	4
BY102A	General Physiology	5
BY114	Genetics	4
BY116	General Microbiology	5
BY142	Immunology	4
	Upper-division electives in Biology approved by the advisor.	7
	Career Development Requirement	3
	General Electives	14
	<b>Total College Requirement</b>	<b>124</b>

### Minor Requirements: Biology

BY001AB General Biology plus 12 upper-division units in Biology approved by the Department Head.

### Minor Requirements: Environmental Studies

Prerequisites		
PH001	Physical Geology	3
PH002AB	General Physics	8
CH002AB	General Chemistry	8
BY001AB	General Biology	8
MA015	Functions & Trigonometry	4
Requirements		
BY109	Contemporary Environmental Issues	4
BY138	Environmental Toxicology	4
GB183	Political, Social & Regulatory Environment of Business	3
CD198	Internship in Environmental Studies	1-3

# Biology

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

## BY001A General Biology (4) Fall

Prerequisite: High School Biology.

Three hours lecture, three hours laboratory. Foundation course dealing with cellular and molecular biology, with emphasis on structure and function of cells as the basic unit of life; cellular metabolism; enzyme energetic; molecular genetics, Mendelian genetics, concepts of speciation and evolution, Laboratory introduces basic laboratory techniques, light microscopy, enzyme kinetics, calorimetry, Drosophila and population genetics.

## BY001 B General Biology (4) Spring

Prerequisite High School Biology.

Three hours lecture, three hours laboratory. The study of prokaryotic and eukaryotic organisms, their diversity and unity, their structure, development, physiology and classification. Laboratory develops observation skills using prokaryotes and a wide range of plants and animals; includes dissection.

## BY004 Human Biology

(3) Fall Spring Summer

Prerequisite: High School Biology.

Three hours lecture.

Basic structure and function of the human body; surveys structure of cells, anatomy and physiology of several organ systems (e.g. reproductive, circulatory, nervous, muscular, immune), human genetics, nutrition and our relationship with the environment. Scientific method and principles of biology are emphasized. Includes laboratory demonstrations and activities. Non-majors.

## BY005 Introduction to Biology

(3.5) Fall '96

Three hours lecture, one and one-half hours laboratory.

General introductory study of plants and animals. Non-majors; required for liberal studies majors.

## BY009 Human Environment

(3) Spring '97

Three hours lecture.

Interrelationships between living creatures and their environment; emphasis on the impact humans have had on their environment from a biological-chemical perspective; introduces concepts and vocabulary of science. Non-majors.

## BY 100 Developmental Biology (4) Spring

Prerequisites: BY001AB.

Three hours lecture, three hours laboratory. Development of living organisms from the fertilized egg to establishment of organ systems. Topics include fertilization, gastrulation, neurulation, regulation of development, cell commitment, morphogenesis, induction, and laying down of organ systems. Laboratory includes morphological observations and individual experimental projects.

## Biology Continued

**BY102A General Physiology (5) Spring**  
Prerequisites: BY001AB and CH002AB.  
Three hours lecture, three hours laboratory, one hour seminar.  
Functional aspects of organisms with emphasis on human; subcellular, cellular, tissue levels; focus on causes and effects at organ level; nerve impulse transmission, muscle contraction, circulatory, respiratory, digestive, immune and endocrine systems. Laboratory oscilloscope and physiograph, measurements of cardiac and respiratory function, biochemical assays, basic histology results are discussed in seminar.

**BY109 Contemporary Environmental Issues (3 or 4) Spring '98**  
Prerequisites: BY001B or BY005 and either CH001, CH002A, PH002A or PH009 or permission of instructor. Math Competency Level II. Three hours lecture, optional field study laboratory.  
Principles of Environmental Studies as applied to understanding of current issues, e.g., population growth, pollution, global warming, environmental restoration.  
Integrates knowledge of ecology, biology, chemistry, and physics in seeking bases of these problems. Analyzes opportunities and constraints for management of selected issues. Optional laboratory explores local concerns in-depth, with several required field trips and student research presentations.

**BY114 Genetics (4) Fall**  
Prerequisites: BY001AB and CH002AB.  
Three hours lecture, three hours laboratory.  
Physical and chemical basis of heredity. Topics include Mendelian genetics; mapping structure, organization and replication of DNA; mutation; transcription, translation, regulation; extrachromosomal inheritance; population genetics. Laboratory may include Mendelian and population genetics, cytogenetics, DNA analysis, electrophoresis, PCR, karyotyping, mapping techniques.

**BY116 General Microbiology (5) Fall**  
Prerequisites: BY001AB, CH002AB.  
Three hours lecture, six hours laboratory.  
Study of microorganisms, their structure and physiology, bacteria, fungi, viruses and protozoa. Emphasis on medical microbiology and disease, but topics of industrial and environmental microbiology are included. Identification of bacterial unknowns.

**BY135 Human Genetics (3) Fall '97**  
Prerequisites: BY001AB and BY114.  
Three hours of lecture.  
Cytogenetic, biochemical and medical approach to human heredity. Application of Mendelian genetics, chromosomal aberrations, recombinant DNA, biochemical aspects, mutation, cancer, immunogenetics, behavioral and population genetics.



## Biology Continued

### BY138 Environmental Toxicology

(4) Spring '97

Prerequisites: BY001 AB and CH002AB, Three hours lecture, three hours laboratory. Toxins in the environment due to natural causes and human effects. Sampling and survey techniques, risk assessment, legal regulations.

### BY141 Vertebrate Zoology (4) Fall

Prerequisites: BY001 AB recommended. Three hours lecture, three hours laboratory. Emphasis on unique structural and functional adaptations of vertebrates. Anatomy and physiology of representative vertebrates including Agatha, cartilaginous and bony fishes, amphibians, reptiles, birds, and mammals, Dissection of lamprey, dogfish shark and cat as representative vertebrates provides for study of functional anatomy.

### BY142 Immunology (4) Spring

Prerequisites: BY1AB, CH002AB, and CH117A.

Three hours lecture, three hours laboratory. Cellular immune response, biochemical mechanisms of immunity, immune disorders, hypersensitivities and genetics of immunity. Introductory laboratory techniques including electrophoresis, immunoelectrophoresis, in vitro systems, ELISA, plaque assay, etc.

### BY149L Laboratory Assistant

(1-3) Fall Spring

Prerequisites: BY001 A 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.

### BY152 Cellular & Molecular Biology

(4) Spring '98

Prerequisites: BY001AB and CH117AB and CH150 or BY114 or permission of instructor. Three-hours lecture, three hours laboratory.

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. Laboratory presents methods of biotechnology.

### BY198 Research Independent Study

(1-3) Fall Spring Summer

Prerequisites: BY001AB.

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

### BY199 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.

### BY199H 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.

## Biology Continued

CD198 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.

*al 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 222.*

## 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. The major also stresses the current trends in software methodology and software engineering through an object-oriented approach. The C and C++ languages are mostly used in implementations.

Small classes facilitate easy interaction with faculty. The program is supported by a SUN/Unix network of workstations (located in the Computer Science Lab), and a full complement of programming languages and systems software. Access to PC and Mac Labs is also available.

### 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	45
Prerequisites (Lower-division Foundation)		
CS030AB	Foundations of Computer Science I & II	6
CS030L	Programming Laboratory (recommended)	
CS040	Data Structure & Abstraction	3
CS050	Computer Organization I	3
CS060	Unix System Programming	3
MA020AB	Calculus I & II	8
MA030	Calculus III (recommended)	
MA045AB	Discrete Mathematics I & II	6
MA050	Linear Algebra	4
PHO04AB	Physics for Scientists (recommended)	

Major Requirements (Upper-division ~~Core~~)

<del>CS110</del>	Analysis of Algorithms	3
<del>Cs120</del>	Programming Languages	3
<del>Cs130</del>	Computer Operating Systems	3
<del>CS150</del>	Computer Organization II	3
<del>CS159</del>	Object-Oriented Design, Programming & User Interface	3
<del>CS165</del>	<del>Software</del> Engineering	3
<del>CS196</del>	<del>Software</del> Development: Methodology & Project	3
	Upper-division Electives in Computer Science	9
	Career Development Requirement	3
	General Electives	13
	Total College Requirement	<b>124</b>
Computer Science Electives (Nine units required)		
<del>CS140</del>	Compilers	3
<del>CS149L</del>	Laboratory Assistant	1-3
<del>CS151</del>	Numerical Methods	3
<del>CS155</del>	Computer Graphics	3
<del>CS183</del>	Database Management Systems	3
<del>CS191</del>	Computer Networks	3
<del>Cs197</del>	Special Topics in Computer Science	3
<del>CS199</del>	Independent Study in Computer Science	1-3
<del>MA145</del>	Automata & Complexity <del>Theory</del>	3

~~MA030~~ Calculus 111 and ~~PH004AB~~ Physics for Scientists I & II are recommended especially to students planning graduate study in Computer Science, Engineering or Mathematical Sciences.

Students beginning a major in Computer Science are required to have passed Math Level IV Competency and be ready for Calculus. Deficiencies in mathematics may be corrected by taking appropriate courses suggested by an advisor. Transfer students are recommended to have taken as many courses as possible from the prerequisites (Lower-division Foundation).

Minor Requirements: Computer Science

Preparation: ~~CS030AB, CS040, MA020AB~~

Requirements: 12 units in Computer Science of which six must be upper-division. None of these 12 units may be used to fulfill requirements of electives for another major or minor (however, they may be used to fulfill prerequisites). Courses recommended for minor: ~~CS050, CS060, CS 159, CS 183, CS 185~~. All programs must be approved by the Program Director for Computer Science.

# Computer Science

## CS008 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 GB008.

## CS030A Foundations of Computer Science I (3) Fall (Evening)

Prerequisite: Math Level IV Competency, or concurrent enrollment in MA020A, or permission of instructor.

Number systems and data representation, IEEE standard. Boolean expressions and operators. Overview of computer organization. Steps in building software applications: flowcharts, modules, pseudocode. Block structures, data structures, and references. Emphasis is placed on a modular approach to programming methodology. Beginning level of programming with C.

## CS030B Foundations of Computer Science II (3) Spring (Evening)

Prerequisite CS030A or permission of instructor.

Continuation of CS030A with emphasis on elementary data structures and algorithms, software engineering techniques in developing more complex applications, system interface, I/O operations, and development tools. Intermediate-advanced level of programming with C.

## CS030L Programming Laboratory

(1) Fall Spring

Highly recommended to be taken concurrently with CS030A, CS030B and CS040. May also be taken by students in other Computer Science courses.

General Unix commands, vi editor, x-windows facilities. Individualized assistance with programming assignments. Consultation and feedback concerning a student's approach to design and implementation of computer programs. May be repeated for credit.

## CS040 Data Structure & Abstraction

(3) Fall (Evening)

Prerequisites: CS030B and MA020B, or permission of instructor. MA045A and concurrent enrollment in MA045B are recommended.

Object-oriented approach with C++ to a variety of linear, tree, graph and hybrid structures and their associated algorithms. Data structure as abstract data type. Recursive techniques for implementing generic data structures. Introduction to complexity analysis of some search and sort algorithms.

## CS050 Computer Organization I

(3) spring (Evening)

Prerequisite: CS040, or permission of instructor.

Introduction to digital design and computer architecture. Boolean algebra, digital and logic circuits, arithmetic-logic unit design microarchitecture. Implementation, management and interrelationship of processors, memory systems and I/O subsystems. Instruction sets, registers, addressing modes. Assembly language programming.

## Computer Science Continued

### CS060 Unix System Programming

(3) Fall (Evening)

Prerequisites: CS030B and CS040, or permission of instructor. CS050 is recommended.

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

### CS110 Analysis of Algorithms

(3) Spring '97 (Evening)

Prerequisites: CS040, MA020B and MA045B, or permission of instructor.

MA030 and MA050 are recommended. Construction and time/space complexity analysis of important classes of algorithms: searching, sorting, string processing, graph algorithms, approximation and probabilistic algorithms, parallel and distributed algorithms. Introduction to P and NP classes and NP-complete problems.

### CS 120 Programming Languages

(3) Spring (Evening)

Prerequisites: CS040, MA020B and MA045B, or permission of instructor.

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

### CS 130 Computer Operating Systems

(3) Spring '98 (Evening)

Prerequisites: CS040, CS050 and MA045B, or permission of instructor.

Operating systems design and implementation. Process scheduling, management and protection, concurrency, deadlock control, synchronization, communication. Memory and virtual memory management. I/O processing, disk management, file system. Protection, security and performance issues. Distributed systems. Small projects enlarging and OS skeleton.

### CS 140 Compilers

(3) Summer '97 (Evening)

Prerequisites: CS040, CS050, CS120 and MA045B, 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 to designing and implementing a simple compiler.

### CS149L Laboratory Assistant

(1-3) Fall Spring (Day/Evening)

Prerequisite Permission of 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.

## Computer Science Continued

### CS150 Computer Organization II

(3) Fall '97 (Evening)

Prerequisites: CS050 and MA045B, or permission of instructor.

RISC/SPARC architecture and assembly language. Performance evaluation of CISC and RISC architectures. Arithmetic-logic unit design. Implementation, management and interrelationship of processors, memory systems and I/O subsystems. Pipelining. Instruction sets, registers, addressing modes. Parallel and other nontraditional machine organizations. SPARC assembly language programming.

### CS151 Numerical Methods

(3) Spring '98 (Evening)

Prerequisites: CS030B, MA020B and MA050, or permission of instructor. MA030 is recommended.

Theory and programming of numerical techniques. Sources of computational error, iteration, interpolation, numerical integration, direct and iterative methods for solving linear systems of equations. Additional topics (as time permits): numerical methods for solving differential equations and nonlinear systems, approximating eigenvalues, approximation theory.

### CS 155 Computer Graphics

(3) Fall '97 (Evening)

Prerequisites: CS030B, MA020B, MA045A and MA050, or permission of instructor. CS040, MA030 and MA045B are recommended.

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-Oriented Design, Programming & User-Interface

(3) Fall '97 (Evening)

Prerequisites: CS040 and CS060, or permission of instructor. CS 120 and MA045B are recommended.

Object-oriented concepts, techniques, and their applications. Classes: data hiding and member functions, constructors and destructors, overloading functions and operators, ad-hoc polymorphism. Superclasses and iterators. Inheritance, code reuse, virtual functions. Templates and parametric polymorphism. Object-oriented approach to modern graphical user interfaces.

### CS 183 Database Management Systems (3) Spring '97 (Evening)

Prerequisites: CS040 or permission of instructor. MA045A is recommended.

File organization and storage management. Access methods. Logical versus physical organization. Relational, network and hierarchical models. Database architecture, schemas and query facilities. Transaction processing, recovery, concurrency. Distributed systems. Issues of performance, integrity and reliability. Practical approach to design and implementation of a relational DBMS for an application.

## Computer Science Continued

### CS185 Software Engineering

(3) Fall '96 (Evening)

Prerequisites: CS040, or permission of instructor. CS060, CS 120 and CS 159 are recommended.

Software development phases: analysis, specification, modularization of a problem, module implementation and testing, interface implementation, integration and testing, documentation, reviews, post-distribution support. Object-oriented methods. Software metrics and computer-aided software engineering tools. Team approach to development and implementation of a small software project using the SE phases and methods.

### CS191 Computer Networks

(3) Summer '98 (Evening)

Prerequisites: CS040, CS050 and CS 130, or permission of instructor.

Methodologies for interconnecting computers. Network architectures, topologies and protocols. Associated algorithms. Local and wide area networks. Hardware and software aspects of layered approach to computer networks. Overview of concurrent programming principles and techniques.

### CS196 software Development

Methodology & Project

(3) Fall Spring (Evening)

Prerequisites: Senior standing and CS060, CSI 10, CS120, CS159, CS185, or permission of instructor.

Senior capstone course and project.

Methodology and implementation of team approach to: management, analysis, design, development, implementation and testing of a software application. The project will follow the software engineering specific phases. Modular approach, coordination techniques, object-oriented and/or other software development methods.

### CS 197 Special Topics in Computer

Science (3) Fall Spring (Evening)

Prerequisite: Permission of instructor.

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

### CS198 Cooperative Education - Internship in Computer Science

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

### 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.

## 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 minor in Mathematics is described below. Pending approval, the Department anticipates offering a major in Mathematics. Current descriptions and information are available from Mathematics faculty and the Department Head. Courses constituting all the prerequisites and part of the requirements for the proposed major are described below.

Statistics skills are developed through a variety of courses at different levels. Proficiency with the Statistics module of the SAS software (the major standard in statistical data analysis used in business, research and academia) is achieved through a sequence of two statistical programming labs. Software support is provided by a SUN/Unix network of workstations located in the Computer Science & Math Lab. The mathematical software packages MATLAB and MACSYMA (supporting Mathematics courses) are anticipated to be available in the Lab.

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", page 58.

Assuming appropriate preparation and placement test scores, any Mathematics course except MA001 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.

For students lacking confidence or mathematical skills, the Department offers individualized assistance, materials, and tutoring through a Mathematics Laboratory (MA001). 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. Tutoring for all Mathematics courses is available through the Tutorial Studies Center.

### Minor Requirements: Mathematics

Preparation: MA020AB and MA045A. Requirements: 17 units in Mathematics of which 10 units must be upper-division. None of these 17 units may be used to fulfill requirements or electives for another major or minor (however, they may be used to fulfill prerequisites). MA102 may not count towards minor. Courses recommended for minor: MA030, MA045B, MA150, MA150L, MA115, MA116L, MA123, MA123L. Other possibilities include: CS151, CS155, MA145. All programs must be approved by the Department Head.



## Mathematics

### MA001 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 topics from basic arithmetic to 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. 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.

### MA005 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.

### MA006 Geometry, Measurement, & Elementary Number Theory

(3) Fall

Prerequisite: Math Competency Level III.

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.

### MAO 11 Statistical Concepts

(3) Fall (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.

### MA014 College Algebra

(4) Fall Spring

Prerequisite: Math Competency Level II.

First of a two-semester precalculus sequence. Sets of real numbers, intervals, absolute value, quadratic equations, inequalities. Functions and their inverses. Techniques of graphing functions. Linear and quadratic functions. Polynomial and rational functions. Min-max problems. Exponential and logarithmic functions. Properties of logarithms. Exponential growth and decay. Emphasis is placed on developing conceptual understanding and problem-solving skills.

### MAO15 Trigonometry & Analytic Geometry

(4) Fall Spring

Prerequisites: MAO 14 or equivalent. Math Competency Level III.

Second semester of a two-semester precalculus sequence. Trigonometric functions of angles and real numbers. Graphs of trigonometric functions. Trigonometric equations and inequalities. Inverse trigonometric functions. The law of sines and cosines. Conic sections in cartesian coordinates: parabola, ellipse and hyperbola. Tangents to conics. Vectors in plane. Additional topics (as time permits): polar coordinates, curves in polar coordinates, conics in polar coordinates, parametric equations.

## Mathematics Continued

### MA017 Advanced Precalculus

(3) Spring

Prerequisites: MA015 or equivalent, Math Competency Level III.

Intended for students who need more math before taking Calculus. In-depth review of topics from MA014 and MA0 15. Core topics: induction, the binomial theorem, sequences and series, arithmetic and geometric sequences and series, introduction to limits, complex numbers, division of polynomials, remainder and factor theorems for polynomials, fundamental theorem of algebra, rational and irrational roots, conjugate roots, trigonometric form of a complex number, DeMoivre's theorem, methods of solving simple systems of equations. Additional topics may include: general linear systems and inverting matrices.

### MA020A Calculus I (4) Fall

Prerequisites: MA0 I 5 or equivalent. Math Competency Level IV. MA0 17 recommended.

Functions, limits, continuity and rates of change. Derivatives and their applications. Mean value theorem, curve sketching, min-max problems, antiderivatives. Definite integrals, the fundamental theorem of calculus, integration by substitution. Intended for students with strong precalculus background.

### MA020B calculus II (4) Spring

Prerequisites: MA020A or equivalent. Applications of definite integrals. Areas and volumes, Derivatives and integrals of transcendental functions. Techniques of integration. Improper integrals. Infinite sequences and series.

### MA022 Applied Calculus (4) Spring

Prerequisite MA0 14 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.

### MA030 calculus 111 (4) Fall

Prerequisites: MA020B or equivalent. PH004AB recommended.

Conic sections, parametrized curves and polar coordinates. Vectors and 3-D analytic geometry. Cylindrical and spherical coordinates. Functions of two or more variables: continuity, differentiability, partial derivatives, directional derivatives, gradient vectors, tangent planes, min-max and saddle points, Lagrange multipliers. Multiple integrals and their applications. Double integrals in cartesian and polar coordinates. Triple integrals in cartesian, cylindrical and spherical coordinates. Substitutions in multiple integrals.

### MA045A Discrete Mathematics I

(3) Spring (Evening)

Prerequisites: MA020A and concurrent enrollment in MA020B, or permission of instructor.

Sets, sequences, functions, big-O notation, propositional calculus, methods of proof, relations, equivalence relations and classes, order relations, finite and infinite series, arithmetic and geometric progressions, induction, recursion, algorithms analysis, algebraic structures and mappings. Emphasis is placed on reasoning and formal proofs.

## Mathematics Continued

### MA045B Discrete Mathematics II

(3) Fall (Evening)

Prerequisites: MA045A and MA020B, or permission of instructor.

Basic combinatorics, discrete probability, boolean algebra, graphs, trees, recursive algorithms. Additional topics (as time permits): finite state automata, grammars and languages.

### MA050/150 Linear Algebra (4) Spring

Prerequisites: MA020B or permission of instructor. MA045A recommended.

Linear systems of equations, matrices, determinants, techniques of inverting matrices. Finite dimensional vector spaces, linear independence, basis and dimension, change of basis, orthonormal bases and the Gram-Schmidt process. Linear transformations and matrices, kernel and range.

Eigenvalues and eigenvectors, diagonalization and the Jordan canonical form,

Applications of Linear Algebra. Additional project or presentation for upper-division units.

### MA102 Statistics (3) Fall (Day/Evening)

Spring (Day/Evening) Summer (Evening)

Prerequisites: Math Competency Level 11. MA014 recommended.

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.

### MA115 Probability & Statistics I (4) Fall

Prerequisites: MA030 or permission of instructor. MA045A recommended.

Mathematical version of MA102. Mathematical approach to probability and statistics. Probability concepts, random variables, probability distributions, expectation, variance and covariance, univariate and multivariate distributions, joint and conditional distributions, transformations, sampling, central limit theorem, estimation theory.

### MAI 16L Statistical Programming

Laboratory I (1) Fall

Prerequisites: CS030A and MA014, or permission of instructor. CS008 may replace CS030A with the instructor's consent. MA020A recommended.

Concurrent enrollment in MA102 or MA115 or equivalent background.

Introduction to SAS programming. SAS procedures for descriptive statistics and tests of hypotheses. Use of statistical procedures in applications.

### MA123 Applied Statistical Methods

(4) Spring

Prerequisites: MA020AB and MA115, or permission of instructor. MA102 may replace MA115 with the instructor's consent. MA030 and MA150 recommended.

Tests of hypotheses, simple and multiple regression, time series, forecasting and analysis of variance. Students should be enrolled concurrently in MA 123L for statistical software applications.

### MA123L Statistical Programming

Laboratory 11 (1) Spring

Prerequisites: MA116L and MA 102, or permission of instructor. MA I 15 may replace MA102. Concurrent enrollment in MAI23 or equivalent background.

SAS procedures for regression, time series, forecasting and analysis of variance. Use of statistical procedures in applications.

## Mathematics Continued

MA145 Automata & Complexity Theory  
(3) Fall '96 (Evening)

Prerequisites: MA020B, MA045A, and either (MA045B) or (CS030B and MA050). CS040, CS 120, MA030 and MA045B recommended.

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

MA149T Teaching Assistant

(1-3) Fall Spring

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

MA150L Linear Algebra Software Laboratory (1) Spring

Prerequisites: MA020AB and CS008, or permission of instructor. CS030A (recommended) may replace CS008. Concurrent enrollment in MA050/150 or equivalent background.

Introduction to mathematical software using MATLAB. Applications to Linear Algebra problems.

MA199 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

*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.*

NS005/105 Introduction to Nutrition  
(3) Fall

Prerequisite: Math Competency Level I. Three hours lecture.

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

NS009/109 Nutrition & Health in Developing Countries [CDiv] (3) Fall

Prerequisite: Math Competency Level I. Three hours lecture, discussion.

Study of nutrition and health issues in developing countries. A critical look at causes and solutions to world hunger. Introduces the major nutrients and proper diet for health. Not recommended for students who have taken NS005 or SM001/101. Satisfies a former General Education requirement in intercultural studies.

## Physics & Earth Sciences

PH001 Physical Geology (3) Spring '98

Prerequisites: High school chemistry or CH001 or PH009. Math Competency Level I.

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.

PH002A College Physics (4) Fall

Prerequisites: MA015 or course in Trigonometry. High School physics or PH009 recommended. Math Competency Level III. 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. Laboratory emphasizes error calculations for objective evaluation of data. Standard equipment and air tracks used extensively.

PH002B College Physics (4) Spring

Prerequisite: PH002A, Three hours lecture, three hours laboratory,

Continuation of PH002A covering optics, electricity and magnetism. Laboratory uses basic electronic measuring devices in electrical circuits, meters, pulse generators and oscilloscopes,

PH004A Physics for Scientists (4) Fall '97

Prerequisites: MA020A or MA022 and two semesters high school physics or PH009, or permission of instructor. Math Competency Level IV.

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. Laboratory emphasizes error calculations for objective evaluation of data. Standard equipment and air tracks used extensively.

PH004B Physics for Scientists

(4) Fall '96 Spring '98

Prerequisite PH004A. Three hours lecture, three hours laboratory.

Calculus-based, second course of two-part sequence in general physics. Topics: electricity, magnetism and optics Laboratory uses basic electronic measuring devices in electrical circuits, meters, pulse generators and oscilloscopes.

PH009 Introduction to Physical Science (3.5) Fall

Prerequisite: Math Competency Level II. Three hours lecture, one and one-half hours laboratory.

Introduction to topics selected from physics, astronomy, and chemistry. Emphasizes the nature of discovery and the formation of concepts, laws and theories in science. Laboratory exercises demonstrate lecture topics. Required for Liberal Studies majors.

PH105 Modern Physics (3) Spring '97

Prerequisites: PH004AB 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.

## 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.

SM001/101 Science & Technology in Developing Countries [CDiv](3) Spring  
 Three-hours lecture, discussion.  
 Effects of information and methodology of modern science in developing countries.  
 Impact of technological advances such as computers, genetic engineering, pesticides and fertilizers on the environment, values, and social institutions of these countries.  
 Not recommended for students who have taken NS009/ 109 or BY109. Satisfies a former General Education requirement in intercultural studies.

SM085/185 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.

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

### Medicine

Students planning post graduate application to medical, dental, or veterinary schools should consult, at an early date, 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 Biology (one year with laboratory)	8
General Chemistry (one year with laboratory)	8
Organic Chemistry (one year with laboratory)	8
Physics (one year with laboratory)	8
Statistics, calculus or other math (consult individual school catalog)	
Additional courses:	
Biochemistry	Genetics
Developmental Biology	Vertebrate Zoology
General Physiology	Humanities & Social Sciences

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, and the Master of Public Administration. Also included is the Education Department which offers credentials in Single Subject, Multiple Subject, and Education Administration as well as Masters programs in Montessori Education, Multicultural Education and Master of Arts in Teaching (see the Graduate Programs section).

History	144
Political Science	148
Social Science	151
psychology	153
sociology	156
Human Services	162
physical Education	166
Career Development	167



# 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	47
Prerequisites	
HY004AB	
Western Civilization	6
Lower-division Social Science Electives	6
Major Requirements	
United States History	6
European History	6
Area Studies (Latin America, Asia, Africa, Middle East)	6
HY101	
Methods & Methodology	3
Upper-division History Electives	6
Career Development Requirement	3
General Electives	35
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

HY004AB, PS001, PS002, plus nine 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.

### HY004A Western Civilization

(3) Fall

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

### HY004B Western Civilization

(3) Spring

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

### HY017 United States History

(3) Fall

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

### HY101 Methods & Methodology (3)

Cross listed as PS 101. See Political Science section.

### HY102 History of Western Culture (3)

Survey of the ideas, people, and movements that have shaped the modern western world. Does not satisfy an upper-division History requirement.

### HY105 Our Classical Heritage: Critical Issues in the Greco-Roman Period (3)

Brief survey of the ancient world of Greece and Rome.

### HY106 Women in History [CDiv] (3)

Survey of the role and status of women in Western society from the ancient to the modern world.

### HYI 18 History of Political Thought

(3) Fall

Analysis of various political philosophies in their specific historic context. Cross listed as PS118.

### HY128B Modern Western Thought (3)

Survey of the intellectual history of the Western world from the Renaissance to the 20th century. Cross listed as PS128.

### HY131 The Renaissance & the Reformation (3)

Survey of the cultural, intellectual, and religious transformation of western society during the 14th, 15th, and 16th centuries.

### HY132 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.

### HY134AB History Culture & Language of France (3) Fall (Evening) Spring (Evening)

Cross listed as CL134AB and FR134AB. See French section.

### HY136 "Soviet" Russia [CDiv] (3)

History of the Soviet experiment in socialism from the revolutions of 1917 to the present.

### HY146 Nuclear Diplomacy (3)

Nuclear strategy and the politics of the arms race and arms control. Cross listed as PS146.

### HY149T Teaching Assistant

(1-3) Fall Spring

Opportunity for outstanding history majors to earn credit for assisting instructors.

### HY150 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 PS1 50.

## History Continued

### HY151A Tudor& Stuart England (3)

Survey of English society, culture, and history in the 16th and 17th centuries.

### HY151B Modern Britain (3)

Survey of the development of Great Britain as a world power during the 18th, 19th, and 20th centuries.

### HY152 k & Myth in History (3)

Survey of Western attitudes toward love and sexuality and their relationship to myth and religion from prehistoric times to present.

### HY1 54 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.

### HY155 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 SO 155.

### HY156 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.

### HY1 58 Modern Times (3)

Panoramic history of political, social and cultural developments in the 20th century world.

### HY159 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. Cross listed as PS1 59.

### HY162 Latin American Area Studies

[CDiv] (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 former General Education requirement in Intercultural Studies. Cross listed as PS162.

### HY165A 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.

### HY165B The New Nation, 1776-1836 (3) Spring

Traces the constitutional and political development of the United States from its birth through its formative years.

### HY166A 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.

### HY166B 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. "

## History Continued

HY166C 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.

HY173 Political Psychology (3)  
Cross listed as PS 173. See Political Science section.

HY180 African Area Studies [CDiv] (3) Fall  
Survey of African events in the light of precolonial, colonial and modern developments. Satisfies a former General Education requirement in Intercultural Studies. Cross listed as PSI 80.

HY184 Asian Area Studies [CDiv] (3)  
Satisfies a former General Education requirement in Intercultural Studies. Cross listed as PS 184. See Political Science section.

HY189 California History (3)  
Survey of California history and institutions. Meets state teaching credential requirement. Cross listed as PS189.

HY190 Middle East Area Studies [CDiv] (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 former General Education requirement in Intercultural Studies. Cross listed as PS190.

HY199 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	47
Prerequisites		
HY004AB	Western Civilization	6
Major Requirements		
PS001	Introduction to American Government	3
PS002	Introduction to Comparative Government	3
PS101	Methods & Methodology	3
PS118	History of Political& Social Thought	3
PS119	State & Local Government	3
PS120	Parties, Politics & Campaigning	3
PS 123	International Relations	3
	Upper-division Electives in Political Science	9
	Career Development Requirement	3
	General Electives	38
	Total College Requirement	124

Because of the large number of elective units available, the department usually recommends a double major.

### Minor Requirements: Political Science

HY004AB, PS001, PS002, plus nine upper-division units in Political Science approved by the Department Head.

## Political Science

PS001 Introduction to American Government (3) Fall  
Introduction to the processes and values inherent in the system of government used by the United States.

PS0002 Introduction to Comparative Government (3) Spring  
Introduction of various forms of government used by the world community – democracy, monarchy, socialism, and communism.

## Political Science Continued

### PS101 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 HY101.

### PS118 History of Political & Social Thought (3) Fall

Cross listed as HY118. See History section.

### PS119 State & Local Government (3) Spring

Introduction to the functions and services of government on the state and local levels.

### PS120 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. Cross listed as S0119.

### PS 123 International Relations (3) Spring

Examination of the history and values out of which nations have devised ways of relating to one another.

### PS124 Current Issues (3)

In-depth discussion and analysis of issues of national or international concern.

### PS128B 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 HY1 28.

### PS129 Internship in Government (3)

An opportunity for practical experience in state and local government agencies with supervision of this experience.

### PS131 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.

### PS136 Soviet Russia (3) Fall

Cross listed as HY136. See History section.

### PS146 Nuclear Diplomacy(3)

Cross listed as HY146. See History section.

### PS150 Nazi Germany (3) Spring

Cross listed as HY150. See History section.

### PS155 Revolution & Social Change (3) Fall

Cross listed as HY1 55, See History section.

### PS159 History & Politics in Films (3)

Cross listed as HY159. See History section.

### PS160 World Geography (3)

Introduction to cultural and physical geography with special emphasis upon the relationship between geography and social/political developments. Satisfies a former General Education requirement in Intercultural Studies.

### PS162 Latin American Area Studies [CDiv] (3) Spring

Satisfies a former General Education requirement in Intercultural Studies. Cross listed as HY162. See History section.

### PS166C Modern America (3)

Cross listed as HY166C. See History section.

### PS170 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.

## Political Science Continued

PS166C Modern America (3)

Cross listed as HY166C. See History section.

PS170 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.

PS172 Bio-Politics (3)

Introduction to recent theories on the biological foundations of some of our political behavior.

PS173 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

[CDiv] (3) Fall

Satisfies General Education requirement in Intercultural Studies. Cross listed as HY180. See History section.

PS 184 Asian Area Studies

[CDiv] (3) Fall

Geography, history, culture, ethics, politics and economics of the Asian countries with special emphasis on current geopolitical relations. Satisfies a former General Education requirement in Intercultural Studies. Cross listed as HY184.

PS189 California History (3)

Cross listed as HY189. See History section.

PS 190 Middle East Area Studies

[CDiv] (3) Spring

Satisfies a former General Education requirement in Intercultural Studies. Cross listed as HY190. See History section.

PS199 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, RH307.*

## 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	47
Prerequisites		
HYO04AB	Western Civilization	6
<del>SC001</del>	Introduction to Sociology	3
S0004	Cultural Anthropology	3
<del>PS001</del>	Introduction to American Government	3
E0001AB	Macro- & Micro-economics	6
PY001	General Psychology (recommended)	3
Major Requirements	Upper-division courses in History, Political Science, Sociology or Economics:	24
	12 units must be in an area of major concentration three units should be taken in each of the three other areas three units may be taken in any of these four areas, or in upper-division Psychology	
	Career Development Requirement	3
	General Electives	26
	Total College Requirement	124
<h3 style="text-align: center;">Bachelor of Arts: Social Science Social Studies Teaching Emphasis</h3>		
	General Education Requirements	47
Prerequisites		
HYO04AB	Western Civilization	6
<del>SC001</del>	Introduction to Sociology	3
S0004	Cultural Anthropology	3



PS001	Introduction to American Government	3
EC001AB	Macro- & Micro-economics	6
PY001	General Psychology (recommended)	

#### Major Requirements

	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
HY166C	Modern America, 1932-1972	
sol 30	Sociology of the Family	
EC182	Comparative Economic Systems	
EC190	Comparative Economic Issues	
EC191	International Economics	
	Career Development Requirement	3
	General Electives	26
	Total College Requirements	124

#### Focus Areas

	A. U.S. History Focus:
HY165A	Colonial America, 1607-1776
HY165B	The New Nation, 1776-1836
HY166A	Civil War & Reconstruction, 1836-1876
HY166B	Industrial America, 1876-1932
HY166C	Modern America, 1932-Present

	B. California History Focus:
HY/PS 189	California History

	C. U.S. Government Focus:
PS119	State & Local Government
PSI 70	The Constitution

	D. World History Focus:
HY146	Nuclear Diplomacy
HY158	Modern Times
PS162	Latin American Area Studies
PS 180	African Area Studies
PSI 84	Asian Area Studies
Ps190	Middle East Area Studies

	E. World Geography Focus:
PS160	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 social, biological and clinical aspects of the field, emphasizing the integrating function of the mind. Students are exposed to a general background in the discipline including a solid introduction to experimental designs. 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. Evening psychology majors need to have fulfilled the Introduction to Psychology and Foreign Language requirements.

### Bachelor of Arts: Psychology

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

		Units
General Education Requirements		47
Prerequisites		
PY001	General Psychology	3
MA102	Statistics	3
	Human Biology (highly recommended)	
Core Major Requirements		
PY101	Major Theories of Personality	3
PY106	Psychobiology	3
PY104	Research Methods	3
PY120	Social Psychology	3
PY161	Developmental Psychology	3
	Upper-division Psychology courses (electives)	9
	Career Development Requirement* (Internship in concentration recommended)	3
	General Electives	44
	Total College Requirement	124

### Minor Requirements: Psychology

PY001 plus 12 upper-division units in Psychology: Recommended: PY101

*\*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 and the Career Development Office.*

# 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.

## PY001 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.

## PY035/135 Human Sexuality

(3) Fall (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.

## PY101 Major Theories of Personality

(3) Fall Spring

Summary of the contribution to personality made by the classical theorists, including such figures as Freud, Jung, Adler, Homey, Sullivan, and From.

## PY102 Contemporary Approaches to Therapy (3) Fall Spring

Prerequisite: PY1 01

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.

## PY104 Research Methods

(3) Fall (Day) Spring (Evening)

Prerequisite: Statistics

Introduction to empirical, quantitative research in the behavioral sciences: experiments and surveys. Cross listed as S01 04.

## PY105 Psychological Assessment

(3) Spring

Prerequisite: Statistics

Introduction to the design, validation, and use of different kinds of tests for psychology: ability, personality, interests, attitudes, and intelligence.

## PY106 Psychobiology

(3) Fall Spring (Day)

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 Chores, and memory defects are reviewed.

## PY107 Learning & Memory

(3) Spring

Prerequisite: PY106

Integrates the long history of research in learning theory and cognitive work on human memory. These two basic fields of academic psychology, long separated, are explored in relationship to each other, and to their psychobiological underpinnings. The classic and modern approaches to classical and operant conditioning are explicated, along with theories of memory acquisition, storage and retrieval.

## PY108 Perception & Cognition

(3) Spring

Prerequisite: PY106

Covers the classic field of sensation and perception in experimental psychology, and then proceeds to examine theories of problem-solving, inductive and deductive reasoning, and their relationship to learning and education.

## Psychology Continued

### PY120 Social Psychology

(3) Spring (Day)

Cross listed as SO120. See Sociology section.

### PY129 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.

### PY131 Women in Transition

(3) Spring (Day)

Cross listed as SO131. See Sociology section.

### PY136 Death & Dying Examining Life Issues (3) Summer

Clinical consideration of the problems of death anxiety, terminal illness, bereavement, and suicide.

### PY142 Discovering Values

(3) Spring (Day)

Cross listed as SO 142. See Sociology section.

### PY143 Social Psychology of Religious Values (3) Spring (Day)

Cross listed as SO143. See Sociology section.

### PY147 Deviance, Crime & Social Control (3) Fall (Day)

Cross listed as SO147. See Sociology section.

### PY155 Counseling Skills (3)

Prerequisite PY1 01 or PY102 or permission of instructor.

Exploration and practice of the basic skills necessary for the development of an effective counselor-client relationship.

### PY156 Interpersonal/Intercultural Communication [CDiv] (3) Fall

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 explored. Cross listed as SO1 56.

### PY161 Developmental Psychology (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.

### PY168 Abnormal Psychology

(3) Fall Spring

Introduction to mental disorders: classification, causes, diagnosis, and treatment. Emphasis on clinical approach.

### PY173 Political Psychology (3)

Cross listed as PS173. See Political Science section.

### PY178 History & Systems of Psychology (3) Spring (Capstone Course)

To be taken by graduating seniors, a course providing an overview of the field of psychology chronologically. The course examines the major systems, theoretical models, and personalities who have shaped the field since its inception.

### PY190AB Social Change Through Social Service (3) Fall Spring

Cross listed as SO190AB. See Sociology section.

## Psychology Continued

PY195 Special Topics in Psychology (3)

Prerequisites: Permission of instructor.

Various courses will be offered, providing elective opportunities for psychology majors, e.g., Modern Psychoanalysis (Object Relations and Self Psychology), Jungian Psychology, Women and Psychoanalysis, Group Processes, Political Psychology, etc.

PY199 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.

CD098/ 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 counts, including courses not listed in this Catalog, is available from the Division Office, RH307.*

## 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. Within 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. Students may choose one of three different emphases which most interests them. The Sociology/Social Action emphasis prepares the student for careers in community services by giving the student an opportunity to apply theory to practice through a two semester internship. The Sociology/Behavioral Science emphasis allows the student to choose a concentration in fields other than Sociology but ones which utilize the behavioral sciences to analyze their subjects. The Sociology/Christian Ministry emphasis prepares the student for church-related careers.

### Bachelor of Arts: Sociology

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

		Units
	General Education Requirements	47
Prerequisites		
SO001	Introduction to Sociology	3
SO004	Cultural Anthropology	3
Statistics:	Required of all students interested in graduate study	

PY001	Introduction to Psychology: Required for Behavioral Science and Christian Ministry emphasis; recommended for Social Action emphasis.	
Core Major Requirements		
SO101	Sociological Theory	3
SO102	Analyzing Social Settings	3
SO104	Research Methods: Highly recommended for all students interested in graduate study	
SO120	Social Psychology	3
Sociology/Social Action Emphasis		
S0190A/B	Social Change Through Social Service	6
	Upper-division Sociology courses (electives)	12
	Sociology/Behavioral Science Emphasis	
	Upper-division Sociology courses (electives)	6
	Concentration courses: Chosen from one of the following fields with consent of the advisor: Sociology, Psychology, Latin American Studies, Women's Studies, Ethnic Studies, Politics and Society, Religious Studies, Culture and the Media, Deviance and Social Control, Society and the Arts, and Organizational Behavior.	12
Sociology/Christian Ministry		
	Upper-division Sociology courses (electives)	6
	Religious Studies: Upper-division scripture courses	6
	Religious Studies: Upper-division (electives)	6
	Career Development Requirement*	3
	General Electives	41
	Total College Requirement	124
Minor Requirements: sociology		
S0001, S0004, plus nine upper-division units in Sociology approved by the Department Chair.		

*\*Career Development Requirement: For the Sociology/Behavioral Science and the Sociology/Christian Ministry emphases, 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.

## S0001 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.

## S0003 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.

## S0004 Cultural Anthropology [CDiv]

(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.

## SO101 Sociological Theory

(3) Fall

Surveys ideas and impact of social theorists from the 17th century through modern day, emphasizing the contributions of such classical sociologists as Marx, Weber, Durkheim, Mills, and Mead. Considers the relevance of theory to modern life. Focus will alternate from classical and modern European theorists one semester to those of the United States the next.

## SO102 Analyzing Social Settings

(3) Spring

Introduction to the use of fieldwork in the study of community issues. Using qualitative research methods, such as participant observation, the interview, and focus groups, students will learn to investigate various social settings, as individual researchers and as members of a research team. Subjects of study might include investigation of local communities (e.g. North Beach), social problems (e.g. drug use/abuse), or organizations (e.g. new concepts of detention in the county jail).

## SO104 Research Methods

(3) Fall (Day) Spring (Evening)

Cross listed as PY1 04. See Psychology section.

## SO105 Criminology

(3) Spring

Examination of the social creation and maintenance of crime. The history and evolution of criminal behavior and society's reaction to perceived criminals is explored, as are modern methods of punishment, rehabilitation, prevention, and social reform.

## S0119 Parties, Politics, & Campaigning

(3) Fall

Cross listed as PS 120. See Political Science section.

## Sociology Continued

### *SO120* Social Psychology

(3) Fall Spring

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 PY120.

### SO 122 Class, Status & Power

(3) Fall (Day)

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.

### SO125 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. Satisfies a former General Education requirement in Intercultural Studies.

### SO129 Social Psychology of Love & Violence (3) Spring (Day)

Cross listed as PY129. See Psychology section.

### SO130 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,

### SO131 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 PY131.

### SO142 Discovering Values

(3) Spring

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.

### SO143 Social Psychology of Religious Values (3) Spring

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. Cross listed as RS163.

### SO 146 Social Problems

(3) Fall (Day)

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.



## Sociology Continued

### S0147 Deviant Behavior

(3) Fall

The study of the identification of certain behavior and states of being as deviant, from ancient to modern times. Explores the social reaction of powerful social groups to challenges to “accepted” and “preferred” ways of being. Specific issues explored include “madness” and “mental illness”, patriarchy, social control and emerging social trends that are redefining “normal” behavior.

### S0155 Revolutions& Social Change (3)

Cross listed as HY155. See History section.

### S0156 Interpersonal/Intercultural Communication [CDiv] (3) Fall

Cross listed as PY156. See Psychology section.

### S0160 Political Sociology

(3) Fall

Examines political power, activism, and change in workplaces, labor unions, elections, social movements, and local communities. Political attitudes and behavior will be analyzed with respect to social class, economic trends, minority-majority status, and media influence.

### S0161 Sociology of Religion

(3) Fall

Analyzes the relationship of humans to the sacred in various cultures. Study of socio-economic factors influencing religious beliefs as well as the function of ritual. Cross listed as RS161.

### S0162 Cross-cultures& Subcultures

[CDiv] (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 a former General Education requirement in Intercultural Studies.

### S0190A Social Change Through Social Service (3) Fall

(3) Fall

Designed to provide students with the knowledge, skills, and encouragement to participate in voluntary activities aimed at assisting communities in need. The history and evolution of these organizations in refocusing their attention from immigrant populations to the needs of the family and the contemporary poor is explored. Each student is required to account for three to four hours a week of volunteer service in a nonprofit organization. Those who volunteer four hours a week will have one unit of the Career Development requirement waived. Cross listed as PY190A.

## Sociology Continued

### S0190B Social Change Through Social Service (3) Spring

Students can either continue the volunteer service they began in SO/PY190AB or start service anew. Eight hours per week of supervised community service will provide valuable insights into volunteerism as well as career opportunities in the social services. Working with professionals, students will put theories and skills into practice. One hour of class time per week will focus on specific situations that students encounter in their field work as well as the development of perspectives and communication skills useful with clients, staff, and administration. Assertiveness training, conflict resolution, coping skills, and community organization will also be addressed. May be used to satisfy Career Development requirement for two units. Cross listed as PY190B.

### S0199 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.*

## 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	45
Prerequisites	
PY001                      General Psychology	3
SO001                      Introduction to Sociology	3
HS101AB                    Transformative Learning & Professional Development	1
Major Core Requirements	
HS100                      Human Services	3
HS102                      Social Research Methods	3
HS110                      Communication Skills	3
HS150                      Financial Management	3
EN136                      Professional Writing*, or	3
EN 137                      Project, Proposal &-Grant Writing*	
PL128                      Ethics & Professional Responsibility*	3
HS190                      Human Services Senior Seminar	3

### Human Services Counseling Concentration

Three courses chosen from the following

HS120	Community Organizing & Public Relations
PY101	Major Theories of Personality
PY155	Counseling Skills
PY161	Developmental Psychology Child& Adolescent
PY168	Abnormal Psychology
PY169	Psychological Aspects of Stress& Coping
S0162	Cross-cultures & Subcultures

### Human Services Administration Concentration

Three courses chosen from the following

HS115	Conflict Management: Theory & Practice	3
HS 120	Community Organizing & Public Relations	3
HS 140	Strategic Planning	3
HS155	Human Relations in Organizations	3
HS160	Marketing for Non-Profit Organizations	3
MG157	Women in Management	3
MK160	Marketing Principles	3
PY169	Psychological Aspects of Stress& Coping	3
	General Electives	33
	Total College Requirement	124

*\*Intensive Human Services students may use PL 128 to satisfy the Philosophy requirement in General Education and EN136 or EN137 to satisfy the writing requirement in General Education. Also, S0162 satisfies one of the General Education Cultural Diversity requirements. Only three 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.

### HS100 Human Services

(3) Fall Summer

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.

### HS101A Transformative Learning (.5)

Provides new students with a seminar focused on assessing and examining current individual learning strengths, styles, and areas for personal development. Written logs, journals, completed personal inventories, and classroom dialog with other human services students, faculty, and alumni of the program are used to facilitate learning.

### HS 101 B Professional Development (.5)

Provides continuing students with a seminar emphasizing the examination of individual career goals and competencies needed in the human services professions. Both HS101A and HS101B are combined to make a one unit prerequisite in the Human Services program.

### HS102 Social Research Methods

(3) Fall Summer

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.

### HS110 Communication Skills

(3) Fall 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.

### HS115 Conflict Management:

Theory & Practice (3)

Spring Summer

Cross listed with MG115. See Business Administration/Management section.

### HS120 Community Organizing & Public Relations (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 grassroots organizing.

## Human Services Continued

HS140 Strategic Planning (3) Spring  
Prerequisite: HS100 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 Spring

Prerequisite: HS100 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.

HS155 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: HS100 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.

HS190 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.

HS195 Special Topics (1)  
Selected Summers

Workshops offered periodically on contemporary issues of special interest to Human Services professionals.

HS199 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

PE027 Beginning Tennis (Coed)

(1-1) Fall Spring

Instruction in fundamentals and practice of tennis.

PE027B Tennis-Open Instruction (Coed)

(1-1) Fall Spring

Instruction in fundamentals and practice of tennis. Open to all levels.

PE028 Intermediate Tennis (Coed)

(1-1) Fall Spring

Instruction in fundamentals and practice of tennis.

PE031A Intercollegiate Tennis (Men)

(1) Spring

Theory and practice of fundamentals. Intercollegiate competition.

PE031 B Intercollegiate Tennis (Women)

(1) Spring

Theory and practice of fundamentals. Intercollegiate competition.

PE039A Intercollegiate Soccer (Men)

(1-1) Fall Spring

Fall: Intercollegiate competition. Spring: Theory and practice of fundamentals.

PE039B Soccer (Coed)

(1) Spring

Theory and practice of fundamentals.

PE040 Intercollegiate Basketball

(Men) (1-1) Fall Spring

Theory and practice of fundamentals, Intercollegiate competition. Final Fall Semester grade includes December and January participation,

PE042 Weight Training (Coed)

(1-1) Fall Spring

Conditioning through the use of weight machines and free weights.

PE043 Intercollegiate Volleyball

(Women) (1) Fall

Theory and practice of fundamentals. Intercollegiate competition.

PE047 Intercollegiate Basketball

(Women) (1-1) Fall Spring

Theory and practice of fundamentals. Intercollegiate competition. Final Fall Semester grade includes December and January participation.

PE048 Volleyball (Coed)

(1) Spring

Theory and practice of fundamentals.

PE049 Intercollegiate Cross-Country

(Coed) (1) Fall

Theory and practice of fundamentals. Intercollegiate competition.

PE050 Intercollegiate Softball (Women)

(1) Spring

Theory and practice of fundamentals. Intercollegiate competition.

## Physical Education Continued

PE051 Softball (Coed)

(1) Fall

Theory and practice of fundamentals.

PE052 Intercollegiate Track (Coed)

(1) Spring

Theory and practice of fundamentals.

Intercollegiate competition,

PE053 Aerobics (Coed)

(1-1) Fall Spring

Conditioning through aerobic exercise.

## CAREER DEVELOPMENT

The Career Development requirement provides students with the skills and knowledge to convert their college degree into satisfying and successful work. Three units of coursework in career development are required for all undergraduates. If a student has three or more years of full-time work experience, the requirement is waived by the Director of Career Development. See your academic advisor to ascertain the number of units needed.

Options for meeting the requirement include:

1. Taking career development courses at CND (courses with CD prefix, e.g., CD 81), or another accredited academic institution.
2. Doing an internship for credit at CND. The following courses count towards the career development requirement: CD198 (3); ED136(3);AR151 (2); TA195 (2); CM160 (3); S0190A (1); S0190B (2).
3. S0003 (Freshman Seminar) satisfies one unit of the career development requirement.
4. Pursuing relevant career development experiences designed in collaboration with a Department Head/Program Director and the Director of Career Development.



## Career Development

CD081/181 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 or next job upon graduation from college. Emphasis will be on naming several work options.

CD182 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.

CD185 Special Topics in Career Development (.5-1 )  
Exploration of current issues in the workplace. May be repeated for credit.

CD198 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 50 hours a semester for each unit of credit.

CD199 Independent Study in Career Development (1-3)  
Individual study under the direction of an instructor. See Undergraduate Policies and Procedures section on Independent Study.

# 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), and graphic design. Music offers both a balanced liberal arts degree and a professional program in performance (piano, voice, strings, and other instruments). Theatre Arts offers a balanced program providing experiences in performance, technical theatre, theatre history, and literature.

<b>Art</b>	<b>170</b>
<b>Music</b>	<b>175</b>
<b>Theatre Arts</b>	<b>180</b>

# 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.

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	47
Prerequisites	
AR001A/B	6
AR003A/B	6
AR004	3
AR007A	3
AR007B	3
AR007C	3
AR007D	3
Major Requirements	
AR100B	3
AR102	3
AR103A or B or C	3
AR120	3
AR125A	3
AR130	3
AR150	3
AR151	3
AR160	3
	3
	1
	19
Total College Requirement	124

## Bachelor of Arts: Art& Graphic Design

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

		Units
	General Education Requirements	47
Prerequisites		
AR001A/B	Drawing	6
AR003A/B	Life Drawing	6
AR004	Art History Survey	3
AR007A	Two-Dimensional Design	3
AR007B	Color	3
AR007C	Three-Dimensional Design	3
AR007D	Advanced Design	3
Major Requirements		
AR100B	Art History Modern Art	3
AR102	Techniques & Materials	3
AR103A or B or C	Painting	3
AR108A	Advertising Design	3
AR108B	Layout & Lettering	3
AR108C	Production Techniques	3
AR108D	Advertising Design Internship	2
	(Satisfies two units of the Career Development requirement)	
AR108E	Advertising Design Portfolio	3
AR122	Art History: Art in Business& Industry	3
AR125A	Photography	3
AR130	Printmaking	3
AR160	Art History: Contemporary	3
	SO003 or CD course	1
	General Electives	14
	Total College Requirement	124

### Bachelor of Fine Arts

The requirements for the Bachelor of Fine Arts are the same as those for the Bachelor of Arts: Art program or the Bachelor of Arts: Art& Graphic Design program, except that students must complete a minimum of three upper-division courses in a major technique. In addition to these requirements, Bachelor of Fine Arts students must complete the following

AR104A	Advanced Life Drawing	3
	One additional Art History or studio course	3
	Two courses in a Minor Technique	6

Major and minor techniques may be chosen from painting, photography, printmaking, or graphic design.

#### Minor Requirements: Art

15 units to be arranged in consultation with the Art Department Head.

# 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.

## AR001AB Drawing (3-3)

- A Introduction to media and techniques used in sketching and rendering: pencil, charcoal, conte; cast drawing perspective; chiaroscuro. Fulfills General Education Arts requirement. Fall
- B Experimentation with varied drawing techniques in black and white and color: ink, pastel, and mixed media. Still life and natural forms. Spring

## AR003AB Life Drawing (3-3)

- A Drawing from the model. Gesture, contour, and volume approaches to the human form. Fulfills General Education Arts requirement. Fall
- B Continuation of A using a variety of wet and dry media. Spring

## AR004 Art History Survey (3) Spring '98

Chronological examination of selected monuments of painting, sculpture, and architecture of the Western World. Fulfills General Education Arts requirement.

## AR007ABCD Design (3-3-3-3)

- A Two Dimensional Design. Elements and principles of visual organization demonstrated through practical work in flat pattern and value. Fulfills General Education Arts requirement. Fall
- B Color. Continued exploration of design concepts with emphasis on color as a natural phenomenon and as an expressive vehicle. Fulfills General Education Arts requirement. 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: AR007A and B.

Application of AR007AB to problems of pictorial composition. Spring '98

## AR100B Art History Modern Art (3) Fall

Painting, Sculpture and Architecture in Europe from 1750 to 1950. Fulfills General Education Arts requirement.

## AR100G Art History Art of The Americas [CDiv] (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, Fulfills former General Education requirement in Intercultural Studies or Foreign Culture. Fulfills General Education Cultural Diversity or Arts requirement.

## AR 102 Techniques & Materials (3) Fall

Exploration of techniques and materials incidental to major art forms. Techniques will vary.

## AR103AB Painting (3-3) Spring

A Prerequisites: AR001AB and

AR007AB. Figurative painting from models in oil or acrylic.

B Prerequisites: AR001AB and

AR007AB. Non-figurative painting in oil or acrylic.

## AR103C Outdoor Painting (3) Summer

Painting in the open from a wide variety of landscape motifs.

## Art Continued

AR104AB Advanced Life Drawing (3-3)

A Prerequisite AR003AB.

Figurative drawing from the model. Fall

B Prerequisite AR001AB.

Drawing from still life and natural forms. Spring

AR108ABCDE Media Graphics

(3-3-3-2-3)

A Advertising Design.

Prerequisite AR007AB. Application of elements and principles of design, color and copy to advertising. Spring

B Layout & Lettering.

Prerequisite: AR007AB. Basic formats; introduction to type; development from sketch to comprehensive; basic computer graphics. Fall '96

C Production Techniques.

Prerequisite: AR108B, Mechanicals; camera-ready art; computer applications. Spring

D Advertising Design Internship.

By special arrangement.

Prerequisite: AR108ABC. Course will take place outside the traditional classroom setting as students will be working on the premises of graphic design firms. Students will have the opportunity to experience the design field first hand in a professional setting.

E Senior Advertising Design Portfolio.

By special arrangement.

Prerequisite: Senior standing. Preparation of the senior advertising design portfolio in consultation with an Art faculty advisor.

AR113AB Advanced Painting

(3-3) Spring

A Prerequisite: AR103A. Advanced figurative painting in oil or acrylic from the model,

B Prerequisite: AR103B. Advanced non-figurative painting in oil or acrylic.

AR116 Art Education Concepts

(3) Fall

History and theory of art education in American schools with practical projects planned for specific developmental levels. Fulfills General Education Arts requirement.

AR120AB sculpture

(3) Spring '98

A Tools and techniques of the sculptor:

clay, plaster, wood and found materials; introduction to casting.

B Prerequisite AR120A. Continuation of A.

AR122 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. Fulfills General Education Arts requirement.

AR125AB Photography

(3-3) Fall Summer

**A** Principles of black and white photography: camera, lighting, exposure, composition. Studio and field assignments. Introduction to darkroom techniques. Fulfills General Education Arts requirement.

**B** Prerequisite AR125A, Continuation of A. Development of a major photographic project, advanced darkroom techniques; familiarization with large format equipment.

AR130AC Printmaking (3-3)

A Etching & Silkscreen.

Introduction to Etching and Silkscreen techniques. Fall '97

c Multi-Media Workshop

Monotype and Collotype. Spring '97

## Art Continued

AR131 Art History Psychology & Art  
(3) Spring '98

Aesthetic implications of perception, motivation, creativity and learning, considered through the perspective of art history and criticism. Fulfills General Education Arts requirement.

AR150 Senior Seminar (3)

By special arrangement.

Prerequisite: Senior standing. Preparation of the senior portfolio in consultation with an Art faculty advisor of choice.

AR151 Gallery Techniques

(3) Fall Spring

Introduction to principles and practices of gallery operation: exhibition design, installation, cataloging, public relations and other support services. Fulfills General Education Arts requirement.

AR160 Art History Contemporary Art Since 1945 (3) Spring '97

Lectures and Gallery tours concentrating on recent and current trends in painting and sculpture. Fulfills General Education Arts requirement.

AR161 Post-modern World in Art

(3) Summer '98

Lectures and Gallery Tours concentrating on contemporary art of the past twenty years.

AR168AB Art History (3-3)

A Medieval Painting, Sculpture, and Architecture of the Middle Ages: Early Christian, Byzantine, Romanesque and Gothic to 1450. Cross listed as RS 168A. Fulfills General Education Arts requirement. Spring

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 RS168B. Spring '98

AR070/170 Scenic Design

(3) Fall '96

Prerequisites: TA001 and TA021, or permission of instructor. Cross listed as TA070/170. See Theatre Arts section,

AR199 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, RH308.*

# Music

The goals of the Music Department are to promote students' growth in general musicianship, 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 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 music-programs refer to pages 226-238.

## Bachelor of Arts: Music or Bachelor of Music

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

			B.M. Units'	B.A. Units
General Education Requirements			47	47
Prerequisites				
MU002ABCD	Musicianship	4 semesters	8	8
MU003A	Introduction to Music		2	2
MU003BCD	Music Theory	3 semesters	6	6
MU014	Performance & Repertoire	4 semesters	4	0
MU015	Individual Instruction	4 semesters	12	4
MU017	Class Piano (unless exempt)	2 semesters	2	2
Major Requirements				
MU104	Form & Analysis	1 semester	3	3
MU111	Conducting	1 semester	3	3
MU114	Performance & Repertoire	4 semesters	4	0
MU115	Individual Instruction'	4 semesters	16	8
MU120ABCD	Survey of Music in Western Civilization	4 semesters	12	12
	Music Ensemble'	4 semesters	4	4
	Music Elective		4	0
	Senior Recital		0	0
	Career Development Requirement		3	3
	Upper-division Electives		8	22
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: MUO19B/119B Brass Techniques and Methods; MU019P/1 19P Percussion Techniques and Methods MU019Y/119S String Techniques and Methods; MUO19W/1 19W Woodwind Techniques and Methods; MU027/127 Vocal Techniques and Methods; MU 105 Counterpoint; MU 109 Orchestration; MU115 Individual Instruction in Advanced Conducting and MU140 Music Education Concepts. See also footnote 2 below.

#### Minor Requirements: Music

MU002AB	Musicianship	4
MU003A	Introduction to Music	2
MU003B	Music Theory	2
MU015	Individual Instruction	4
MU 120	Survey of Music in Western Civilization	6
	Music Ensemble	2
	Total	20

1. Bachelor of Music students may use some music courses to satisfy both Bachelor of Music and General Education requirements. Refer to pages 44-47.
2. A candidate preparing for a California State Teaching Credential in Music must complete a minimum of four semesters of individual instruction in the principal instrument and a minimum of two semesters in one or more secondary instruments.
3. A candidate who can demonstrate satisfactory keyboard proficiency is exempt from taking MU 107 and may substitute other music electives for this course.
4. A candidate must participate in an ensemble experience on campus each Fall and Spring semester of residency. At least four 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 four units of ensemble credit to graduate.

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.

### MU002ABCD Musicianship

(2-2-2-2) Fall Spring Fall Spring

Four semesters. Fundamental skills in ear training, sight singing, and music dictation.

### MU003A 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.

### MU003BCD Music Theory

(2-2-2) Spring Fall Spring

Three semesters. Fundamental skills in music analysis, writing, and keyboard harmony.

### MU006/106 Composing & Improvising (1-3) Spring '97

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 Arts requirement (three units) and to music majors for elective credit (one to three units).

### MU007/107 Beginning Guitar

(2) Fall '97

Open to non-majors. Class instruction for beginning guitar players. Techniques for playing the guitar and training in reading music for guitar.

### MUOIO/110 Music Appreciation

(3) Spring '98

Introduction to classical music through guided listening and readings in the historical-cultural aspects of the music. Satisfies General Education requirement in the Arts,

### MU014P/1 14P Piano Performance &

Repertoire (1) Fall Spring Summer

Prerequisite: MUO15 (piano)

Repertoire and performance of solo piano literature. May be repeated for credit.

### MUO14V/114V Vocal & Instrumental

Performance & Repertoire

(1) Fall Spring

Prerequisite: MUO 15 (vocal or instrumental). Repertoire and performance of solo vocal and instrumental literature. May be repeated for credit.

### MU015/115 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.

### MU016/ 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, Maybe repeated for credit. Three units satisfy General Education Arts requirement if taken within a four-semester sequence.

## Musk Continued

### MU017/ 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. Three units satisfy General Education Arts requirement if taken within a four-semester sequence.

### MU018/118 Mixed Chorus

(1) Fall Spring

open to majors and non-majors. Rehearsal and performance of choral works. May be repeated for credit.

### MU019WBPS/119WBPS Instrumental Techniques & Methods: Woodwind, Brass, Percussion, String (1-1-1- 1)

Fall '96 Spring '97 Fall '97 Spring '98  
Basic playing techniques and reaching methods of woodwind (W), brass (B), percussion (P), and string (S) instruments.

Required of students preparing for the California State Teaching Credential in Music.

### MU021/ 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.

### MU022/122 Opera Workshop

(1) Fall

Prerequisite: Permission of instructor required. Open to non-majors. Learning a role and participating in an operatic production. By audition only. Maybe repeated for credit.

### MU024/124 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.

### MU027/ 127 Vocal Techniques &

Methods (1-2) Fall '97 Spring '98

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. Three units satisfy General Education Arts requirement if taken within a four-semester sequence.

### MU030/130 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.

### MU041 /14 1 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.

### MU042/ 142 Music of the

Non-Western World [CDiv] (3) Fall

Study of the musical traditions of the peoples, lands, and countries of the non-western world. Fulfills a former General Education requirement in Intercultural Studies. Fulfills a former General Education Cultural Diversity or Arts requirement.

### MU075/175 Ensemble

(1) Fall Spring

Prerequisite: Permission of instructor required. Open to non-majors. Rehearsal and performance of ensemble music. May be repeated for credit.

## Music Continued

### MU093/193 Computer Applications in Music (1-3) Fall '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 Arts requirement (three units) and to B.A. music majors for elective credit (one to three units). Fulfills General Education Format and Applied Science requirement for B.M. majors.

### MU104 Form & Analysis

(3) Spring '97

Prerequisites: MU002D and MU003D or equivalent. Study of musical forms and directed analysis of compositions from all periods of music.

### MU105 Counterpoint

(3) Spring '97

Prerequisites: MU002A and MU003A or equivalent. Techniques of writing contrapuntal music. Required of students preparing for the California State Teaching Credential in Music.

### MU 109 Orchestration

(3) Spring '98

Prerequisites: MU002D and MU003D or equivalent. Techniques of writing music for orchestral instruments. Required for students preparing for the California State Teaching Credential in Music.

### MU111 Conducting

(3) Fall '97

Prerequisites: MU002AB and MU003AB or equivalent. Techniques of vocal and instrumental conducting.

### MU 113AB Lyric Diction

(2-2) Fall '97 Spring '98

Phonetics and diction in singing Italian, English, French, and German.

### MU120ABCD Survey of Music in Western Civilization (3-3-3-3)

Prerequisites: MU002AB and MU003AB. History and literature of music from ancient Greek to the present. No semester may be taken separately without the consent of the instructor. Six units fulfill General Education History requirement for B.M. majors.

A Survey of Medieval & Renaissance Music (3) Fall '96

B Survey of Baroque & Classic Music (3) Spring '97

C Survey of Romantic & Late 19th Century Music (3) Fall '97

D Survey of 20th Century Music (3) Spring '98

### MU123AB History & Literature of Piano Music

(1-1) Fall '97 Spring '98

Prerequisite: MUO15 (Piano). In-depth study of the forms and literature of keyboard music.

### MU126 History & Literature of Vocal Music (2) Spring '97

Prerequisite: MUO15 (Voice).

In-depth study of the forms and literature of solo vocal music.

### MU129 Introduction to the Symphony (3) Spring '97

History of the symphony and its role in society from the late 18th to the early 20th centuries, Introduction to the instruments of the orchestra and field trips to symphony concerts. Fulfills General Education Arts requirement.

## Music Continued

MU 140 Music Education Concepts  
(3) Spring  
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. Fulfills General Education Arts requirement.

MU149T Teaching Assistant ( 1-3)  
By special arrangement.  
Opportunity for outstanding Music majors to earn credit for assisting instructors.

MU192AB Piano Pedagogy  
(1-3) Fall '96 Spring '97  
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, RH308.*

## THEATRE ARTS

Benefiting from the low students/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.

The Theatre Arts Department is in the process of proposing a new alignment of courses to create two areas of emphasis within the major. The proposed change would include two emphasis tracks: the current general theatre emphasis and a new performance emphasis. Information about the proposed new performance emphasis is available from the Division Office, RH 308.

## 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	47
Prerequisites		
TA001	Introduction to the Theatre	3
TA002	Introduction to Oral Interpretation of Literature	3
TA010	Beginning Acting	3
TA015	Make-up	1
TA021	Theatre Production & Stagecraft	3
TA070/170	Scenic Design & Model Building	3
TA090S or C or L	Theatre Production Laboratory	1
Major Requirements		
TA115	Stage Lighting & Electrics	3
TA117A or B	Shakespeare	3
TA120	Costume Development & Design	4
TA130ABC	Development of the Drama	9
TA140	Directing	3
TA141	Directing Practicum	2
TA150	Theatre Graphics & Scene Painting	3
TA195	Theatre Internship (Satisfies two units of the Career Development requirement)	2
DA135 or 136	Jazz Dance or Dance for Theatre	1
	SO003 or CD course	1
	General Electives	29
	Total College Requirement	124

### Minor Requirements: Theatre Arts

TA001, O10, O21, and nine additional upper-division 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.

### TA001 Introduction to the Theatre

(3) Fall

A survey of artistic collaboration and logistics essential to the creation of theatrical and other performing arts events; through a study of the evolution of drama, comparisons of playwrights, actors, directors and performance styles, design processes and stage technology, Students will be required to attend theatre productions at the college or other area theatrical organizations.

Fulfills General Education Arts requirement.

### TA02/ 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. Fulfills

General Education Arts requirement.

### TA010 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. Fulfills General Education Arts requirement.

### TA015 Make-up(1) Fall '97

Theory and practice of using theatre make-up. Emphasis is placed on corrective, middle age, old age and character makeup.

### TA021/ 121 Theatre Production& Stagecraft (3) Fall

An introduction to the tools, materials, techniques and procedures of scenic construction, stage operations, shop safety, properties and scenic painting, Theory will be reinforced with hands-on practice in the Theatre Arts Department stage facilities and through visits to Bay Area theatres and shops. Coursework will center around individual projects and participation in departmental productions in technical capacities. To be taken with TA090S/ 190S Stagecraft Laboratory.

### TA025/125 Musical Theatre Workshop

(1) Fall '97

Introduction to movement, technique, and style,

### TA070/170 Scenic Design& Model

Building (3) Fall

Prerequisites: TA001 and TA021

An introduction to the process of creating theatrical scenery through a study of historical staging techniques to the most current scenic technology, period and cultural styles, play analysis and concept, Basic drafting and model building skill, as tools to communicate design ideas and construction information, are major aspects of this course. Fulfills General Education Arts requirement.

## Theatre Arts Continued

TA080/180 Introduction to Arts Management (3) Fall '96 Spring '98  
Students will examine the various administrative functions related to selection, planning, financing, promotion and staffing of performing arts events. Study will include theory and practice of arts administration ranging from professional to amateur organizations. Practical experience will include active participation in the management aspects of theatre arts productions. Fulfills General Education Arts requirement.

TA090R/ 190R Rehearsal & Performance (1-2) Fall Spring  
Production participation. May be repeated for credit.

TA090SCL Theatre Production Laboratory (1-2) Fall Spring  
S Stagecraft Laboratory. Practical experience in working stage crews or participating in scenic construction, painting and lighting for Theatre Arts productions.

C Costume Laboratory. Practical experience in building costumes or working on costume crews for Theatre Arts productions.

L Lighting& Sound Laboratory. Practical experience in working on light and sound crews for Theatre Arts productions.

TA100 Intermediate Acting (3) Spring (If sufficient enrollment)  
Prerequisite: TAO 10 or permission of instructor. Character development through scene study. Fulfills General Education Arts requirement.

TA110 Advanced Acting (3) Fall '96  
Prerequisites: TA001, 010, 100  
Advanced acting - an intensive study of period acting styles through monologue and ensemble scene work. Fulfills General Education Arts requirement.

TA115 Stage Lighting& Electrics (3) Spring '98  
Prerequisites: TAO01,021, 070  
An introduction to the art and technology of theatrical and stage lighting through a study of the nature and psychology of light and the principles of electrics, production, documentation, lighting control systems, (including computers), conceptualization and an introduction to electronic sound reinforcement processes and equipment. Hands-on practice and application will be highlighted in this course.

TA117 Shakespeare (3) Spring  
Cross listed asEN117. See English section.

TA120 Costume Development& Design (4) Spring '97  
Prerequisites TA001 and TA021  
An introduction to the process of creating theatrical costumes, through a study of clothing style; historically and across cultures, character and script analysis, conceptualization, patterning and construction techniques. Sewing techniques and rendering skills will be taught and exercised. Includes one unit of costume laboratory.

TA130A Development of Drama & the Theatre to 1640 (3) Fall '96  
Prerequisite for majors: TA001  
A survey course tracing the history of the theatre and its literature from ancient Greece to 1640. Fulfills General Education Arts requirement.

TA130B Development of Drama & the Theater from 1640 to 1850 (3) Spring '97  
Prerequisite for majors: TA001  
A survey course tracing the history of the theatre and its literature from the mid-17th century to 1850. Fulfills General Education Arts requirement.



## Theatre Arts Continued

TA130C Development of Drama & the Theatre from 1850 to the Present (3) Fall '97

Prerequisite for majors: TAOO1

A survey course of modern theatre history and literature. Fulfills General Education Arts requirement.

TA140 Directing (3) Fall 1996

Prerequisite: TA001, 010 or by 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.

TA141 Directing Practicum (2) Spring '97

Prerequisite: TA140

Practical experience in play directing.

TA149T Teaching Assistant ( 1-3)

By special arrangement. Opportunity for advanced Theatre Arts students to earn credit by assisting instructors.

TA 150 Theatre Graphics & Scene Painting (3) Spring '97

Prerequisites: TA001, 021, 070/170

This course explores the materials and techniques of costume and scenic/lighting rendering for design presentation and portfolio preparation, as well as full scale application of the scene painter's art. Students are challenged in the areas of observation skills through projects in advanced drafting, perspective, life drawing and faux painting.

TA160 Children's Theatre (3) Fall

Theory of theatre education in the elementary school with practical projects planned for specific developmental levels. Fulfills General Education Arts requirement.

TA175 Acting for the Camera (3) Fall '97

Exploration of specific techniques required for acting in television and film productions.

TA195 Theme Internship (2)

By special arrangement.

Practical theatrical experience with an off-campus theatre organization. Partially satisfies the Career Development Requirement.

TA199 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.

DA035/135 Jazz Dance (1) Fall

Study and application of the fundamentals of jazz dance techniques. Students will learn various styles of jazz from the lyrical and funk to Afro-Caribbean.

DA036/136 Dance for Theatre ( 1 ) Spring

Exploration of dance and movement styles necessary for theatre performance.

*An annotated list of all Theatre Arts courses, including courses not listed in this catalog, is available from the Division Office, RH308,*

# Graduate Admission & Policies

Graduate Dean: Elaine Cohen, Ed.D.

Admission Requirements	186
Graduate Expenses	190
General Regulations	193

## 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 work experience preferred 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 & Family Therapy, the Master of Arts in Counseling Psychology, or the Master of Arts in Gerontology 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 \$50 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
- Completion of Prerequisite courses

##### 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 Gerontology

- Autobiographical statement
- Interview with Program Director or faculty

##### 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
- One additional degree transcript

#### Graduate Admission Procedure, International Applicants

For financial purposes, an international student is defined as a person who needs an I-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 I-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 \$50 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 maybe 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 Arts in Gerontology, 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; international students must have a minimum TOEFL of 550 for acceptance.
- (2) Conditions of Acceptance, and
- (3) Application for the 1-20.

### *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 nine 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.

### Bachelor's Completion Program for International Students

Students holding a three-year Bachelor's degree from foreign institutions maybe admitted to the Master's Degree provided they complete a fourth year at College of Notre Dame. The fourth year does not give the student a College of Notre Dame baccalaureate degree. The student must meet all the Graduate School's admission standards (GPA, TOEFL, etc.) before acceptance into the fourth year and Master's program. The fourth year is comprised of 30 units – half in the major and half in General Education requirements.

1. 15 units in the major is required. Prerequisite or foundation courses for the Master's degree may be accomplished within this category. These maybe upper-or lower-division undergraduate courses.
2. 15 units in General Education requirements is required. Three units are taken in each of the following with an additional three units in one area: Humanities, Behavioral & Social Science, Natural Science & Mathematics, and Visual & Performing Arts.
3. Even though the minimum requirement for international students is a TOEFL score of 550, he or she will be required to take our ESL test, and if an ESL course is needed, three units of the graduate ESL Seminar course would replace the additional three units in one Division.

The Advisor of the fourth year program is the Graduate Program Director in collaboration with Department Heads and Division Chairs.

### 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 six 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 six units is allowed for students applying to a degree or credential program.

## GRADUATE EXPENSES

Rates in effect as of Fall, 1996	
Application Fee (non-refundable)	\$50
Unclassified Application Fee (non-refundable)	20
International Student Fee (one-time only)	500
Late Registration Fee (non-refundable)	25
Tuition (per unit)	423
Credential Supervision (ED330A, ED330B per course)	120
Montessori Internship (ED338A, ED338B per course)	\$70
(Montessori candidates must pay \$150.00 to American Montessori Society prior to internship.)	
Music: Individual Instruction (per class)	375-425
Art Therapy, Chemical Dependency, or Gerontology Certificate (per unit)	200
Challenge Fee (per unit)	60
Reactivation Fee	20
Initial Research Reading Fee (addition to PY/ED359)	100
Final Research Reading Fee (final project submitted)	250
Graduation Fee	50
Transcripts	3
Returned Check Fee	20
Lost Library Books	Replacement Cost + \$15.00 processing

*Cost and fees subject to change without notice or obligation. For specialties 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)	2300
Private Room (additional per semester)	765
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, Discover/NOVUS, and JCB 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 Reactivation Fee of \$20 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 Gerontology, Master of Arts in Teaching, Master of Education. An Initial Research Reading Fee is assessed at the time a student registers for PY359B or ED359. 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 have officially dropped a class 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.

Pursuant to Federal guidelines, students who have withdrawn from the College are entitled to the following refunds for tuition and fees:

#### First Time Title IV Aid Recipients Only

- 90% . . . . . within first 10% of semester
- 80% . . . . . within first 20% of semester
- 70% . . . . . within first 30% of semester
- 60% . . . . . within first 40% of semester
- 50% . . . . . within first 50% of semester
- 40% . . . . . within first 60% of semester

#### All Other Students

- 90% . . . . . within first 10% of semester
- 50% . . . . . between first 10% and 25% of semester
- 25 Ye . . . . . between first 25% and 50% of semester

#### Room & Board

See the Resident Terms of Agreement

#### 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 36-39.

### 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 graduate students who demonstrate academic merit, outstanding potential in their field, and financial need. These awards are for \$2500 tuition per year and a maximum of \$5000 over two years. Students must take at least six units per semester and use their scholarships for any four semesters within two consecutive years. Renewal for the second year is based on maintenance of a 3.00 GPA.

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.

San Mateo County Retired Teachers' Association Scholarships are awarded to San Mateo County residents pursuing a teaching credential.

Kiwanis Scholarship in honor of Leonard A. Glover is awarded to a San Mateo County resident 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.

Sr. Rosemarie Julie Gavin Teacher Education Endowment Scholarship is awarded to a student pursuing a teaching credential.

## 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 seven 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 seven-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 six units from another master's degree or credential into a 30-39 unit program, or nine units into a 50-52 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 seven-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 six units of graduate credit may be earned as Independent Study in a Master's degree.

In cases involving a combination of transfer and Independent Study units, no more than six units in either category may be granted nor more than nine units in combination.

### Transfer Credit

A maximum of six semester units of graduate credit towards a 30-39 unit master's program or nine semester units of graduate credit towards a 50-52 unit master's program maybe transferred from other accredited institutions at the discretion of the Program Director/Advisor. Only three of those semester units maybe from graduate extension courses. No continuing education or workshop units maybe 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 coursework.

### 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 canceled 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 who does not register for up to one year (Fall, Spring, or Summer Session) is classified as a stop-out. After one year, a student is classified as inactive and 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.

## Incomplete

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 the Research Thesis 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 NP (Not Pass) 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
I	Incomplete
AU	Audit
NP	Not pass
P	Pass

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" maybe 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 nor 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 six units of completing a baccalaureate degree may complete a petition from the Graduate School to take three to six units of coursework 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

A teaching assistant is a student who has demonstrated scholarship, leadership, and competency within a graduate program, and is selected to serve as an assistant to the instructor of a graduate course. The student must have a GPA of 3.8 in graduate study and be advanced to candidacy. A Teaching Assistantship is noted on the transcript, except if it is part of the degree program as in the MA-English program.

### 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 maybe 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 maybe 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 Master's degree 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 degree and is kept in the Graduate Office. A student may review the Program Plan with the Assistant to the Graduate Dean for Records 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 coursework 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 Admissions, the Assistant to the Graduate Dean for Records, and Program Directors and Coordinators, reviews the Program Director's recommendation of applicants for candidacy upon completion of fifteen semester units of graduate coursework. 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 June 1; May and August candidates file February 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 thesis/research project is required, three copies of the document are required and are forwarded to the Graduate Office: one is cataloged in the CND Library and the others are distributed to the Research instructor and the Program Director or Faculty Reader.
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 areas follows:

- A. Master's students may petition to participate in Commencement if they meet the following conditions:
  - 1) they have three or fewer units remaining to complete their program;
  - 2) these three 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 six 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 February

### 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 maybe 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 CPA of 3.0 or better in the first six semester units for graduate credit will be disqualified.
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 disqualified.
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 six 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.

### Disqualification

Any one of the following conditions justifies disqualification from the CND graduate programs:

- i. 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 disqualification 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 twelve Masters degrees, three credentials in education, and four certificate programs.

Master of Arts in Art Therapy&	
Master of Arts in Marital & Family Therapy	200
Master of Arts in Counseling Psychology	205
Master of Arts in Gerontology	208
Master of Arts in English	213
Education Credentials	216
Master of Education: Montessori	219
Master of Education: Multicultural	221
Master of Arts in Teaching	221
Master of Business Administration	231
Master of Music	238
Master of Public Administration	241
Master of Science in Systems Management	246
Post Baccalaureate Premedical Program	251



## 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 follows guidelines established by the California State Board of Behavioral Science Examiners. This course of study consists of 52 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 (MFCC) License in California. This is in addition to Registration & Certification by the Art Therapy Credentials Board as a Registered Art Therapist-Board Certified (A. T. R.-BC).

The second course of study leads to a Master of Arts in Art Therapy degree. This course of study consists of 39 units (not including foundation courses), and prepares students who wish to be eligible for the A. T. R.-BC, but who are not intending to pursue licensing as an MFCC. Both courses of study are taught and supervised by Registered & Board Certified Art Therapists who are licensed professionals in California.

### 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
Requirements		Units
PY205	Psychological Assessment	3 0
PY210	Psychopathology (Prerequisite: Abnormal Psychology)	3 0
PY213	Methods of Group & Family Therapy	3 3
PY214B	Substance Abuse Assessment & Treatment	1 0
PY214C	Substance Abuse Counseling	1 0
PY230	Cross-cultural Issues	3 3
PY235	Human Sexuality	3 3
PY255	Communication & Counseling Skills	3 3
PY260	Advanced Human Development (Prerequisite: Developmental Psychology)	3 0
PY280	Principles of MFCC	3 3
PY290	Professional Ethics & Law	3 1

PY300AB	Practicum	6	6
PY302ABC	Art Therapy Techniques	3	3
PY304ABC	Metaphors in Psychopathology	3	3
PY333AB	Seminar	6	6
PY359AB	Research: Methodology & Project	5	5
	Total	5 2	<b>39</b>

## 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 and Certified Art Therapist (A. T. R.-BC) 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. faculty. CND will issue a Graduate Art Therapy Certificate upon completion of all coursework and practicum experience. This certificate program qualifies students for eight Professional Quality Credits (PQC) in education under the ATCB (Art Therapy Credentials Board) Standard Requirements for registration as an A. T. R.-BC 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
6. Twelve slides of personal art work

### Requirements

21 semester units are required from the following sets of courses:

Set A - All 10 units required		Units
PY402A	Techniques in AT: Group Experience	1
PY402B	Techniques in AT: Special Populations	1
PY402C	Techniques in AT: Integrating Creative Arts	1
PY404A	Metaphors in Psychopathology: Children	1
PY404B	Metaphors in Psychopathology: Adolescents	1
PY404C	Metaphors in Psychopathology: Adults	1
PY41 1	Introduction to Clinical Art Therapy	1
PY433A 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
PY405-425 Series	Explorations in Art Therapy	1 per course
PY4 14A	Child Abuse	1
PY430	Cross-cultural Issues	3
PY440 Series	Topics in Clinical Art Therapy	1 per course
PY490	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.)

PY405	Psychological Assessment	3
PY405-425 Series	Explorations in Art Therapy	1 per course
PY413	Methods of Group & Family Therapy	3
PY414A	Child Abuse	1
PY430	Cross-cultural Issues	3
PY440 Series	Topics in Clinical Art Therapy	1 per course
PY455	Communication & Counseling Skills	3
PY480	Principles of MFCC	3
PY490	Professional Ethics & Law	3

Additional information is available from the Graduate Office or the Art Therapy Office.

## Art Therapy

### PY205 Psychological Assessment

(3) Fall Spring

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.

### PY210 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.

### PY2 13/413 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.

### PY2 14A/414A Child Abuse

(1) Summer

Reporting the laws for child abuse is covered. Assessment and treatment are studied and family approaches explored.

## Art Therapy Continued

### PY214B 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.

### PY214C Substance Abuse Counseling (1) Spring

Prerequisite: PY214B  
Treatment interventions appropriate to individuals and families in various phases of recovery are explored through both verbal and non-verbal modalities.

### PY230/430 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 socio-economic issues and their verbal and visual psychological impact.

### PY235 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.

PY2551455 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.

### PY260 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.

### PY280/480 Principles of Marriage, Family & Child Counseling (3) Fall Spring

Provides an overview of the theoretical concepts from the major theories of family systems therapy with an emphasis on assessment and treatment planning. Assessment and consultation skills will be explored. Domestic violence and its effects on the family system will be reviewed. Integrates art as a second language in family diagnosis, communication and treatment.

### PY290/490 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.

### PY300AB 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.

## Art Therapy Continued

PY302A/402A Techniques:

Group Experience (1) Summer

Provides an opportunity for members to explore group membership and dynamics using art therapy techniques.

PY302B/402B Techniques:

Special Populations (1) Summer

Focuses on the specific adaptations of art activities for special needs populations.

PY302C/402C Techniques: Integrating

Creative Arts (1) Summer

Emphasizes integration of creative arts therapies.

PY304ABC/404ABC 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.

PY333AB & PY433A 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. PY333AB taken in conjunction with PY300AB.

PY359AB Research: Methodology&

Project Fall (preferably) Spring

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. The research is completed in two segments:

A In the first segment students examine methods and tools of scientific research and the interpretation of research reports.

B 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.

PY400ABC Practicum/MFCC

(3) Fall Spring Summer

Supervised practicum hours for MFCC licensure which are not part of the degree program. Approval is required.

PY405-425 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.

PY411 Introduction to Clinical Art

Therapy (1) Spring

Explores the uses of art therapy in schools, special education, and psychiatric settings as well as in personal growth.

PY440 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.

*Please see current Summer Session bulletin for additional elective courses*

## MASTER OF ARTS IN COUNSELING PSYCHOLOGY

The Master of Arts in Counseling Psychology is based on a scientist-practitioner model. It 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 32 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 50 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 32 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 1)**

Foundation Courses		Units
	General Psychology	3
	Major Theories of Personality (Prerequisite for PY255)	3
	Abnormal Psychology (Prerequisite for PY210)	3
	Developmental Psychology (Prerequisite for PY260)	3
Core Courses		
PY203	Group Experience for Family Systems	3
PY210	Psychopathology (Prerequisite: Abnormal Psychology)	3
PY235	Human Sexuality	3
PY255	Communication & Counseling Skills (Prerequisite: Major Theories of Personality)	3
PY260	Advanced Human Development (Prerequisite: Developmental Psychology)	3
PY288	Psychological Evaluation	3
PY290	Professional Ethics & Law	3
PY359A	Graduate Research Methodology	2
PY359B	Research Proposal & Thesis	3
	Graduate Elective Courses	6
	Total	32

PY288 is a core course for MACP 32-unit students. Practicum/Case Seminar (six units) is highly recommended, and is required for students prior to or during any field work. 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 26

		Units
Additional courses needed for application for MFCC licensure:”		
PY214B	Substance Abuse: Assessment &Treatment	1
PY214C	Substance Abuse: Counseling (Prerequisite: PY214B)	1
PY230	Cross-cultural Issues	3
PY280	Principles of MFCC	3
PY285	Psychotherapeutic Techniques	
PY287	Child Assessment &Treatment (May be taken in place of PY288)	(3)
PY289	Couples Therapy	1
PY300AB	Practicum*	313
PY355AB	Case Seminar	313
	Total	50

### **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

PY210	Psychopathology	3
PY255	Communication & Counseling Skills	3
PY260	Advanced Human Development	3
PY270	Historical, Psychosocial & Biochemical Aspects of Addiction	3
PY272	Diagnosis, Assessment & Referral	3
PY274	Counseling, Intervention & Relapse Prevention Within an EAP Model	3
PY290	Professional Ethics & Law	3
PY310	Practicum - Chemical Dependency	3
PY350	Case Seminar - Chemical Dependency	3
PY359A	Graduate Research Methodology	2
PY359B	Research Proposal &Thesis	3
	Total	32

### **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 nine units of specialized coursework in Drug and Alcoholism and by completing six 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		Units
PY410	Practicum: Chemical Dependency	3
PY450	Case Seminar: Chemical Dependency	3
PY470	Historical, Psychosocial & Biochemical Aspects of Addiction	3
PY472	Diagnosis, Assessment & Referral	3
PY474	Counseling, Intervention & Relapse Prevention Within an EAP Model	3
	<b>Total</b>	<b>15</b>

## MASTER OF ARTS IN GERONTOLOGY

The Master of Arts in Gerontology consists of 32 semester units. The program provides specialized training to educate and equip students to serve the needs of a demographically changing population. Students train for public and private sector leadership positions in the development of new models of aging, integrated continuum of care in the promotion of healthy aging, and programs for the frail and disabled. A Certificate Program is also offered. These programs are offered in the Counseling Psychology department.

### Foundation Courses

Same as Master of Arts in Counseling Psychology

### Core Courses

PY210	Psychopathology	3
PY260	Advanced Human Development	3
PY359A	Research Methodology	2
PY359B	Research Thesis in Gerontology	3

### Program Courses

PY261	Neuropsychology & Physiology of Aging	2
PY262	Health Aspects of Aging - Exercise, Nutrition	2
PY263	Caring for Aging Family Members	1
PY264	Ethnicity & Aging	1
PY265	Gerontological Assessment	3
PY266	Pre-Retirement Planning	1
PY267	Counseling Techniques for the Older Population	2
PY268	Administration of Geriatric Programs	2
PY269	Legal & Ethical Issues in Gerontology	1
PY368	Gerontology Practicum	3
PY369	Gerontology Case Seminar	3
	<b>Total</b>	<b>32</b>

## Certificate Program in Gerontology

The 18-unit Certificate program offers specialized training to professionals and paraprofessionals to enrich their present job experience. Students in this program must hold an undergraduate degree from an accredited institution. These courses provide state-of-the-art knowledge regarding the aging process, health and mental health issues, the aging network, and social policies that affect the elderly and their families. For specific information about the Certificate program contact the Graduate Office.

Requirements		Units
PY461	Neuropsychology & Physiology of Aging	2
PY462	Health Aspects of Aging - Exercise, Nutrition	2
PY463	Caring for Aging Family Members	1
PY464	Ethnicity & Aging	1
PY465	Gerontological Assessment	1
PY466	Pre-Retirement Planning	1
PY467	Counseling Techniques for the Older Population	2
PY468	Administration of Geriatric Programs	1
PY469	Legal & Ethical Issues in Gerontology	1
PY478	Gerontology Practicum	3
PY479	Gerontology Case Seminar	3

## Counseling Psychology/Gerontology

**PY203 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.

**PY210 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 five axis diagnostic criteria presented in the DSM-IV.

**PY214B Substance Abuse: Assessment & Treatment (1) Spring Summer**  
Explores assessment and treatment issues within the physiological, psychological, social, and familial context.

**PY214C Substance Abuse Counseling (1) Spring Summer**  
Prerequisite: PY214B.  
Examines treatment interventions appropriate to individuals and families in various phases of recovery.

**PY230 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.

## Counseling Psychology/Gerontology Continued

### PY235 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.

PY255 Communication & Counseling Skills (3) Fall Spring  
Prerequisite Major Theories of Personality.  
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.

PY260 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.

PY261/461 Neuropsychology & Physiology of Aging (2)  
Presents research relating behavior to the neurobiological bases of aging. Data on neural and hormonal systems is used in examining such complex behaviors as memory, learning, perception and motivation along with the impact of aging on the brain processes. Topics studies include neuroanatomical structures and functions, neuroendocrine regulation of behavior, neuronal basis of perception and attention.

PY262/462 Health Aspects of Aging (2)  
Applied gerontology in the public and private sector is developed. Current conditions involving the physical, social and psychological aspects of aging. Health concerns of the elderly, including medical care, long term care, nutrition, elder abuse and Medicare and Medicaid. Exercise, stress, health, nutrition and aging will be discussed.

PY263/463 Caring for Aging Family Members (1)  
Common psychosocial and health care concerns of family caregivers. Includes discussion on long-term care, caregiver burnout, mental health and filial relationships in late life.

PY2W464 Ethnicity & Aging ( 1)  
Examination of the characteristics and needs of various ethnic and minority aging groups, and how government and other social institutions can respond to them.

PY265/465 Gerontological Assessment (3)  
Assessment of the aging population using objective and projective tests with particular emphasis on neuropsychological theory and testing methods, assessment of dementia, depression, lifestyle diagnosis and family system assessment.

PY266/466 Pre-retirement Planning (1)  
An investigation of basic issues related to pre-retirement and planning techniques commonly employed by labor, business, education, and other sectors.

PY267/467 Counseling Techniques for the Older Population (2)  
Explores issues of aging including death and dying, spirituality, aging issues, using major approaches to psychotherapy and comparative analysis of theories of change and the psychotherapeutic process.

## Counseling Psychology/gerontology Continued

PY268/468 Administration of Geriatric Programs (2)

Application of administrative concepts and skills in the geriatric health system. Highlights administration of health personnel, health economics, funding, insurance budgeting, and management of geriatric settings.

PY269/469 Legal & Ethical Issues in Gerontology (1)

Examines the ethical and legal codes of mental health professionals with emphasis on the geriatric population.

PY270/470 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, psycho-pharmacological, and psychiatric research relative to addiction.

PY272/472 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.

PY274/474 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.

PY280 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.

PY285 Psychotherapeutic Techniques

(3) Spring

Prerequisite: PY280

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.

PY287 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.

PY288/488 Psychological Evaluation

(3) Spring

Introduction to the basic principles of psychological measurement, including test construction, scoring, reliability, validity, and development of norms and standardization.

## Counseling Psychology/Gerontology Continued

### PY289 Couples Therapy

(1) Spring Summer

Introduction to psychotherapy with couples. Review of effective couples therapy techniques, predictors of successful relationships, developmental aspects of couples relationships and exploration of cross-cultural issues and non-traditional couples. Identifying domestic violence and spousal abuse and exploring techniques for preventing violence in the home as well as necessary interventions to insure domestic safety will be discussed.

### PY290 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.

### PY300AB 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.

### PY310/410 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.

### PY300AB 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.

### PY310/410 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.

### PY350/450 Case Seminar Chemical

Dependency (3) Fall Spring

Prerequisite: PY210, 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.

### PY355AB Practicum/Case Seminar

(3-3) Fall Spring

Prerequisite: PY203, 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.

## Counseling Psychology/Gerontology Continued

### PY359A Graduate Research Methodology (2) Spring Summer

Provides an overview of research design and methodology. Special emphasis will be placed on helping the student understand conceptually the principles of psychosocial research. Topics will include Observation and Measurement, Study Design and Implementation, and Descriptive and Inferential Statistics. Course grades will be determined by midterm and final exams, as well as a first draft of a research proposal.

### PY359B Research Proposal & Thesis (3) Fall

Designed as a workshop to help students develop and implement their Masters' Thesis research projects. Lectures will involve more pragmatic application of the material presented in PY359A. Writing assignments will facilitate students' completing their proposals in a timely fashion. Students will be expected to finish their research proposals by the end of the semester. The final project will be due within a year of taking the course.

PY368/478 Gerontology Practicum (3)  
Supervised field experience to be done in a setting appropriate for gerontology practicum. Field internship will be done in settings enabling students to acquire competencies and experiences in working with the geriatric population.

PY369/479 Gerontology Case Seminar  
(3)  
Seminar for students in Gerontology internship. Topics include clinical issues of aging, legal and ethical dynamics. Students apply gerontological theory to field experiences.

PY400 Practicum: MFCC (3)  
Fall Spring Summer  
Supervised practicum hours for MFCC licensure which are not part of the degree program. Written approval is required by practicum advisor.

## 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 EN298A: Thesis (Directed Study), which is offered every semester. In the following semester, students work with a mentor in the English Department and take EN298B: 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 six units of graduate work done elsewhere, provided this coursework matches the program's requirements. Graduate students may also take up to nine 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
EN202	Writing: Theory & Practice	3
EN203	Seminar in Literature	3
EN204	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)

EN202	Writing: Theory & Practice	3
EN203	Seminar in Literature	3
EN204	Linguistics & Semiotics	3
EN 213, 214, or 215	Genre Courses	6
EN216	Period Course	3
EN298A	Thesis: Directed Study	3
EN298B	Thesis: Directed Writing	3
	Two Elective Courses	6
	Total	30

### Plan B (No Thesis)

EN202	Writing: Theory & Practice	3
EN203	Seminar in Literature	3
EN204	Linguistics & Semiotics	3
EN213	Narrative	3
EN214	Lyric	3
EN215	Drama	3
EN216	Period Course	3
	Elective Courses	9
	Total	30

## Master of Arts in English

### EN202 Writing Theory& Practice

(3) Spring '97

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.

### EN203 Seminar in Literature

(3) Fall '97

Methods and content course, involving reading of critical texts in conjunction with primary texts. Students entertain alternate interpretations of the selected literary works.

### EN204 Linguistics& Semiotics

(3) Fall '96

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, pragmatic, sociolinguistics, ethnolinguistics, the brain and language, cognitive psychology, discourse theory and text analysis, and semiotics.

### EN213 Narrative

(3) Spring '97

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.

### EN214 Lyric

(3) Fall '97

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.

### EN215 Drama

(3) Fall '96 Spring '98

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.

### EN216A Contemporary Period

(3) Summer Session 1

Study of major works of the post-modern period in poetry, drama, and narrative, including those of Pynchon, Fowles, Sontag, Stoppard, Pinter, Rich, Heaney, and others.

### EN295 Special Topics

(3) Fall Spring Summer

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. Students should contact the English Department to learn the exact content of this offering.

### EN298AB 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.

### EN349T Teaching Apprenticeship

(3) Fall Spring

Supervised experience in college teaching in the Writing Center or in a lower-division or upper-division literature course.



## **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 with a Cross-cultural language Academic Development Emphasis (CLAD)**

#### Prerequisites

1. Complete Bachelor's degree
2. Document forty (40) clock hours in a public classroom setting or a course in introduction to Education.
3. 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.
4. Complete an approved subject matter preparation program or pass the appropriate PRAXIS Exam-prior to any student teaching.
5. Recommended prerequisites (can be taken concurrently with other courses)
 

ED204 Linguistics	3 units
Second language requirement (College level)	6 units
PY161 Developmental Psychology: Child& Adolescent (Required for Multiple Subject; recommended for Single Subject)	3 units
6. Complete the following required coursework: Multiple Subject-CLAD Emphasis Credential

		Units
ED210	Psychological & Developmental Foundations	3
ED250	Sociological & Multicultural Foundations	3
ED330AB	Student/Intern Teaching & Seminar	10
ED331M	Elementary Curriculum - Mathematics	2
ED331S	Elementary Curriculum - Social Science	2
ED331 X	Elementary Curriculum - Science	1

		Units
ED334A	Elementary Reading/Language Arts: Primary Grads	3
ED334B	Elementary Reading/Language Arts: Upper Grads	2
ED348	Introduction to Bilingual Education & Second Language Acquisition	2
*ED340	Health Education	1
*ED389	Special Education for the Classroom Teacher	3
*ED393	Technology Applications in Education	2
	Total	34

Students who have completed the above coursework but have not yet completed the second language requirement may apply for a non-emphasis credential.

Completion of the above coursework allows the student to apply for a Multiple Subject-CLAD Emphasis Clear Credential.

*“Students who wish to delay completion of ED340, ED389 and ED393 can apply a Multiple Subject- or Single Subject-CLAD Emphasis Preliminary Credential.*

### **Single Subject-CLAD Emphasis Credential**

ED210	Psychological & Developmental Foundations	3
ED250	Sociological & Multicultural Foundations	3
ED330AB	Student/Intern Teaching & Seminar	10
ED331	Secondary Curriculum	3
ED332	Special Methods	1
ED334S	Language & Literacy in Content Areas	3
ED348	Introduction to Bilingual Education & Second Language Acquisition	3
*ED340	Health Education	1
*ED389	Special Education for the Classroom Teacher	3
*ED393	Technology Applications in Education	2
	Total	32

Students who have completed the above coursework but have not yet completed the second language requirement may apply for a non-emphasis credential.

Completion of the above coursework allows the student to apply for a Single Subject-CLAD Emphasis Clear Credential.

## 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 three 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 Director of the Education Department for a personal interview.

Core Courses for the Preliminary Administrative Services Credential  
and the Master's of Public Administration

		Units
ED/PA230	Financial Management (Prerequisite Introduction to Accounting)	3
ED/PA270	Management of Human Resources	3
ED/PA280	Leadership Concepts	3
ED/PA290	Organization & Management	3
Educational Administration Practica Courses		
ED351	School-Community Relations	3
ED353	School Law, Governance & Politics	3
ED355	Program Initiation & Implementation	3
ED357	Models of Teaching & Supervision	3
Total Credential Requirements		24
Requirements for the MPA		
PA250	Research Methodology	3
PA292	Public Policy & Administration	3
Total Master of Public Administration		30

## MASTER OF EDUCATION: EARLY CHILDHOOD MONTESSORI

This 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 Fall with curriculum that includes theory and practical applications in child development covering intellectual, sensorial, emotional and motor developmental processes. It continues in the Spring with curriculum covering observation techniques, mathematical development, and concepts and activities in art and language. In the Summer students take a class in the sciences. Upon successful completion of the first 19 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-school and kindergarten levels, one-half day, daily, for the Fall and Spring semesters. The intern returns to campus one night a week for coursework and twice a month for seminars. Applicants wishing to start Montessori studies in the Spring 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 ED335A and ED335B.

This program is one of the few programs in the United States which offers a Master's degree with a specialization in Early Childhood Montessori Education.

### Early Childhood Montessori Certification (Option 1)

Requirements		Units
ED31 6A	Art Concepts: Early Childhood	1
ED330M	Music Concepts: Early Childhood	1
ED333	Observation Techniques	1
ED335A	Child Development: Practical Life	4
ED335B	Child Development: Sensorial Apparatus	4
ED336	Language Development	3
ED337A	Mathematical Development	3
ED337B	Multicultural, Natural & Physical Sciences	3
ED338AB	Early Childhood Montessori Student/Intern Teaching (two semesters)	3-3
ED338C	Student Teaching Seminar: Classroom Management	1
ED338C	Student Teaching Seminar: Parent Partnership & Child/Family/Community Relations	1
	Total	28

**Master of Education, Specialization in  
Early Childhood Montessori (Option II)**

Early Childhood Montessori Certification Program		28
ED352	Administration & Supervision: Early Childhood Montessori	3
ED359	Educational Research	3
	Total	34

**Master of Education, without Early Childhood  
Montessori Certification (Option III)**

ED250	Sociological & Multicultural Foundations	3
ED316A	Art Concepts: Early Childhood Montessori	1
ED330M	Music Concepts: Early Childhood Montessori	1
ED333	Observation Techniques	1
ED335A	Child Development: Practical Life	4
ED335B	Child Development: Sensorial Apparatus	4
ED336	Language Development	3
ED337A	Mathematical Development	3
ED337B	Multicultural Natural & Physical Sciences	3
ED352	Administration & Supervision: Early Childhood Montessori	3
ED359	Educational Research	3
	Advisor-approved Electives	3
	Total	32

Candidates choosing Option III will receive the Master's degree only. If the candidate requests Early Childhood Montessori Certification at a later date, and if all Early Childhood Montessori certificate courses and internship requirements are completed satisfactorily within a five-year time span, Early Childhood Montessori Certification from American Montessori Society maybe granted. In this case, the student will be required to complete the following

**Additional Requirements for Early Childhood Montessori Certification**

ED338AB	Early Childhood Montessori Student Teaching (two semesters)	3-3
ED338C	Early Childhood Montessori Student Teaching Seminar: Classroom Management	1
ED338D	Early Childhood Montessori Student Teaching Seminar: Parent Partnership & Child, Family, Community Relations	1
	Total	8

## MASTER OF EDUCATION: MULTICULTURAL

This 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 CLAD Certification to the California Commission on Teacher Credentialing. The CLAD coursework is part of the Master's degree. In addition to the coursework, six units of a language other than English is required.

Prerequisite: A California Credential or completion of an out-of-state teaching program.

Requirements		Units
ED323	Counseling Skills in Intercultural Communications	3
ED325	Perspectives in Education (Capstone Course)	3
ED344 (not 334)	Trends in Curriculum Development: An Integrated Approach	3
ED345	Educational Assessment/Evaluation	3
ED359	Educational Research	3
ED389	Special Education for the Classroom Teacher	3
CLAD Coursework		
ED204	Linguistics	3
ED322	Theoretical Foundations of Second Language Acquisition	3
ED324	Theories & Methods for Instruction in English	3
ED346	Multicultural Education & Cultural Diversity	3

*It may be possible to transfer six units from a recent credential program, e.g., Special Education and Technology Application in 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 tracks for students. The first track allows a student to complete 12 units in the academic major, 14 units of core courses in Education, and four units in a coordinated effort between Education and the discipline to include ED359 Educational Research (three units) and Subject Area Review (one 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		Units
ED136	Introduction to Education: Practicum in Teaching	3
ED210	Psychological & Developmental Foundations	3
ED331	Curriculum & instruction	3

#### Coursework

##### Track I

ED345	Educational Assessment/Evaluation	3
ED346	Multicultural Education & Cultural Diversity	3
ED357	Models of Teaching & Supervision	3
ED389	Special Education for the Classroom Teacher (may be transferred in)	3
ED393	Technology Applications in Education (may be transferred in)	2
	Elective Courses in the Academic Major (Art, Biology, English, Music, Religious Studies, or Social Science)	12
	Coordinated Courses in the selected discipline	4
	Total	30

##### Track II

The second track allows students to take the four specific courses for CLAD certification:

ED204, ED322, ED324, ED346, in place of the elective courses. 12

##### Other Education Coursework

ED345	Educational Assessment/Evaluation	3
ED359	Educational Research	3
	Elective Courses in the Academic Major	12
	Total	30

### **Academic Disciplines Art, Biology, English, 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
BY201	Thesis Research	2	BY299	Scientific Writing	2
BY299	Scientific Writing	2	BY299A	Seminar	2
BY299A	Seminar	2			

(Thesis program: choose a minimum of six advisor-approved units chosen from below)

(Non-Thesis program: choose a minimum of eight advisor-approved units from below)

BY500	Developmental Biology	4
BY509	Contemporary Environmental Issues	4
BY516	General Microbiology	5
BY535	Human Genetics	4
BY538	Environmental Toxicology	4
BY541	Vertebrate Zoology	4
BY542	Immunology	4
BY552	Cellular & Molecular Biology	3
CH505	Chemical Analysis & Instrumental Methods	5
CH532	Physical Chemistry for Life Sciences	4
CH550	Biochemistry	3
CH550L	Biochemistry Lab	3

## Biology

### Graduate Courses

BY201 Graduate Thesis Research (2)  
Independent scientific research appropriate for the completion of a written Master's level thesis.

BY297 Scientific Writing (2)  
Techniques of research and writing employed in preparation of papers for scientific publications.

BY297A Graduate Seminar (2)  
In depth preparation and presentation of lectures and discussion sessions in biological science.

English		Units
EN202	Writing Theory & Practice	3
EN203	Seminar in Literature	3
EN204	Linguistics & Semiotics	3
EN213	Narrative	3
EN214	Lyric	3
EN215	Drama	3
EN216ABC	English Period Classes	3



French		
FR509A	La Femme dans la Littérature Française	3
FR509B	Poesie et Chanson	3
FR509C	L'Homme et son Milieu	3
FR509E		
FR513	French Cinema	3
FR534AB	History & Culture of France	3-3
FR536	Linguistics	3

Music		
MU200AB	Graduate Seminar in Analysis	6
MU215	Individual Instruction	2
MU593	Computer Applications in Music	2

Two semesters of ensemble (totaling one unit) and three 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 200-numbers are described on page 240. Music courses with 500-numbers are described on pages 177-180 under the equivalent 100-numbers (see page 25 for an explanation of the course numbering system).

#### Religious Studies

RS513	Introduction to the New Testament	3
RS519B	Modern Christianity	3
RS533	Jesus, Myth & Reality	3
RS536A	Women's Theology	3
RS550	Challenged by Christian Ethics	3
RS565	Religions of the World	3

#### Social Science

BA502	Macro/Macroeconomics	4
HY/PS520	Parties, Politics & Campaigning	3
HYIPS523	International Relations	3
HYIPS562	Latin American Area Studies	3
HY566C	Modern America, 1932-Present	3
HY/PS580	African 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 three 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 to credential programs.

## Graduate Courses

ED204 Linguistics  
(3) Summer Fall Spring  
Explores the properties of language and communication in various settings and cultures. Focuses on the structure, acquisition, usage of English, and universals and differences among languages. Explores diverse linguistic backgrounds that students bring to classrooms, and social context of language development and language use. Examines implications for language learning and teaching.

ED210 Psychological& Developmental Foundations (2.5) Summer Fall Spring  
Investigation and critical appraisal of insights derived from psychology, especially as they pertain to the teaching-learning process for diverse classrooms of today. Exploration of theories from behavioral, humanistic, developmental and cognitive psychology which are relevant for education. Consideration of effects on student learning, teacher expectations, classroom climate (affective and cognitive), classroom management, planning, diversity factors, learning styles, individual differences, motivation, and evaluation.

## ED230 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.

## ED250 Sociological& Multicultural

Foundations (3) Summer Fall Spring  
Analyzes major influences on American education, including social, cultural, historical, political and economic influences; and contemporary issues in education, such as the nature of culture, inter-cultural communication, socialization, values and beliefs, bilingual education and parental involvement. Explores strategies that teachers can use in helping students from diverse backgrounds.

## ED270 Management of Human

Resources (3) Fall Summer  
Overview of fill personnel function, emphasizing professional responsibilities for employment, compensation, employee and labor relations, benefits administration, legal compliance matters and human resources planning.

## ED280 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.

## Education **Continued**

ED290 Organization & Management  
(3) Spring

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.

ED316A Art Concepts Early Childhood  
(1) Spring

Theoretical and practical aspects of art in the Montessori Classroom.

ED322 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.

ED323 Counseling Skills in Intercultural  
Communication (3) Summer '96

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.

ED324 ESL: Theories & Methods for  
Instruction in English (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.

ED325 Perspectives in Education  
(Capstone Course) (3) Summer '98  
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.

ED330A Student/Intern Teaching &  
Seminar (Multiple/Single Subject)  
(5) Fall Spring

Orientation to and observation of realities of teaching are the focus of weekly seminars and of on-site assignments in public and private schools. As candidates take charge of classes under the direction of master teachers, seminar sessions, enriched by guest speakers, stress class management and control, lesson planning, curriculum development, and organization and use of class time. Heavy emphasis is placed on examining solutions for the day-to-day problems that candidates are experiencing.

## Education Continued

### ED330B Student/Intern Teaching & Seminar (Multiple/Single Subject)

(5) Fall Spring

Continuing candidates are provided with an opportunity to reflect upon and improve the field experience. Candidates are encouraged to discuss problems and reactions to their field experiences.

Normally, at least one-half of the class is focused on candidates' concerns.

Preparation of a professional portfolio is required for Multiple Subject candidates.

Capstone course for Multiple Subject CLAD Emphasis Credential program.

### ED330M Music Concepts: Early Childhood (1) Fall

Philosophy and techniques of music/movement education for the young child.

### ED331 Secondary Curriculum

(3) Fall Spring

Development of expertise in curriculum planning applied to the subject area; presentation of strategies and techniques that provide for teaching a diverse population. Direct instruction, questioning techniques, small group discussions, and higher order thinking skills are included and used by the student in designing a unit of instruction.

### ED331M Curriculum-Elementary Math (2) Fall Spring

Emphasis on content and method of teaching elementary math concepts, Course includes all eight strands of the state math framework. Hands-on methods designed for prospective teachers.

### ED331S Curriculum-Elementary Social Studies (2) Fall Spring

A multicultural approach including methods of teaching social studies. The state framework is required and an instructional unit is developed, presented and critiqued.

### ED331X Curriculum-Elementary Science

(1) Fall Spring

Summary course designed for understanding the hierarchy of skills used in scientific investigations and familiarity with current methods and materials.

### ED332 Special Methods (Secondary)

(1) Fall Spring

Orientation to the first student teaching experience. Expert teachers who are currently teaching in public schools are hired to present methods, materials and classroom management techniques for their respective subject field. Instructional strategies and management skills in working with students from diverse backgrounds are discussed.

### ED333 Observation Techniques & Practice: Early Childhood/Montessori

(1) Spring

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.

### ED334A Elementary Reading/Language Arts: Primary Grades (3) Fall Spring

Survey course in the teaching of beginning reading and language arts in diverse elementary classrooms. Introduction to current research, principles, issues, strategies, and materials/resources, for developmental processes of learning to read and write for all students.

## Education Continued

**ED334B Elementary Reading/Language Arts: Upper Grades (2) Fall Spring**  
Continued examination of current research, principles, issues, strategies, and materials/resources, focusing on upper elementary students of diverse backgrounds. Exploration of language acquisition issues in upper elementary grades. Facilitation of connections between students, literature and response in a multicultural perspective. introduction to literacy in content areas and SDAIE techniques for understanding literature. Concurrent coursework and field placement for continued reflection/application.

**ED334S Language & Literacy Content Areas (3) Fall Spring**  
Introduction to facilitation of student learning in content areas through reading and writing, in light of today's multilingual and multicultural student population. Introduction to current research, principles, issues, strategies, and resources, with respect to language and literacy. Focus on Specially Designed Academic Instruction in English (SDAIE) for language minority students. Field experience in public school required.

**ED335A Child Development: Practical Life (4) Fall**  
Introduction to developmental theories of physical, emotional, cognitive growth. Principles and practices of Early Childhood Montessori education, focusing on Practical Life curriculum, are presented through lecture, demonstration, discussion and supervised practice.

**ED335B Child Development: Sensorial Apparatus (4) Fall**  
Introduction to developmental theories of physical, emotional, cognitive growth. Principles and practices of Early Childhood Montessori education, focusing on Sensorial curriculum, are presented through lecture, demonstration, discussion and supervised practice.

**ED336 Language Development: Early Childhood Montessori (3) Spring**  
Covers Montessori curriculum for support of language development through lecture, demonstration, discussion, and supervised practice. Examines acquisition of oral and written language skills.

**ED337A Mathematical Development: Early Childhood Montessori (3) Spring**  
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.

**ED337B Multicultural, Natural & Physical Sciences Early Childhood Montessori (3) Summer**  
Explores the ways a child can enrich his/her life through developing an understanding of our physical and personal environment. The vital role she has in the care and protection of the earth and an awareness that each has a unique role to play.

**ED338AB Student Teaching Early Childhood Montessori (3-3) Fall Spring**  
Practical classroom observation and teaching experience in a prepared environment under the supervision of a qualified AMS Montessori certified teacher.

## Education Continued

ED338C Early Childhood Montessori Student Teaching Seminar: Classroom Management (1) Fall  
Focuses on the practical applications of Montessori philosophy and methodology in the classroom.

ED338D Early Childhood Montessori Student Teaching Seminar: Parent Partnership & Child, Family, Community Relations (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.

ED340 Health Education

(1) Summer Fall Spring

Current literature and teaching tools in the health sciences with reference to areas of the stare framework including alcohol, drugs, tobacco, nutrition, and venereal disease. Course fulfills California State credential requirement.

ED344 Trends in Curriculum

Development: An Integrated Approach

(3) Fall '97

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.

ED345 Educational Assessment/  
Evaluation (3) Spring '98

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.

ED346 Multicultural Education&  
Cultural Diversity (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.

ED347 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,

ED348 Introduction to Bilingual

Education & Second Language

Acquisition (2) Summer Fall Spring

Examines theories of second language acquisition and historical perspectives of bilingual education. Explores factors affecting first and second language acquisition and bilingual education with an emphasis on instructional strategies. Includes class participation demonstrating knowledge of the content and field observations whenever possible. Covers Specially Designed Academic Instructions in English (SDAIE) competencies.

## Education Continued

### ED351 School - Community Relations

(3) Spring '97

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.

### ED352 Early Childhood Montessori Administration & Supervision

(3) Spring

Legal responsibilities faced by the pre-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.

### ED353 School Law, Governance & Politics (3) Fall '97

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.

### ED355 Program Initiation & Implementation (3) Spring '98

Study of curriculum theories, trends, and new program development, familiarity with current legislation affecting curriculum programs and diversity issues. Knowledge of technology, planning, and evaluation processes. Organizational patterns of schools; multicultural social, political, and economic forces affecting education. Includes administrative competencies for the Special Education Mandate.

### ED357 Models of Teaching & Supervision (3) Fall '96 Fall '98

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,

### ED359 Educational Research

(3) Fall

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.

ED389 Special Education for the Classroom Teacher (3) Summer Fall Spring  
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.

## Education Continued

ED393 Technology Applications in Education (Secondary or Elementary) (2) Summer Fall Spring  
 Focuses on assisting teacher credential candidates to successfully infuse computers and allied technology into classroom curriculum, organization and their teaching practices. Students who complete this course will have knowledge of the educa-

tional principles used in selection and implementation of instructional technologies for a variety of subjects, grade levels, and special needs. A hands-on overview of hardware, operating system basics, authoring and content specific software, digital media, networking, telecommunications and presentation tools.

## MASTER OF BUSINESS ADMINISTRATION

The Master of Business Administration program provides a future-oriented, practical series of courses intended to prepare students for professional advancement or career change. It offers a broad course of study with the possibility for selecting a specific emphasis. It focuses on interpersonal and corporate relationships and attempts to balance the technical and human dimensions. The instructional approach includes the use of case studies, student presentations, and team projects. The program is designed for the working professional.

### Requirements

The MBA program requires 30 semester units of graduate course credit. No student can have more than two areas of emphasis. Once admitted, students are required to take a math placement examination administered by College of Notre Dame.

### Foundation Courses

Advancement to candidacy for the MBA degree requires the completion of foundation courses or equivalents. These courses provide students with the common body of knowledge in the major areas of business administration.

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
Macroeconomics	3
Macroeconomics	3
Statistics	3

### Core Courses

These courses are designed to prepare students in the fictional areas traditionally comprising the field of Business Administration. Students must enroll in all of these courses:

	Units
BA230 Management Accounting	3
BA260 Market Analysis, Planning & Management	3
BA280 Multinational Business & Economics	3



BA283	Corporate Financial Management	3
BA290	Business Management & Organizational Behavior	3
BA292	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 BA284, Special Problems in Finance, and at least two of the following plus a fourth elective which maybe chosen from any MBA area:

BA227	Security & Capital Formation	3
BA231	International Finance	3
BA232	Taxation of Individuals, Corporations& Partnerships	3
BA234	Monetary Theory & Institutions	3
BA284	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:

BA256	Advertising Management	3
BA262	Marketing Research	3
BA263	Special Problems in Marketing	3
BA264	Business to Business Marketing	3
BA266	International Marketing	3

In order to qualify for a specialization in CIS, students will take the following:

BA265	Systems Analysis & Design	3
BA276	Computer Information Systems	3
BA277	Database Management	3
BA296	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
BA220	Management of Human Resources	3
BA250	Applied Communications	3
BA285	Entrepreneurship	3
BA286	International Management	3
BA295	Strategic Planning & Management	3

In order to qualify for a specialization in International Business, students will take all of the following plus a fourth elective which maybe chosen from any MBA area:

BA231	International Finance	3
BA266	International Marketing	3
BA286	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.

Double Emphasis Students may obtain a double emphasis in the MBA program provided that they plan carefully and take their fourth elective course plus two other courses in the second emphasis. Students desiring two emphases may not take less than the 36 units and cannot apply one course to both emphases. Students may not take more than two emphases within the MBA program and need to complete the entire program before the degree is granted.

## Business Administration

### BA201 Financial& Managerial

Accounting (4) Fall '96

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.

### BA202 Macro/Macroeconomics

(4) Fall '96

Prerequisite: Graduate Standing.

Macroeconomics includes national 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.

### BA203 Statistics& Computer Science

(4) Spring '97

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.

### BA204 Marketing& Management

Theory (4) Spring '97

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.

## **Business Administration Continued**

### BA215 Conflict Management

(3) Fall

Prerequisite: Graduate Standing,

Theoretical and practical analysis of principles and processes for the management of conflict in employment relationships.

Provides a framework for understanding and developing skills and techniques for the identification, prevention and resolution of conflict in workplace relationships; explores the design of effective conflict management systems in the workplace.

### BA220 Management of Human

Resources (3) Fall Summer

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.

### BA221 Labor-Management

Relations **(3)** Summer '98

Prerequisite: Graduate Standing.

Stresses the managerial perspective and allows nonspecialist students to study the relationship of labor issues to organizational performance. Labor law, union-organized campaigns, and negotiations are studied with a view to the development of labor policies.

### BA225 Financial Reporting& Analysis

(3) Summer '98

Prerequisite: BA283

Combines an in-depth understanding of published financial statements with the practical techniques of financial analysis of accounting information by outside parties in order to make decisions to invest, lend money, or extend credit. This analysis includes critical decisions within the firm, and considers accounting problems and conventions that are unique to selected industries.

### BA227 Securities& Capital

Formation (3) Summer '98

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.

### BA230 Management Accounting

(3) Fall Spring Summer

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.

## Business Administration Continued

### BA231 International Finance

(3) Summer '97

Prerequisite: BA283.

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.

### BA232 Taxation of Individuals, Corporations & Partnerships

(3) Fall '96

Prerequisite: BA283.

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.

### BA234 Monetary Theory & Institutions (3) Spring '97

Prerequisites: Macroeconomics & Macroeconomics/or BA202.

Structure and financing of the contemporary monetary financial system including 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.

### BA235 Recruitment, Training & Development (3) Summer '97

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.

### BA250 Applied Communications

(3) Spring '97

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.

### BA256 Advertising Management

(3) Fall '96

Prerequisite: BA260.

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.

### BA260 Marketing Analysis, Planning & Management (3) Fall Spring Summer

Prerequisite: Marketing Principles or BA204.

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.

### BA262 Marketing Research

(3) Spring '97

Prerequisite: BA260.

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.

## Business Administration Continued

BA263 Special Problems in Marketing (3) Fall '97

Prerequisite: BA260.

Considers subjects such as product management, marketing institutions, international marketing and market innovation, including new product introduction, market assessment, and market strategy decisions.

BA264 Business To Business Marketing (3) Spring '96-'98

Prerequisite: Marketing Principles or BA204.

Addresses strategic issues in marketing goods and services to businesses, institutions, channel members and the government. Examines organizational buying behavior, marketing of high technology products. Useful for students with non-technical backgrounds as well as those with technical training.

BA265 Systems Analysis & Design (3) Summer

Prerequisite: Computer Science or BA203.

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.

BA266 International Marketing (3) Summer

Prerequisite: BA260.

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.

BA276 Computer Information Systems (3) Fall '96

Prerequisite: Computer Science or BA203.

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.

BA277 Database Management (3) Spring

Prerequisite: Computer Science or BA203.

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.

BA280 Multinational Business & Economics (3) Fall Spring Summer

Prerequisites: Financial & Managerial Accounting or BA201, and Macro/Macroeconomics or BA202.

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.

## Business Administration Continued

### BA283 Corporate Financial Management

(3) Fall Spring Summer

Prerequisite Financial & Managerial

Accounting. BA230 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.

### BA284 Special Problems in Finance

(3) Summer '97

Prerequisite: BA283.

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 is paid to the theoretical bases of financial concepts, including the Modigliani and Miller propositions and the Capital Asset Pricing Model. This course is required for the Finance emphasis.

### BA285 Entrepreneurship

(3) Summer '97

Prerequisites: BA260 and BA283.

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.

### BA286 International Management

(3) Summer '98

Prerequisite BA290.

Institutions, structures, and strategies are analyzed from the perspective of the operating manager within a framework of differing values, customs, culture and managerial styles.

### BA290 Business Management & Organizational Behavior

(3) Fall Spring Summer

Prerequisite Graduate Standing.

Changing concepts of management, interpersonal relationships within the organization, environmental influences and theories of management and leadership. Emphasis is placed on the future and the evolving workplace.

### BA292 Business Policy (3) Fall Spring

Prerequisites: BA230, 260,280,283, and 290.

The Capstone course which encourages the integration and application of the Core Subjects from an executive officer's perspective, Principal topics are strategic planning, strategy formulation and implementation, analysis of industry and competitive firms, assessments of the firms' strengths and weaknesses, and the assessment of alternative strategies. This course should be taken in the final semester of the student's MBA program.

## Business Administration Continued

### BA295 Strategic Planning & Management (3) Fall '96

Prerequisites: BA260 and BA283 (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.

### BA296 Management Science (Operations Research) (3) Fall

Prerequisite: Computer Science or BA203.

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 selection of optimal purchase quantities, production schedules, investments, new products, services performed, services used, transportation networks, and facility locations.

## 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 six semesters of applied music and six 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 sight reading, keyboard skills, 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.

Requirements - Specialization: Piano Performance		Units
MU200AB	Graduate Seminar in Analysis	6
MU215	Individual Instruction in Piano	8
MU298A	Graduate Lecture Recital	1
MU298B	Graduate Final Recital	1
MU514P	Piano Performance & Repertoire	2
MU523AB	History & Literature of Piano Music	2
	Music Ensemble (each semester)	1
	Electives (including one course in music history)	9
	Final Comprehensive Examination	<b>0</b>
	Total	30

Requirements - Specialization: Voice Performance		Units
MU200AB	Graduate Seminar in Analysis	6
MU215	Individual Instruction in Voice	8
MU298A	Graduate Lecture Recital	1
MU298B	Graduate Final Recital	1
MU513AB	Lyric Diction (two semesters)	4
MU514V	Vocal Performance & Repertoire	2
MU526	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

Requirements - Specialization: Piano Pedagogy		Units
MU200AB	Graduate Seminar in Analysis	6
MU215	Individual Instruction in Piano	8
MU298A	Graduate Lecture Recital	1
MU298C	Graduate Final Recital	1
MU514P	Piano Performance & Repertoire	2
MU523AB	History & Literature of Piano Music	2
MU592	Piano Pedagogy	6
	Music Ensemble (each semester)	1
PY556	Interpersonal Communication	3
	Final Comprehensive Examination	0
	Total	30



Requirements - Specialization: Voice Pedagogy		
MU200AB	Graduate Seminar in Analysis	6
MU215	Individual Instruction in Voice	7
MU298A	Graduate Lecture Recital	1
MU298C	Graduate Final Recital	1
MU513AB	Lyric Diction (two semesters)	4
MU514V	Vocal Performance & Repertoire	2
MU526	History & Literature of Vocal Music	2
MU527	Vocal Pedagogy	6
	Music Ensemble (each semester)	1
	Final Comprehensive Examination	0
	Total	30

## Master of Music

MU200A Graduate Seminar in Analysis (3) Fall '97  
Research methodology and analysis of music from the 14th to the early 19th centuries. Required in all graduate music programs.

MU200B Graduate Seminar in Analysis (3) Spring '98  
Continuation of MU200A. Intensive analysis of music from the 19th and 20th centuries.

MU215 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.

MU298A 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.

MU298B Graduate Final Recital (1)  
By Special Arrangement  
A public recital planned, presented, and evaluated under the guidance of the individual instruction teacher.

MU298C Graduate Final Project(1)  
By Special Arrangement  
A pedagogy project planned, presented, and evaluated under the guidance of the pedagogy instructor.

MU299 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 described 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 fictional 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 Accounting	3
	Introduction to Political Science	3
	Introduction to Sociology	3
	Introduction to Psychology	3
Core Courses		
PA230	Financial Management (Prerequisite: Intro to Accounting)	3
PA250	Research Methodology	3
PA270	Management of Human Resources	3
PA280	Leadership Concepts	3
PA290	Organization & Management	3
PA292	Public Policy & Administration	3
		18

Note: Administrative Services Credential students must take courses with the ED prefix in the four cross listed Core Courses. See Education section.

Areas of Emphasis (Choose One Area)

Educational Administration or Administrative Services Credential		
ED351	School-Community Relations	3
ED353	School Law, Governance & Politics	3
ED355	Program Initiation & Implementation	3
ED357	Models of Teaching & Supervision	3
		12
Health Services Administration		
HS205ABC	Health Services Policies & Issues	3
A	Marketing	
B	Utilization Management	
<b>C</b>	Total Quality Management	
HS206ABC	Health Care Policies & Issues	3
A	Home Care Delivery	
B	Prevention/Wellness	
<b>C</b>	Medical Information Systems	
HS210	Health Services Administration	3
HS217	Legal Aspects & Governmental Relations in Health Care	3
	Elective	3
		12
Human Resources Management		
HR215	Conflict Management	3
HR221	Labor-Management Relations	3
HR235	Recruitment, Training & Development	3
	Elective	3
		12
Public Affairs Administration		
PA255	Administrative Law	3
PA265	Contemporary Issues in Administration	3
PA285	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

## PA230 Financial Management

(3) Fall Spring

Prerequisite: Introduction to Accounting or equivalent.

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.

## PA250 Research Methodology

(3) Fall Summer

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.

## PA255 Administrative Law

(3) Summer '97

Examines court decisions affecting administrative law. Topics include jurisdiction venue, judicial ethics and discretion, abuses, and contemporary problems.

## PA265 Contemporary Issues in Administration (3) Fall '97

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.

## PA270 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.

## PA280 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.

## PA285 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.

## PA290 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 maybe 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.

## Master of Public Administration Continued

### PA292 Public Policy & Administration (Capstone Course) (3) 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.

### HS205 Health Services Policies & Issues (3) Fall '96

A Marketing The 1980s brought to medical care more competitive markets. National health policy involves an increase in all facets of competitive marketing on both the demand and supply side of health care. Marketing health care provides not only business but ethical dilemmas changing customary practice. The complexities and creativity of new health care marketing plans will be presented and analyzed.

B Utilization Management: For this course standardized measures of utilization are studied. The delivery of medical care is complex. There are two distinguishable types of health care: Emergency and non-emergency of which there is minor, chronic and preventative care. It is difficult to define over-use and under-use when studying health care delivery. Although utilization review committees have set standards, current practices of utilization review as well as research will be examined.

C Total Quality Management: Represents a total paradigm shift in health care management and explores a series of potential conflicts between TQM and the way health care institutions normally are managed. A growing number of hospitals and health maintenance organizations (HMOS) are implementing TQM. TQM's participatory approach versus professional and managerial authority, collective versus individual responsibility, quality assurance and standards versus continuous improvement, and flexible versus rigid objectives and plans will be discussed.

### HS206 Health Care Policies & Issues (3) Spring '97

A Home-Care Delivery New medical technology paired with the mandate to lower medical costs has led to the growth in the delivery of medical services to people in their homes, thus eliminating the over-utilization of hospital beds. Alternatives to inpatient care are often cited as the best ways to reduce unnecessary inpatient care treatment costs. The establishment of home care delivery services provides a unique opportunity for creativity based on resources and clients needs. Models of Home Care Delivery will be presented and analyzed. Issues of patient and family involvement will be discussed as well as cross cultural needs, The course will examine models needed for the coordination of services for clients who remain in their homes. This will take into account the types of patients, diagnosis, as well as community services.

## Master of Public Administration Continued

**B Prevention & Wellness:** The most recent models of disease prevention will be studied. Health promotion as a synthesis of community health education, change, organization and evaluation will be discussed. Epidemiologic studies will be examined.

**C Medical Information Systems:** Health care administrators in a variety of settings ranging from offices, clinics, hospitals and correctional facilities are responsible not only for medical care delivery but its documentation. This course will provide a MIS overview which will include the range of uses for systems: data collections, epidemiological research, quality improvement, treatment, care, planning and billing.

### **HS210 Health Services Administration (3) Spring '98**

Designed not only to introduce but also explore in depth the health care delivery system in the United States. Particular emphasis will be placed on the transition to managed care. Included will be exploration of capitation practices and methodologies, utilization management, outcomes measurements, financial and reimbursement issues, quality assurance and legal and ethical issues. The course is intended for the student who desires a working knowledge of the most significant health care delivery system transition in our nation's history.

### **HS274 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.

### **HR215 Conflict Management (3) Fall**

Theoretical and practical analysis of principles and processes for the management of conflict in employment relationships. Provides a framework for understanding and developing skills and techniques for the identification, prevention and resolution of conflict in workplace relationships; explores the design of effective conflict management systems in the workplace.

**HS217 Legal Aspects & Government  
Relations in Healthcare (3) Spring '97**  
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 health care.

### **HR221 Labor-Management Relations (3) Summer '98**

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.

## **Master of Public Administration Continued**

HR235 Recruitment, Training & Development (3) Summer '97

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.

ED351 School - Community Relations (3) Spring '97

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.

ED353 School Law, Governance, & Politics (3) Fall '97

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.

ED355 Program Initiation & Implementation (3) Spring '98

Study of curriculum theories, trends, and new program development; familiarity with current legislation affecting curriculum programs and diversity issues. Know-ledge of technology, planning, and evaluation processes. Organizational patterns of schools; multicultural, social, political, and economic forces affecting education. Includes administrative competencies for the Special Education Mandate.

ED357 Models of Teaching & Supervision (3) Fall '96

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 the human perspective and analytical tools for managing complex organizational systems now and into the future. Courses emphasize systems thinking for real-world management problems, including individual and team empowerment; software for analysis, dynamic modeling, and communication; and an understanding of the interdependencies of the people, technology, culture and structure of any organizational system. Managers can learn to build a continuously improving, learning organization which effectively responds to internal and external demands.

Managers in today's high-technology businesses, research labs, and development industries face rapidly increasing complexity as the goals, people and technology continuously change. Managing communication, high technology, and specialized personnel requires new, flexible and dynamic tools and methods. The science of systems management promotes the large-picture view of organizational goals and strategy, and reveals the details for managing the people, technology, processes, and flow of information and resources.

To be admitted to the MSSM program, the student must have a cumulative GPA of 2.5 and have taken three prerequisites with a grade of “C” or above.

Prerequisites	Units
College level Algebra or above	3
Physical or Natural Science	3
Social Science	3

The MSSM degree is awarded upon satisfactory completion of nine Core Courses, three special emphasis courses, and the capstone requirement.

Core Courses		
SY213	Systems Management & Organizational Theory	3
SY217	Psychological Factors in Systems Management	3
SY218	Principles of Systems	3
SY221	Deterministic Models in Decision-Making	3
SY223	Socio-environmental Factors in Systems Management	3
SY225	Probabilistic Models in Decision-Making	3
SY231	Person-Machine Factors in Systems	3
SY247	Systems Economics	3
SY265	Analysis of Management Systems	3
	Total	27

Areas of Emphasis (Choose One Area)

**Systems Technology & Development**

SY253	Systems Acquisition Management	3
SY257	Project Management	3
SY283	Management of Research& Development	3

**Information Systems Units**

SY263	Managing Information Systems	3
SY267	Teleprocessing & Computer Networks	3
SY269	Decision Support & Expert Systems	3

General Systems Management

Any three non-core courses	9
MSSM Total	36

With prior approval of the respective program directors, students may choose up to three emphasis courses from another College of Notre Dame graduate program such as the Master of Business Administration or the Master of Public Administration.



### Capstone Project

The capstone is a synthesis of knowledge gained from the MSSM program and its application to real-world problems. A student typically designs a capstone project that is of major benefit to the student and to his or her employer. Working with a faculty mentor, the student completes a systems analysis and project plan, carries out the project, and submits a final report demonstrating the student's ability to integrate systems theory with practice.

### Course Logistics

The MSSM, designed for the convenience of working adults, offers classes year round at sites around the San Francisco Bay Area: Mountain View at Moffet Field (M), Foster City at Perkin-Elmore (F), and Oakland at the City Center (K). Classes are offered in the evenings or on Saturdays. A student's course sequence may include classes at one or all sites, depending on schedule preference.

### Computer Access

Each student must provide his or her own access to personal computers for using application software in certain classes. Several courses require each student to provide his or her own access to the Internet.

## Master of Science in Systems Management

### SY213 Systems Management & Organizational Theory (3)

Spring 1-97(M), Summer 2-97(F), Summer 1-98(M), Spring '98(K)

Examines alternative forms of organization design and provides a framework for comparative systems analysis. Topics include attributes of learning organizations; transition, transformation, and change; high-performance organizations; self-managed work teams at the organizational level. The course integrates organizational theory with management practice.

### SY217 Psychological Factors in Systems Management (3)

Fall 2-97(M), Summer 1-97(F), Spring 2-98(M), Fall 97(K)

Focused on models and theories pertaining to behavior in teams/groups existing within complex organizational systems. Topics include cognition, motivation, learning styles, the nature of groups, group and team development, leadership, and inter- and intra-group conflict. Students participate in processes such as structured experiential exercises, readings, and related class discussion.

### SY218 Principles of Systems

(3) Fall 1-97(M), Spring 2-97(F), Spring 97(K), Spring 1-98(M)

Is the foundation course for the MSSM program. It reviews the philosophical, scientific and management history of systems theory and systems thinking. Topics include hard systems (cybernetics, operations research, systems analysis), soft systems (learning organization, strategic planning, organizational structure) and integrative approaches (systems dynamics, sociotechnical design).

### SY221 Deterministic Models in Decision-Making (3)

Spring 1-97(M), Spring 97(K), Fall 1-97 (M), Spring 2-98(M)

Reviews basic deterministic tools for analyzing and managing processes in organizations. Topics include linear programming (optimizing resource allocation, network solutions, project schedules) and simulation methods (management/business systems dynamics). Students complete a project using linear programming or system dynamics simulation software tools.

## Systems Management Continued

### **SY223 Socio-Environmental Factors in**

Systems Management (3)

Summer 1-97(M), Fall 2-97(F),

Fall 2-97(K)

Examines organizations from a cross-cultural perspective focusing on how the organization interacts with its global environment. Topics include geopolitical issues, inequities among nations, inter- and extra-organizational cultural diversity, and social responsibility.

**SY225 Probabilistic Models in Decision-Making (3)** Fall 2-96(M), Summer 2-97

(M), Spring 1-98(F), Summer 97(K)

Reviews basic probabilistic tools for analyzing and managing processes in organizations. Topics include basic probability distributions, forecasting, subjective probability, decision theory, queuing models, probabilistic simulation, Students complete a project using statistics software.

**SY231 Person-Machine Factors in Systems (3)** Spring 2-97(M), Summer 97(K), Fall 2-97(M), Summer 1-97(F)

Examines ergonomic design and its relationship to safety, reliability and ease of use for humans working in complex technical environments. Topics include human factors research, cognition and perception, maintainability, systems enhancement, anthropometry, mockups, and human-computer interface design. Students apply methodologies and software tools for designing and evaluating human-machine systems.

**SY247 Systems Economics (3)**

Spring 2-98(M), Fall 1-97(F),

Summer 2-98(M), Summer 97(K)

Introduces micro- and macro-economics from a systems perspective, examining the effect of internal and external economic forces on an organization's dynamics.

Topics in micro-economics include basic finance and accounting necessary for modeling resource flow. Topics in macro-economics include scarcity, supply and demand, savings and capital, monetary and fiscal policies, inflation, and unemployment.

**SY253 Systems Acquisition Management (3)** Spring 1-97(F)

Covers techniques, terminology, systems principles, concepts, practices and methodologies for acquisition of governmental or industrial systems. Management principles emphasize performance measures, controlling subsystems, integrated logistics, and technical and performance issues surrounding contractor procurement.

**SY257 Project Management (3)**

Fall 1-96(F), Fall 1-97(M), Spring 98(K)

Explores use of techniques for successful planning, organizing, and implementation of complex projects. Topics include project initiation, planning, organizing, staffing, scheduling, monitoring and control, conflict management, cost effectiveness, quality, and software tools for project management. Students plan and implement a real-world team project.

## Systems Management Continued

### **SY263 Managing Information Systems**

(3) Summer 2-97(M), Spring 2-98(M)

Examines the computerized management information systems which create and enhance the availability and utility of information. Topics include information system analysis, design and implementation; current and advancing technology, its impact on strategic objectives, business processes, reengineering, organizational culture and structure. Students analyze case studies, carry out projects which address complex real world information systems, and use tools such as systems modeling and database software.

### **SY265 Analysis of Management Systems**

(3) Summer 1-97(M), Fall 97(K),

Spring 1-98(M), Summer 2-98(F)

Integrates the fundamentals of systems management. Topics include analysis and design of a model for the organization's goals, processes, and individual performance. It emphasizes analysis and planning methods for business projects, emphasizing management of the data/information flow between levels of the system. Students evaluate case studies and apply systems analysis to their MSSM capstone topic, developing a systems analysis report for the capstone project.

### **SY267 Teleprocessing& Computer**

**Networks (3) Summer 1-98(M)**

Covers distributed technologies and its use for communicating information within and outside the organization. Topics include the analysis, design, architecture and implementation of technologies appropriate for an organization's strategic goals; current and advancing technology for computer networks, distributed processing, global communications, applications, security, and legacy system reengineering. Students use the Internet to explore services for accessing and communicating business information.

### **SY269 Decision, Support& Expert**

**Systems (3), Summer 2-98(M)**

Explores use of the leading edge methodologies and software tools for organizational decision making. Topics include analysis, structure, implementation and interpretation of results from using this technology for a broad range of management issues. Students analyze real-world case studies, and use software to develop a decision support or expert system for processing and understanding system information.

### **SY283 Management of Research, & Development (3)**

Fall 2-96(F), Fall 2-97(M)

Examines the dynamic innovation process in high technology organizations, emphasizing the role management plays in fostering successful enterprises through research and development. Students study examples from aerospace, telecommunications, computer, biotechnology and other industries.

## POST BACCALAUREATE PREMEDICAL PROGRAM

The Post Baccalaureate Premedical program prepares students whose undergraduate background lacks the necessary science and mathematics requirements for entrance into medical, veterinary, or dental school, as well as pharmacy or physical therapy. The program takes approximately two years and earns academic credit. An individualized program is planned to meet the needs of each student. At the end of the program, a Post Baccalaureate Premedical Certificate is awarded.

### Curriculum

All prerequisites for these courses must be met. The following is adjusted to individual needs:

General Biology	Developmental Biology
General Chemistry	Vertebrate Zoology
Organic Chemistry	Genetics
Biochemistry	General Physiology
Physics	Microbiology
Precalculus Math	Additional Courses
Calculus or Statistics	

Refer to pages 141-142 for additional information.



# Academic Calendar

## ACADEMIC YEAR 1996-97

### FALL 1996

AUGUST 1996						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- Aug 19 College Day
- Aug 19-23 COLLEGE WEEK
- Aug 22 Advising Workshop - Undergraduate
- Aug 24 Residence Halls Open
- Aug 24 Academic Introduction - Undergraduate
- Aug 25 Orientation - Graduate
- Aug 25 Testing - Undergraduate & Graduate
- Aug 26 Testing - Undergraduate
- Aug 26-27 ACADEMIC ADVISING/FINAL REGISTRATION FOR FALL 1996 Undergraduate & Graduate

SEPTEMBER 1996						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
6	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Aug 28 CLASSES BEGIN - Day Undergraduate
- Sept 2 HOLIDAY - Labor Day
- Sept 3 CLASSES BEGIN - Evening Undergraduate, Intensive Undergraduate, & Graduate
- Sept 6 Last Day to Add - Term 1 Intensive Undergraduate & Off-Campus Graduate Courses
- Sept 24 Last Day to Drop/Add - Undergraduate & Graduate Courses

OCTOBER 1996						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	16	19
20	21	22	23	24	25	26
27	28	29	30	31		

- Ott 9 HONORS DAY
- Ott 14-19 Last Week of Classes - Term 1 Intensive Undergraduate & Off-Campus Graduate Courses
- Ott 14-19 Midterm Exams – Semester Courses
- Ott 18 HOLIDAY - Midterm
- Ott 21-26 Intensive Undergraduate & Off-Campus Graduate Program Term Break
- Ott 28 CLASSES BEGIN - Term 2 Intensive Undergraduate & Off-Campus Graduate Courses

NOVEMBER 1996						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Nov 1 Last Day to Add - Term 2 Intensive Undergraduate & Off-Campus Graduate Courses
- Nov 4-20 ACADEMIC ADVISING/ADVANCE REGISTRATION FOR SPRING 1997- Undergraduate
- Nov 18-19 ADVANCE REGISTRATION FOR SPRING 1997- Graduate



**MARCH 1997**  
**S M T W T F S**  
 1  
 2 3 4 5 6 7 6  
 9 10 11 12 13 14 15  
 16 17 18 19 20 21 22  
 23 24 25 26 27 28 29  
 30 31

Mar 10 CLASSES BEGIN - Term 2 Intensive  
 Undergraduate & Off-Campus  
 Graduate Courses  
 Mar 14 Last Day to Add - Term 2 Intensive  
 Undergraduate & Off-Campus  
 Graduate Courses  
 Mar 27 HOLIDAY - Holy Thursday (slier 6pm)  
 Mar 28 HOLIDAY - Good Friday  
 Mar 31- ACADEMIC ADVISING/ADVANCE  
 Apr 22 REGISTRATION FOR SUMMER & FALL  
 1997- Undergraduate

**APRIL 1997**  
**S M T W T F S**  
 1 2 3 4 5  
 6 7 8 9 10 11 12  
 13 14 15 16 17 18 19  
 20 21 22 23 24 25 26  
 27 28 29 30

Apr 1 Last Day to Drop - Term 2 Intensive  
 Undergraduate Courses  
 Apr 21-22 ADVANCE REGISTRATION FOR  
 SUMMER & FALL 1997- Graduate  
 Apr 21-26 Last Week of Classes - Term 2 Intensive  
 Undergraduate & Off-Campus  
 Graduate Courses

**MAY 1997**  
**S M T W T F S**  
 1 2 3  
 4 5 6 7 8 9 10  
 11 12 13 14 15 16 17  
 18 19 20 21 22 23 24  
 25 26 27 28 29 30 31

Apr 24-30 FINAL EXAMS - Graduate  
 Apr 28- FINAL EXAMS - Undergraduate  
 May 2 Graduate Ecumenical Celebration  
 May 1 Baccalaureate  
 May 2 Residence Halls Close  
 May 3 COMMENCEMENT  
 May 3 SPRING SEMESTER ENDS

**JUNE 1997**  
**S M T W T F S**  
 1 2 3 4 5 6 7  
 8 9 10 11 12 13 14  
 15 16 17 18 19 20 21  
 22 23 24 25 26 27 28  
 29 30

**SUMMER 1997**  
 May 12 CLASSES BEGIN - Summer Session  
 Term 1- Undergraduate & Graduate  
 May 26 HOLIDAY - Memorial Day  
 Jun 2 Filing Deadline for December Graduation  
 Jun 23-28 Last Week of Classes - Summer Session  
 Term 1

**JULY 1997**  
**S M T W T F S**  
 1 2 3 4 5  
 6 7 8 9 10 11 12  
 13 14 15 16 17 18 19  
 20 21 22 23 24 25 26  
 27 28 29 30 31

Jun 30 CLASSES BEGIN - Summer Session  
 Term 2- Undergraduate & Graduate  
 July 4 HOLIDAY - Independence Day  
 Aug 11-16 Last Week of Classes - Summer Session  
 Term 2



## ACADEMIC YEAR 1997-98

### FALL 1997

<p><b>AUGUST 1997</b>  <b>S M T W T F S</b>              3 4 5 6 7 8 9            10 11 12 13 14 15 16            17 18 19 20 21 22 23            24 25 26 27 28 29 30            31</p>	<p>Aug 18 College Day            Aug 18-22 COLLEGE WEEK            Aug 21 Advising Workshop - Undergraduate            Aug 23 Residence Halls Open            Aug 23 Academic Introduction - Undergraduate            Aug 24 Orientation - Graduate            Aug 24 Testing - Undergraduate &amp; Graduate            Aug 25 Testing - Undergraduate            Aug 25-26 ACADEMIC ADVISING/FINAL REGISTRATION FOR FALL 1997- Undergraduate &amp; Graduate</p>																																																								
<p><b>SEPTEMBER 1997</b>  <b>S M T W T F S</b>              1 2 3 4 5 6            7 8 9 10 11 12 13            14 15 16 17 18 19 20            21 22 23 24 25 26 27            28 29 30</p>	<p>Aug 27 CLASSES BEGIN - Day Undergraduate            Sept 1 HOLIDAY - Labor Day            Sept 2 CLASSES BEGIN - Evening Undergraduate, Intensive Undergraduate, &amp; Graduate            Sept 5 Last Day to Add - Term 1 Intensive Undergraduate &amp; Off-Campus Graduate Courses</p>																																																								
<p><b>OCTOBER 1997</b>  <b>S M T W T F S</b>              1 2 3 4            5 6 7 8 9 10 11            12 13 14 15 16 17 18            19 20 21 22 23 24 25            26 27 28 29 30 31</p>	<p>Sept 23 Last Day to Drop/Add - Undergraduate &amp; Graduate Courses            Ott 8 HONORS DAY            Ott 13-18 Last Week of Classes - Term 1 Intensive Undergraduate &amp; Off-Campus Graduate Courses            Ott 13-18 Midterm Exams - Semester Courses            Ott 17 HOLIDAY - Midterm            Ott 20-25 Intensive Undergraduate &amp; Off-Campus Graduate Program Term Break</p>																																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="text-align: left;">NOVEMBER 1997</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	NOVEMBER 1997							S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<p>Ott 27 CLASSES BEGIN - Term 2 Intensive Undergraduate &amp; Off-Campus Graduate Courses            Ott 31 Last Day to Add - Term 2 Intensive Undergraduate &amp; Off-Campus Graduate Courses</p>
NOVEMBER 1997																																																									
S	M	T	W	T	F	S																																																			
						1																																																			
2	3	4	5	6	7	8																																																			
9	10	11	12	13	14	15																																																			
16	17	18	19	20	21	22																																																			
23	24	25	26	27	28	29																																																			
30																																																									
<p><b>DECEMBER 1997</b>  <b>S M T W T F S</b>              1 2 3 4 5 6            7 8 9 10 11 12 13            14 15 16 17 18 19 20            21 22 23 24 25 26 27            28 29 30 31</p>	<p>Nov 3-26 ACADEMIC ADVISING/ADVANCE REGISTRATION FOR SPRING 1998- Undergraduate            Nov 17-18 ADVANCE REGISTRATION FOR SPRING 1998- Graduate</p>																																																								

**NOVEMBER 1997**  
**S M T W T F S**  
 1  
 2 3 4 5 6 7 6  
 9 10 11 12 13 14 15  
 16 17 16 19 20 21 22  
 23 24 25 26 27 28 29  
 30

Nov 18 Last Day to Drop – Term 2 Intensive Undergraduate Courses  
 Nov 27-28 HOLIDAY - Thanksgiving  
 Dec 8-13 Last Week of Classes - Term 2 Intensive Undergraduate & Off-Campus Graduate Courses  
 Dec 8-13 FINAL EXAMS  
 Dec 12 Residence Halls Close  
 Dec 13 FALL SEMESTER ENDS

**DECEMBER 1997**  
**S M T W T F S**  
 1 2 3 4 5 6  
 7 8 9 10 11 12 13  
 14 15 16 17 18 19 20  
 21 22 23 24 25 26 27  
 28 29 30 31

**SPRING 1998**

Jan 4 Residence Halls Open  
**Jan 4** Orientation - Graduate  
 Jan 4 Testing - Undergraduate & Graduate  
 Jan 5 COLLEGE DAY  
 Jan 5 Testing - Undergraduate  
 Jan 5-6 FINAL REGISTRATION FOR SPRING 1998- Undergraduate  
 Jan 6 FINAL REGISTRATION FOR SPRING 1998- Graduate  
 Jan 7 CLASSES BEGIN - Day Undergraduate  
 Jan 12 CLASSES BEGIN - Evening Undergraduate, Intensive Undergraduate, & Graduate  
 Jan 16 Last Day to Add - Term 1 Intensive Undergraduate & Off-Campus Graduate Courses  
 Jan 19 HOLIDAY - Martin Luther King Day  
 Feb 1 Filing Deadline for May or August Graduation  
 Feb 3 Last Day to Drop/Add - Undergraduate & Graduate Courses  
 Feb 16 HOLIDAY - President's Day  
 Feb 23-28 Last Week of Classes - Term 1 Intensive Undergraduate & Off-Campus Graduate Courses  
 Feb 23-28 Midterm Exams - Semester Courses  
 Mar 2-7 SPRING BREAK  
 Mar 2-7 Intensive Undergraduate & Off-Campus Graduate Program Term Break

**JANUARY 1998**  
**S M T W T F S**  
 1 2 3  
 4 5 6 7 8 9 10  
 11 12 13 14 15 16 17  
 18 19 20 21 22 23 24  
 25 26 27 28 29 30 31

**FEBRUARY 1998**  
**S M T W T F S**  
 1 2 3 4 5 6 7  
 8 9 10 11 12 13 14  
 15 16 17 18 19 20 21  
 22 23 24 25 26 27 28

**MARCH 1998**  
**S M T W T F S**  
 1 2 3 4 5 6 7  
 8 9 10 11 12 13 14  
 15 16 17 18 19 20 21  
 22 23 24 25 26 27 26  
 29 30 31

APRIL 1998  
 S M T W T F S  
                   1 2 3 4  
 5 6 7 8 9 1 0 1 1  
 12 13 14 15 16 17 18  
 19 20 21 22 23 24 25  
 26 27 28 29 30

MAY 1998  
 S M T W T F S  
                   1 2  
 3 4 5 6 7 8 9  
 10 11 12 13 14 15 16  
 17 18 19 20 21 22 23  
 24 25 26 27 28 29 30  
 31

JUNE 1998  
 S M T W T F S  
                   1 2 3 4 5 6  
 7 8 9 1 0 1 1 1 1 2 1 3  
 14 15 16 17 18 19 20  
 21 22 23 24 25 26 27  
 28 29 30

JULY 1998  
 S M T W T F S  
                   1 2 34  
 5 6 7 8 9 1 0 1 1  
 12 13 14 15 16 17 18  
 19 20 21 22 23 24 25  
 26 27 28 29 30 31

AUGUST 1998  
 S M T W T F S  
                   1  
 2 3 4 5 6 7 8  
 9 10 11 12 13 14 15  
 16 17 18 19 20 21 22  
 23 24 25 26 27 28 29  
 30 31

- Mar 9 CLASSES BEGIN - Term 2 Intensive Undergraduate & Off-Campus Graduate Courses
- Mar 13 Last Day to Add - Term 2 Intensive Undergraduate & Off-Campus Graduate Courses
- Mar 30- Apr 21 ACADEMIC ADVISING/ADVANCE REGISTRATION FOR SUMMER & FALL 1998- Undergraduate
- Apr 1 Last Day to Drop - Term 2 Intensive Undergraduate Courses
- Apr 9 HOLIDAY - Holy Thursday (after 6 pm)
- Apr 10 HOLIDAY - Good Friday
- Apr 20-21 ADVANCE REGISTRATION FOR SUMMER & FALL 1997- Graduate
- Apr 20-26 Last Week of Classes - Term 2 Intensive Undergraduate & Off-Campus Graduate Courses
- Apr 23-29 FINAL EXAMS - Graduate
- Apr 27- May 1 FINAL EXAMS - Undergraduate
- Apr 30 Graduate Ecumenical Celebration Baccalaureate
- May 1 Residence Halls Close
- May 2 COMMENCEMENT
- May 2 SPRING SEMESTER ENDS

**SUMMER 1998**

- May 11 CLASSES BEGIN - Summer Session Term 1- Undergraduate & Graduate
- May 25 HOLIDAY - Memorial Day
- Jun 1 Filing Deadline for December Graduation
- Jun 22-27 Last Week of Classes - Summer Session Term 1
- Jun 29 CLASSES BEGIN - Summer Session Term 2- Undergraduate & Graduate
- July 4 HOLIDAY - Independence Day
- Aug 10-15 Last Week of Classes - Summer Session Term 2

# Directories

Affiliations	260
Governance Board - Trustees & Regents	261
Executive Officers	262
Administrative Offices	263
Academic Offices	264
Emeriti Faculty	265
Faculty	266

## AFFILIATIONS

College of Notre Dame is an independent Catholic college which is:

Accredited by:

The Accrediting Commission for Senior Colleges and Universities of the Western  
Association of Schools and Colleges  
Montessori Accreditation Council for Teacher Education  
National Association of Schools of Music

Approved by:

American Art Therapy Association  
American Montessori Society

Empowered by:

California Commission on Teacher Credentialing to recommend candidates  
for the Multiple Subject Credential, Single-Subject Credential,  
and Preliminary Administrative Services Credential

A Member of:

American Assembly of Collegiate Schools of Business  
American Association of Collegiate Registrars and Admissions Officers  
American Association for Higher Education  
American Council on Education  
Association of California School Administrators  
Association of Governing Boards  
Association of Independent California Colleges and Universities  
California Association of Colleges for Teacher Education  
California Council on the Education of Teachers  
College Entrance Examination Board  
Independent California College and University Council for the Education of Teachers  
Independent Colleges of Northern California  
National Association of College Admissions Counselors  
National Association of Independent Colleges and Universities  
National Council of Graduate Schools

# GOVERNANCE BOARD TRUSTEES\* & REGENTS

Cressey H. Nakagawa, Esq.”  
Chairman

L. E. Alford  
San Marco

James E. Jensen\*  
San Francisco

Sister Jeanette Y. Braun”  
San Francisco

David L. Kalkbrenner  
Palo Alto

Peter J. Brusati\*  
San Francisco

George M. Keller\*  
San Francisco

Sheila Burns  
Hillsborough

Dorothy F. Kitt  
San Francisco

Donald C. Carroll\*  
San Francisco

Charles A. Lynch  
Santa Clara

James G. De Martini, III\*  
Redwood City

T. Kevin Mallen, K.C.H.S., K.M.  
Palo Alto

Marc I? Desautels’  
San Francisco

Sister Claudia McTaggart\*  
Saratoga

Richard A. Dioli  
San Carlos

Sister Roseanne Murphy\*  
Belmont

Margaret Duflock  
San Ardo

Sister Nancy O’Shea\*  
Sonora

Sister Rosemarie Julie Gavin\*  
Belmont

Joseph Putnam  
Burlingame

Ronald V. Granville  
Belmont

Daniel M. Searby  
Atherton

Rose D. Guilbault  
San Francisco

Sister Jean Stoner\*  
Belmont

Sister Patricia Hutchison\*  
Belmont

Sister Frances Weinberger”  
Belmont

## **TRUSTEES & REGENTS EMERITI**

Charles Black  
James K. Carr  
Bob Coyle  
John J. Ferdon  
Harold A. Harper  
Edward D. Keil  
Albert Shumate

## **HONORARY FELLOWS**

Robert N. Bellah  
The Honorable Shirley Temple Black  
Louise Stivers Davies, D.M.  
Laurence W. Lane, Jr.  
Richard K. Miller  
Estelle Ramey, M.D.  
Lawrence Ryan  
Glenn P. Smith  
Mark W. Sullivan, Ph.D.

## **PRESIDENT**

Margaret A. Huber, Ph.D.

## **SENIOR ADMINISTRATORS**

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

Added Dimensions (Re-entry Program)  
Campus Center, on the Quad

Admission, Graduate  
Barbara Sterner, Assistant to the  
Graduate Dean  
St. Mary's Hall  
Telephone (41 5) 508-3527  
FAX (41 5) 508-3736

Admission, Undergraduate  
Gregory M. Smith, Ph. D., Director  
Michael Green, Associate Director  
Susan Solomon, Associate Director  
Evening Degree Programs  
Elaine Kaufmann, Assistant Director  
Cherie Loveland, Assistant Director  
Ralston Hall Second Floor  
Telephone (41 5) 508-3607  
FAX (41 5) 637-0493

Advancement Office  
David Anderson, Director of Development  
Tina Fairbairn, Manager of Information  
Systems  
Ralston Hall Room 205

Alumni Office  
Ralston Hall Room 100

Athletics Office  
Virginia Babel, Director  
Gleason Gymnasium/Recreation Center

Business Office  
Judy Parks, Director of Fiscal Operations  
Shahan Shahvekilian,  
Manager of Student Receivables  
Ralston Hall Room 314

Campus Ministry  
John Bollard, 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

Evening Undergraduate &  
Special Programs  
Lisa Baker, Director  
Ralston Hall Room 301

Financial Aid Office  
Kathleen Kelly, Director  
Eleanore Burkhardt, Assistant Director  
Ralston Hall Room 310

Health Services  
Renee Cirimelli, Director  
Julie Billiard Hall Room 140

Human Resources Office  
Dorothy McKenna, Director  
Ralston Hall Room 204

International Students Office  
Virginia Spinelli, Coordinator  
St. Mary's Hall Room 101

Library  
Linda Driver, Director

Physical Plant  
George Mayer, Director of Facilities  
Madison Art Center, Ground Floor

Public Information Office  
Mariann M. Jackson, Director  
Ralston Hall Room 206



## ADMINISTRATIVE OFFICES CONTINUED

Registrar's Office  
Chip Goldstein, Ed.D. (candidate),  
Registrar  
Stephanie Birch, Associate Registrar  
St. Mary's Hall Room 110

Student Life  
MaDonna Thelen, Director  
St. Mary's Hall Room 107

Tutorial Study Center  
Sr. Rosemarie Julie Gavin, Ph. D., Director  
St. Mary's Hall Room 128

## ACADEMIC OFFICES

Division of Business Administration  
Roger M. Goodson, Ed. D., Chair  
Cuvilly Hall Room 14

Division of Social & Behavioral Sciences  
Sr. Patricia Hutchison, Ph. D., Chair  
Ralston Hall Room 303

Division of Humanities  
Sylvia Rogers, Ph. D., Chair  
Campus Center Room 1

Division of Visual & Performing Arts  
Denis Moreen, D.M.A., Chair  
Ralston Hall Room 308

Division of Natural Science  
& Mathematics  
Elizabeth Center, Ph. D., Chair  
St. Mary's Hall Room 119

Graduate Office  
Elaine L. Cohen, Ed. D., Dean  
Bernadine Wilcox,  
Assistant to the Graduate Dean  
St. Mary's Hall Room 104

## 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
- Chapin, June R., Professor of Education, 1967; Emerita, 1996  
B.A., M.A. University of Chicago; Ed. D., Stanford University
- Donnelly, Sr. Teresa Augustine, S.N.D., Associate Professor of Education, 1949;  
Emerita, 1976  
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
- Fee, Diana G., Associate Professor of Philosophy, 1964; Emerita, 1995  
A. B., M.A., Ph.D. (candidate), University of Michigan
- 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
- Purser, Rosemary, Professor of Business Administration, 1984; Emerita, 1995  
B.A., Mills College; M. B.A., Santa Clara University, Ph. D., Golden Gate University
- Ramsey, David, Professor of Art, 1971; Emeritus, 1995  
B. F.A., Chicago Art Institute; M. F.A., Mexico City College; Ph. D., St. Louis University
- Sanford, Dorothy Zerzan, Professor of Business Administration, 1954; Emerita, 1995  
B.A., Willamette University; M.A., University of Oregon; Ph. D., St. Louis University
- Sullivan, Mark W., Professor of Philosophy and Humanities, 1952; Emeritus, 1995  
B.A., Santa Clara University; M.A., University of Notre Dame Ph. D., Stanford University
- 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, Sr. 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

Altenberg, Jennifer, Reference/Catalog Librarian, 1994

B.A., University of California, Santa Barbara; M. L. I. S., M. A., University of Texas at Austin

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 & 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

Bakker, Deborah, Lecturer in Education, 1993

B.A., Wilfrid 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

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

Bd, Susan, Lecturer in Education, 1988

B.A., University of California, Berkeley; M.A.T., College of Notre Dame

Bellamah, Stephen J., 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,  
Modern Languages 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., Hollins College; M.F.A.  
University of Massachusetts, Amherst

Breeden, Barbara, Lecturer in Music, 1986  
B. M., M. M., Juilliard School of Music

Burroughs, Franklin, Associate Professor of Business Administration and Program Director,  
Master of 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  
Ed.D. (candidate), University of San Francisco

Campononico, 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

Carmack, Dona, Lecturer in Education, 1992  
B.A., M.A., San Francisco State University

Carolan, Richard, Assistant Professor of 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, Associate Professor of Behavioral Science and Program Director,  
Intensive Human Services, 1984  
B.A., M.A., Oakland University Ed. D., University of San Francisco

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

Caulley, Barbara, Lecturer in Business Administration, 1994  
B. A., M. B.A., College of Notre Dame

Center, Elizabeth M., Professor of Biology and Chair, Division of Natural  
Sciences & Mathematics, 1977  
A. B., Augustana College (Illinois); Ph. D., Stanford University

Chang, Lu, Assistant Professor of Education and Program Coordinator,  
Single Subject Credential, 1994  
B. A., University of International Business and Economics; M. A., California State University,  
Northridge; Ed. D., University of the Pacific

Chen, Theresa L., Lecturer in Natural Sciences, 1995  
B. S., National Taiwan University; M. A., University of Missouri;  
Ph. D., University of Rochester

Chu, Antonio, Lecturer in Philosophy, 1995  
B. A., Cornell University; M. A., Ph. D., University of Wisconsin

Ciemik, Helen, Lecturer in Religious Studies, 1995  
B.A. University of San Diego; M. A., University of Notre Dame; Ph.D. (candidate),  
Catholic University of America

Cobb, Melvin, Lecturer in Systems Management, 1995  
B. S. E. E., University of California, Berkeley; M. S. E. E., Santa Clara University;  
M. S. I. C. S., University of Hawaii

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

Cornejo, Oscar J., Senior Lecturer in Business Administration, 1986  
B. S., M. B.A., San Jose State University

Criscione, Mary, Lecturer in Religious Studies, 1995  
B.A., M. A., University of San Francisco; Ph. D., Graduate Theological Union

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, Adjunct Instructor of Education, 1985  
B.A., San Francisco State University; M.A., University of San Francisco

Dauterman, Catherine, Lecturer in English, 1994  
B.A., Yale University, M. A., Ph.D. (candidate), University of Maryland, College Park

Davaran, Ardavan, Associate Professor of English, 1982  
B.A., M. A., Ph. D., University of California, Berkeley

Driver, Linda, Library Director, 1988  
B.A., University of California, San Diego, M. A. M. L. S., University of California, Berkeley

Easter, Marilyn, Lecturer in Business Administration, 1995  
B.A., University of Colorado, Boulder; M. A., University of Denver  
Ed. D., University of San Francisco

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

Ferrera, Robert, Lecturer in Education, 1992  
 B. S., University of San Francisco; M. A., San Francisco State University; Ed. D., University of Southern California

Fitzgerald, Vincent, Lecturer in English, 1994  
 B. A., University of California, Berkeley; M. A., Georgetown University; Ph.D. (candidate), University of Southern California

Friedman, Betty, Assistant Professor of Art, 1995  
 B. F. A., M. F. A., California College of Arts & Crabs

Fritz, Robin, Assistant Professor of Theatre Arts, 1995  
 B. A., M. S., University of South Dakota; M. F.A., University of Arizona

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 Ed. D., University of San Francisco

Fullerton, Virginia, Senior 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

Gasper, Philip, Adjunct Assistant Professor of Philosophy, 1995  
 B. A., Cambridge University; M.A., University of Calgary; Ph. D., Cornell 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

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

Goralka, Raymond J., Lecturer in Natural Sciences, 1995  
B.A., B. S., University of California, Davis; Ph. D., University of California, Santa Cruz

Greenberg, Ralle R., Associate 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

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., Senior Lecturer in Education, 1977  
B.A., College of Notre Dame; M.A., San Jose State University

Hannen, Thomas, Assistant Professor of Business Administration, 1991  
B.A., M. B.A., University of California, Berkeley; M.A., Oxford University;  
Ph.D. (candidate), University of California, Berkeley

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

Herriford, Wayne, Lecturer in Human Services and Systems Management, 1994  
B. A., Antioch College; M. B.A., Stanford University

Hill, Gary, Lecturer in Systems Management, 1995  
B. S., University of the Pacific; M. S., University of Washington

Hilliard, Beverly, Lecturer in Theatre Arts, 1986  
B. A., College of Notre Dame; M. A., San Jose State University

Holway, Richard, Lecturer in Business Administration, 1994  
 B. S., University of California, Los Angeles; M. B.A., University of Southern California

Hubbell, Andrew, Lecturer in Latin American Studies, 1996  
 B.A., University of California, Santa Barbara; M.A., Ph. D., Stanford University

Hubbell, Judy, Lecturer in Music, 1995  
 B. S., M.S., The Julliard School

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 & Behavioral Sciences, 1977  
 B.A., College of Notre Dame; M.A., Santa Clara University Ph. D., Stanford University

Igoa, Cristina, Lecturer in Education, 1989  
 B.A., College of Notre Dame; M.A., Seattle University; Ed. D., University of San Francisco

Jackson, Paul Anthony, Lecturer in Psychology, 1996  
 B.A., California State University, Dominguez Hills; M.A., Ph.D. (candidate), California School of Professional Psychology

Jalonen, Nancy Lee, Lecturer in Communication, 1987  
 B.A., M.A., Stanford University

Janich, Samuel, Lecturer in Counseling Psychology, 1996  
 B.A., University of Texas, Austin; M.A., Pepperdine University; Ph. D., University of San Diego/San Diego State University Joint Program

Johnson, Jane, Lecturer in Music, 1994  
 A. B., Wellesley College; M.A., 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

Kalin, CJ, Lecturer in Systems Management, 1995  
 B.A., California State University, Chico; M. S. S. M., College of Notre Dame

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 Academic M. B.A., University of Pennsylvania; J. D., Santa Clara University

Kelley, Wendy, Lecturer in Education, 1993  
 B. S., University of Iowa; M.Ed., College of Notre Dame

Knight, Robert W., Lecturer in Mathematics, 1995  
 B.A., M. S., Adelphi University D. I? M., California College of Podiatric Medicine

Koenig, Lois, Lecturer in Human Services, 1990  
 B. S., M. I? 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

Ladine, Dyanne, Assistant Professor of Business Administration, 1981  
 B.A., University of California, Berkeley; M. B.A., Santa Clara University;  
 J. D., Lincoln University, San Jose

LaRatta, Thomas, Professor of Music and Artist in Residence, 1964  
 B. M., M. M., Chicago Musical College

Laroche-Davis, Helene, Professor of French, 1965  
 B.A., University de Lyon France; M. A., University de Paris Sorbonne;  
 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, University de la Sorbonne (France)

Logan, Kathleen Ann, Professor of Chemistry and Head, Department of  
 Natural Sciences, 1985  
 B.A., College of Notre Dame; Ph. D., University of California, Davis

Loubier, Cynthia, Lecturer in Systems Management, 1995  
 B. S., University of San Francisco; M.A., Ph.D. (candidate),  
 California School of Professional Psychology

Lujan, Lawrence, Lecturer in Human Services, 1993  
 B. S., University of San Francisco; M.A., Ph. D., University of California, Berkeley

Madson, Brittany, Lecturer in Theatre Arts, 1995  
 B.A., College of Notre Dame

Matsunari, Rowena, Lecturer in English, 1995  
 B.A., University of California, Irvine; M.A., University of California, Santa Barbara

Mattheson, James, Lecturer in Music, 1993  
 B.A., San Francisco State University

Maxwell, Josie, Lecturer in Communication, 1995  
 B.A., M.A., Santa Clara University; M. B.A., College of Notre Dame

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, Sr. 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

McChesney, Beverly Lecturer in Music, 1994  
 B. M., San Francisco Conservatory of Music

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;  
 M.A., College of Notre Dame; Ed. D., University of San Francisco

McGlenn, 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;  
 Ph. D., Sierra University

Mehr, David, Lecturer in Systems Management, 1994  
 B.A., University of California, Davis; M.A., Ph. D., State University of New York, Buffalo

Mendieta, Anna Maria, Lecturer in Music, 1993  
 B. M., College of Notre Dame

Meyers, Herbert, Lecturer in Music, 1995  
 B.A., M.A., D. M.A., Stanford University

Milda, Richard, Lecturer in Business Administration, 1993  
 B. S., M.S., Cleveland Institute of Technology

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

Montuori, Alfonso, Lecturer in Systems Management, 1994  
 B.A., University of London; M.A., Monterey Institute of International Studies;  
 Ph. D., Saybrook Institute

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 & Performing Arts, 1971  
 B. M. E., M. M., Northwestern University D. M.A., Stanford University

Morrison, Shirley L., Senior Lecturer in English, 1966  
 B. S., Northwestern University M.A., University of Washington

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

Murray, Thomas, Lecturer in Education, 1991  
 B.A., M. A., University of San Francisco

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 & Behavioral Sciences, 1989  
 B.A., University of Oregon; M. A., University of Hawaii; M.A., University of California, Berkeley; 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. Patricks College; M.A., University of San Francisco

Ogborn, Martha J., Lecturer in Systems Management, 1994  
 B.A., University of Arizona; M. B.A., Golden Gate University

Olmos, Susan, Lecturer in English and English as a Second Language, 1993  
 B.A., M.A., San Francisco State University

Ow, Sun Hoong, Lecturer in Foreign Culture, 1995  
 B.A., University of California, San Diego; M. S. W., San Diego 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

Piotrowski, Nancy, Assistant Professor of Counseling Psychology, 1996  
 B. A., Rice University; M. A., Ph. D., University of Houston

Powell, Valerie, Lecturer in Business Administration, 1994  
 B.A., Connecticut College; J. D., University of Bridgeport

Purcell, Joan, Lecturer in Art, 1995  
 B. A., M. A. T., College of Notre Dame

Radian, Eugen, Associate Professor of Mathematics and Computer Science, 1992  
 B. S., M. S., Ph. D., University of Bucharest (Roumania)

Ramaddonoff, David, Lecturer in Music, 1985  
 B.A., College of Woosteu M. M., Temple 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

Reddi, Uma P., Lecturer in Mathematics and Computer Science, 1993  
 B. S., B. E., Osmania University (India); M. S., University of Kansas

Redmond, Pamela A., Senior Lecturer in Education, 1988  
 B.A., Knox College; M.A., San Francisco State University Ph.D. (candidate),  
 University of San Francisco

Rich, Penny, Lecturer in Foreign Culture, 1993  
 B.A., College of Notre Dame; M.A., Stanford University

Rickman, Richard, Assistant Professor of Counseling Psychology, 1995  
 B.A., University of Missouri; M.A., Ph. D., University of South Florida

Ripperger, Patrice, Lecturer in Natural Sciences, 1989  
 B. S., University of California, Davis; M. S., California Polytechnic State University,  
 San Luis Obispo

Rivero, Marie Teresa, Lecturer in Spanish, 1996  
 B.A., California State University, Hayward; M.A., San Jose State University

Roberts, John, Lecturer in Systems Management, 1994  
 B. A., San Francisco State University; M. S. S. M., University of Denver

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

Rosen, Rabbi Sanford, Lecturer in Religious Studies, 1996  
 B.A., Case Western Reserve University; M. H. L., D. H. L., Hebrew Union College

Rossell, Wendy Johnson, Lecturer in Education and Coordinator, Early Childhood  
 Montessori/M.Ed. Program and Director, Early Learning Center, 1988  
 B.A., Beloit College; M.Ed., College of Notre Dame

Rothenberg, Sheldon, Lecturer in Systems Management, 1994  
 B. A., Franklin Pierce College; M.Ed., Harvard University

Rowe, Peter Campbell, Professor of Physics, 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

Sacco, Jeannette, Lecturer in Music, 1995  
 B. M., San Francisco State University; M. M., College of Notre Dame

Shafto, Sylvia, Associate Professor of Systems Management and Program Director,  
 Master of Science in Systems Management, 1994  
 B. A., Carleton College; M. S., Ph. D., Rutgers, The State University of New Jersey

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 & Crafts

Smart, Margaret, Lecturer in Art Therapy, 1986  
 B.A., San Jose State University; M. S. W., California State University, Sacramento

Smith, Gregory, Lecturer in Foreign Culture, 1994  
 B.A., University of Colorado, Boulder; M.A., Ph. D., Stanford University

Smith, Terrill, Associate Professor of Biology, 1987  
 B. A., M.A., Ph. D., University of Colorado, Boulder;  
 M.PH., 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; Ph.D. (candidate),  
 Western Graduate School of Psychology

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, Professor of Art and Head, Department of Art, 1990  
 B. A., University of California, Berkeley; M.F.A. California College of Arts & 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, 19~0  
 B. F. A., M. F. A., San Francisco Art Institute

Suto, Martin, Lecturer in History and Political Science, 1994  
 B.A., San Jose State University M.A., Ph. D., University of California, Los Angeles;  
 J. D., University of Pennsylvania

Tauhid, Linda, Lecturer in Business Administration, 1994  
 B.S., New Hampshire College; M. S., Lesley College; Ph. D., (candidate),  
 The Fielding Institute

Taraskewich, Debra S., Lecturer in Systems Management, 1992  
 B. A., University of Connecticut; M. B.A., University of Pennsylvania

Temesi, Cynthia, Lecturer in Education, 1993  
 B. S., M.Ed., Miami University (Ohio); M. S., Ed. D., University of Akron

Thelen, MaDonna, Lecturer in Religious Studies, 1992  
 B.A., Mundelein College; M.A., University of San Francisco;  
 M.A., Graduate Theological Union

Tommerup, Peter, Lecturer in Systems Management, 1995  
 B. A., Pitzer College; M.A., Ph. D., University of California, Los Angeles

Tuttle, Stella, Lecturer in Art, 1989  
 B. A., College of Notre Dame

Urmann, Michael, Lecturer in Business Administration, 1995  
 B. A., M.A., University of California, Berkeley; Ph. D., University of Utah

Vanides, Alexis, Lecturer in Business Administration, 1993  
 B.A., California State University, Long Beach; M. B.A., Pepperdine University

Visconti, Ron, Lecturer in Human Services, 1990  
 B. A., University of San Francisco; M.A., San Francisco State University

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, Associate Professor of Mathematics and Head, Department of Mathematics  
 and Computer Science, 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

Zanardi, Richard, Lecturer in Communication, 1990  
 B. A., San Francisco State University

Zimmerman, Miriam, Associate Professor of Communication and Program Director,  
 Communication, 1994  
 B. S., Northwestern University; San Francisco State University;  
 Ed. D., University of San Francisco



# INDEX

## A

AA(Associate in Arts) . . . . .	46
Academic Calendar . . . . .	253
Academic Department Codes . . . . .	24
Academic Freedom . . . . .	11
Academic Honors . . . . .	27, 71
Academic Offices . . . . .	264
Academic Organization . . . . .	16
Academic Overload . . . . .	62
Academic Responsibility of Students . . . . .	24
Academic Warning, Probation & Disqualification	
Undergraduate . . . . .	69
Graduate . . . . .	198
Academic Unit Load . . . . .	62
Academic Year . . . . .	253
Accreditation . . . . .	260
Accounting, . . . . .	77
Activities, campus . . . . .	20
Add/Drop(Change of Courses)	
Undergraduate . . . . .	63
Graduate . . . . .	194
Added Dimensions . . . . .	22
Administrative Offices . . . . .	263
Admission Application Deadline	
Graduate . . . . .	186
Admission Requirements	
Freshman . . . . .	30
Transfer . . . . .	30
Evening . . . . .	31
International . . . . .	32
Non-Matriculated . . . . .	32
Graduate . . . . .	186
Unclassified Graduate . . . . .	189
Advance Registration . . . . .	62
Advanced Placement Examination . . . . .	67
Advancement to Candidacy . . . . .	196
Affiliations . . . . .	260
Aims of the College . . . . .	11
Allied Health Professions . . . . .	142
Alumni Association . . . . .	18
Alpha Mu Gamma . . . . .	72

American History Requirement . . . . .	45
Art Major . . . . .	170
Art Therapy MA . . . . .	200
Art Therapy, Graduate Institute . . . . .	201
AS (Associate in Science) . . . . .	46
Associate in Arts . . . . .	46
Associate in Science . . . . .	46
Associated Students, College of Notre Dame (ASCND) . . . . .	20
ASPIRE Program . . . . .	17
Athletics, Eligibility . . . . .	21
Athletics, Intercollegiate . . . . .	21
Attendance . . . . .	24
Auditing A Class	
Undergraduate . . . . .	68
Graduate . . . . .	195

## B

BA(Bachelor of Arts) . . . . .	46
BA Division Course List . . . . .	76
BFA (Bachelor of Fine Arts) . . . . .	46
Bills, Unpaid . . . . .	35
Biochemistry Major . . . . .	120
Biology Major . . . . .	123
BM(Bachelor of Music) . . . . .	46
Bookstore . . . . .	18
BS(Bachelor of Science) . . . . .	46
Buckley Amendment . . . . .	26
Business Administration Division . . . . .	73
Business Administration Major . . . . .	76
Business Administration, MBA . . . . .	231

## C

Calendar, Academic . . . . .	253
Campus Activities, . . . . .	20
Campus Housing . . . . .	22
Campus Map & Guide . . . . .	13
Campus Ministry . . . . .	20
Career Development . . . . .	20
Career Development Requirement . . . . .	167
Catalog Applicability . . . . .	8
Catalog of Graduation . . . . .	70



Challenge of Courses	
Undergraduate	67
Graduate	193
Change of Courses (Add/Drop)	
Undergraduate	63
Graduate	194
Change of Degree, Graduate	196
Change of Major or Minor	
Undergraduate	65
Change of program, Graduate	196
Chemical Dependency Certification	207
Chemistry	121
Class Schedules	62
Class Standing	25
Classification of Students	25
Clear Academic Standing	
Undergraduate	68
Graduate	198
Clearance for Graduation	
Undergraduate	1
Graduate	197
CND Grants & Scholarships	39
Code of Student Conduct	24
College History	10
College Level Examination	
Program (CLEP)	67
Commencement	
Undergraduate	71
Graduate	197
Communication Major	84
Computer Science Major	129
Continuing Education Courses,	
Nursing	33
Continuing Education Units	25
Counseling Services	21
Counseling Psychology	205
Course Designations	24
Course Numbering System	25
Course Repetition	63
Course Restrictions	63
Credential Programs	216
Multiple Subject	216
preliminary Administrative Services	218
Single Subject	217
Credit By Examination	66
Cultural Diversity	102
Culture & Language	103

## D

Dance	184
Day Business Administration Program	74
Dean's List	71
Declaration or Change of	
Major or Minor	65
Degree Requirements	
Undergraduate	43
Graduate	197
Degrees Offered	
Associate in Arts	46
Associate in Science	46
Bachelor of Arts	46
Bachelor of Fine Arts	46
Bachelor of Music	175
Bachelor of Science	46
Master of Arts in Art Therapy	200
Master of Arts in Counseling	
Psychology	205
Master of Arts in English	213
Master of Arts in Gerontology	208
Master of Arts in Marital &	
Family Therapy	200
Master of Arts in teaching	221
Master of Business Administration	231
Master of Education	
Multicultural	221
Montessori	219
Master of Music	238
Master of Public Administration	241
Master of Science in	
Systems Management	246
Delta Epsilon Sigma	27
Departmental Codes	24
Dining Services	20
Diplomas	28
Directories	259
Directory Information, Release of	26
Disqualification, Academic	
Undergraduate	69
Graduate	198
Division of Business Administration	73
Division of Humanities	83
Division of Natural	
Sciences & Mathematics	119

Division of Social & Behavioral Sciences . . . . .	143
Division of Visual& Performing Arts, . . . . .	169
Drop/Add (Change of Courses)	
Undergraduate . . . . .	63
Graduate . . . . .	194

## E

Earth Sciences . . . . .	120
Economics & Finance . . . . .	78
Education Credentials . . . . .	216
Emeriti Faculty, . . . . .	265
English Major . . . . .	88
English, MA . . . . .	213
English as a Second Language (ESL) . . . . .	94
English Placement Test . . . . .	57
English Proficiency Requirement . . . . .	57
Environmental Studies . . . . .	125
Evening Degree Program . . . . .	44
Exchange Programs . . . . .	17
Executive Officers . . . . .	262
Expenses	
Undergraduate . . . . .	34
Graduate . . . . .	190
Experiment in International Living (ISE) . . . . .	17

## F

Faculty . . . . .	265
Family Educational Rights of Privacy Act (Buckley Amendment) . . . . .	26
Federal Financial Aid Programs . . . . .	37
Fees	
Undergraduate . . . . .	34
Graduate . . . . .	190
Final Examinations . . . . .	27
Financial Aid . . . . .	36
Undergraduate Application . . . . .	37
Undergraduate Scholarships . . . . .	40
Graduate . . . . .	192
Fine Arts . . . . .	171
Food Services . . . . .	20
Foreign Language . . . . .	58, 96
French Major . . . . .	96
Full-Time Status	
Undergraduate . . . . .	62
Graduate . . . . .	62

## G

General Education Requirements . . . . .	47
General Undergraduate Policies . . . . .	62
Gerontology (MA) . . . . .	208
Governance Board . . . . .	261
Grade Changes	
Undergraduate . . . . .	66
Graduate . . . . .	195
Grading System	
Undergraduate . . . . .	65
Graduate . . . . .	195
Graduate Admission & Policies . . . . .	185
Graduate Credit for Seniors . . . . .	196
Graduate Credit for Undergraduate Seniors . . . . .	196
Graduate Programs . . . . .	199
Graduation Application & Diploma	
Undergraduate . . . . .	71
Graduate, . . . . .	197
Graduation Audit & Clearance for Graduation	
Undergraduate . . . . .	71
Graduate . . . . .	197
Grants . . . . .	37
Grievances, Student . . . . .	24

## H

Handbook, Student . . . . .	24
Health Professions , . . . . .	141
Health Services . . . . .	20
History Major . . . . .	144
Honor Societies . . . . .	71
Honors at Entrance . . . . .	71
Honors at Graduation . . . . .	72
Honors Day . . . . .	17
Housing, Campus . . . . .	22
Human Services Major . . . . .	162
Humanities Division . . . . .	83
Humanities Interdisciplinary Major . . . . .	104

<b>I</b>	
ID Cards .....	24
Incomplete Grade Policy	
Undergraduate .....	66
Graduate .....	195
Independent Study	
Undergraduate .....	64
Graduate .....	193
Instructional Resources Center .....	18
Intensive Evening Degree	
Program .....	31, 75, 162
Intercollegiate Athletics .....	21
Interdisciplinary Majors .....	46
Interdisciplinary Minors .....	46
Interior Design .....	171
international Student Advising .....	22
International Students of	
English (ISE) .....	17
International Student Requirements	
Undergraduate .....	32
Graduate .....	187

<b>J</b>	
Justice & Peace,	
Interdisciplinary Minor .....	47

<b>K</b>	
Kappa Gamma Pi .....	72

<b>L</b>	
Latin American Studies Major .....	99
Leave of Absence	
Undergraduate .....	70
Graduate .....	194
Liberal Studies Major .....	105
library .....	18
Loans .....	38

<b>M</b>	
Mail Center .....	18
Major, Declaration or Change .....	65
Majors - Undergraduate	
Art .....	170
Biochemistry .....	120
Biology .....	123
Business Administration .....	73
Chemistry .....	121

Communication .....	84
Computer Science .....	129
English .....	88
French .....	96
History .....	144
Human Services .....	162
Humanities .....	104
Interdisciplinary .....	141
Latin American Studies .....	99
Liberal Studies .....	105
Music .....	175
Philosophy .....	109
Political Science .....	147
Psychology .....	153
Religious Studies .....	114
Social Science .....	151
Sociology .....	156
Theatre Arts .....	180
Map, Bay Area & Directions .....	IBC
Map, Campus .....	13
Marital & Family Therapy .....	200
Mathematics .....	135
Mathematics, Minor .....	135
Mathematics Competency Test .....	49, 58
Matriculation .....	30
MA (Master of Arts) .....	200
MBA (Master of Business	
Administration) .....	231
MED(Master of Education) .....	219
MM (Master of Music) .....	238
M PA ( Master of Public	
Administration) .....	241
MSSM (Master of Science in Systems	
Management) .....	246
Military Credit .....	33
Ministry, Campus .....	20
Minor, Declaration or Change .....	65
Minors .....	46
Mission Statement .....	10
Modern Languages & Culture .....	95
Montessori Certification .....	219
Multicultural Education .....	221
Music Major .....	175
Music, MM .....	238

<b>N</b>	
Natural Sciences & Mathematics	
Division	119
Non-credit Study	25
Nondiscrimination Policy	8
Nonmatriculated Enrollment	32
Nutritional Science	139

<b>O</b>	
Offices, Academic	263
Offices, Administrative	264
Official Withdrawal	
Undergraduate	70
Graduate	70
Orientation	22
Overload,Academic	62

<b>P</b>	
Pass/Not Pass Grades	66
Payments	
Undergraduate	34
Graduate	190
Peace & Justice,	
Interdisciplinary Minor	47
Performance&Activity Units	44, 63
Philosophy Major	109
Physical Education	166
Physics & Earth Sciences	140
Placement Tests for New Students	
English	57
Foreign Language	58
Mathematics	58
Political Science Major	147
Post Baccalaureate Premedical	
Program	251
Pre-Professional Preparation in	
Medicine & Allied Health Fields	141
Privacy of Student Records	26
Probation,Academic	
Undergraduate	69
Graduate	198
Proficiency & Placement Tests	57
Program Record, Graduate	196
Program Termination, Graduate	196
Provisional Acceptance, Graduate	189
Psi Chi	27
Psychology Major	153
Public Administration, MPA	241

<b>R</b>	
Ralston Hall Cultural Events	17
Re-admission	70
Re-entry Students	22
Refunds	
Undergraduate	35
Graduate	191
Registered Nurses, Continuing	
Education Transfer Credit	33
Registration, Undergraduate	62
Registration, Graduate	194
Religious Studies Major	114
Repeating a Course	
Undergraduate	63
Graduate	195
Residency Requirements	45
Residential Life	22
Responsibilities of Students	24

<b>S</b>	
Scholars,Visiting	17
Scholarships	
Undergraduate	39
Graduate	192
Merit	41
Second Bachelor's Degree	31
Second Master's Degree	170
Sigma Beta Delta	27
Social & Behavioral Sciences	
Division	143
Social Science Major	151
Sociology Major	156
Spanish	98
Special Events&Programs	17
State of California Financial	
Aid Programs	39
Student Affairs Division	19
Student Conduct, Code of	24
Student Employment	39
Student Exchange & Study	
Abroad Programs	17
Student Financial Aid	
Undergraduate,	36
Graduate	192
Student Government (ASCND)	20
Student Handbook	24

Student Program Board . . . . .	20
Student Records . . . . .	26
Student Responsibilities . . . . .	24
Student Services . . . . .	20
Systems Management, MS . . . . .	246

## T

Tabard Inn . . . . .	13, 20
Test of English as a Foreign Language(TOEFL) . . . . .	32, 58
Theatre Arts Major . . . . .	180
Time Limits, Graduate . . . . .	193
Transcripts . . . . .	28
Transfer Credit	
Undergraduate . . . . .	30
Graduate . . . . .	194
Transfer Students	
Undergraduate . . . . .	30
Graduate . . . . .	194
Transfer Students with RN Diplomas . . . . .	33
Trustees & Regents . . . . .	261
Tuition	
Undergraduate . . . . .	34
Graduate, . . . . .	190
Tutorial Study Center . . . . .	18

## U

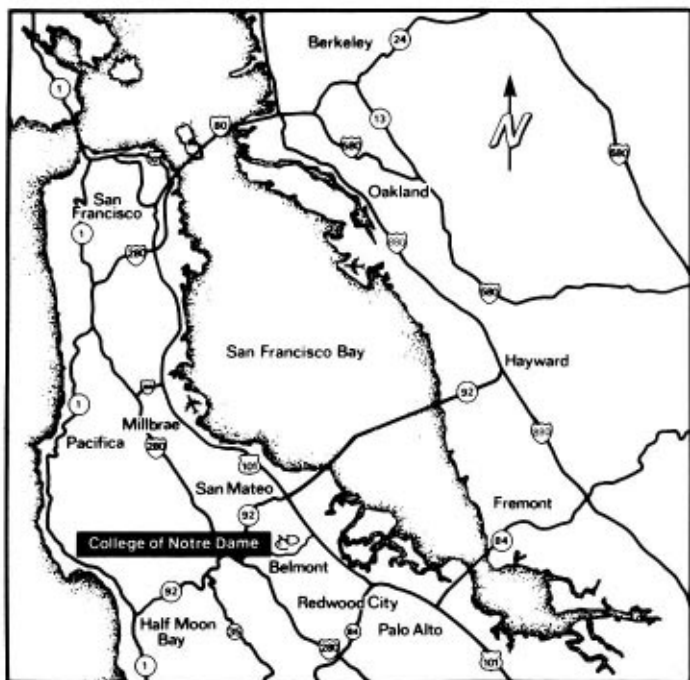
Unclassified Graduate Status . . . . .	189
Undergraduate Academic Information . . . . .	43
Undergraduate Financial Information . . . . .	34
Unit Load, Academic . . . . .	62
Upper-Division Course Restrictions . . . . .	63

## V

Veterans Affairs . . . . .	27
Visiting Scholars Program . . . . .	17
Visual & Performing Arts Division . . . . .	169

## W

Warning, Academic . . . . .	69
Withdrawal from Courses	
Undergraduate . . . . .	63
Graduate . . . . .	194
Withdrawal, Official	
Undergraduate . . . . .	70
Graduate . . . . .	194
Women's Studies, Minor . . . . .	47
World Learning, Inc . . . . .	17
Work Grants . . . . .	39
Writing Center . . . . .	90
Writing Proficiency Examination . . . . .	45



### Directions to College of Notre Dame

*From San Francisco by Car* (about 25 miles) Driving south on Freeway 280, take the 92-East-San Mateo exit, then take the first exit to Ralston Avenue, Belmont.

*From San Jose by Car* (about 25 miles) Driving north on Freeway 280, take the 92-Half Moon Bay-West-San Mateo-East exit. Keep right to the first exit to Ralston Avenue, Belmont.

*From either San Francisco or San Jose* on Bayshore Freeway 101, take the Belmont-Ralston Avenue turn-off and drive west to the campus entrance.



COLLEGE OF NOTRE DAME

Founded 1851

1500 RALSTON AVENUE  
BELMONT, CA 94002-1997