



College of Notre Dame California

1998-2000 Undergraduate & Graduate Catalog

CollegeSource

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UNDERGRADUATE & GRADUATE CATALOG

Fall 1998 - Spring 2000



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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, age, 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 judgment, 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.

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)

See description in Resources & Services on page 17.

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)

See description in Resources & Services on page 17.

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.

11 A. 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 class 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) & Wiegand Gallery (1987)

William Ralston's century-old stone carriage house now contains four major art studios, one each for painting, sculpture, graphic arts, and photography. The Wiegand Gallery exhibit space and adjacent 50-seat theater were funded in part by a grant from the E. L. Wiegand Foundation. The Gallery is the site of major exhibits each semester. A schedule of shows is available in the Gallery which is open Tuesday through Saturday, noon to 4 pm.

17. Notre Dame Elementary School (1956)

18. 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.

19. 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.

20. 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, a division of Intensive English Institute, Inc.

21. Notre Dame High School (1928)

22. 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.

23. 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/lockers, and the Athletics Department offices occupy the ground floor; an, all-purpose exercise is located on the second floor.

24. Student Affairs Offices (1997)

Houses the offices of the Vice President for Student Affairs and the Director of Student Life.

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, Dr. David Thornburg, futurist, and Dr. Julianne Malveaux, economist.

International Students of English -The Intensive English Institute, 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 IEI 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.

Computer Laboratories - Supporting the academic goals of the College, three computer labs on campus are available to all students. The St. Mary's labs provide both Apple and PC platforms, multimedia applications, and a full range of word processing, spreadsheet, and statistical software packages, as well as e-mail, Internet, and World Wide Web access.

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, 750 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 and the World Wide Web 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*.

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, 128.

Student Affairs Division

Susan Welte, Ed.D., Vice President for Student Affairs

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STUDENT AFFAIRS

The Student Affairs Division enhances student learning at College of Notre Dame through diverse educational programs and services.

Leadership Development - Through the offices of Student Life and Student Activities, opportunities for leadership development and social, cultural, spiritual, and educational growth are provided. Students plan and produce events, participate in student government, and interact with others through the many programs 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 Programming Board activities, and represents student viewpoints on college governance committees. The Programming Board, ASCND, and student 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 cultural and international events, music, drama, and comedy performances, dances, recreational sports, peer education and leadership development courses, and movies 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 service. 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 food service corporation, and are offered to the entire CND community in the Dining Hall and Tabard Inn. 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. Intercollegiate athletics plays a large part in the student-athlete's overall collegiate educational experience. Student-athletes are students first, athletes second. Success is measured not only by wins but by the development of skill, the cultivation of team and community spirit, and the ability to achieve 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 in the winter; 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 CND grade point average;
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 Student Handbook;
5. Abide by N.A.I.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 receives the listing of students on academic warning and probation and is responsible for enforcing eligibility requirements with the assistance of individual coaches. Each coach is 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.

Learning Disabilities - services are provided through the Program for Academic Support and Success (PASS). Students with documented disabilities receive individual consultation with the learning disabilities counselor to determine appropriate accommodation for their particular learning differences.

Orientation -through a well-developed undergraduate Orientation program, new students are welcomed to CND and provided information and introduced to personnel and services that will help make their lives at the College productive and satisfying. The program also facilitates students' interaction in a multicultural environment. New students learn about the resources of CND and the community, participate in testing and academic advising, and register for classes. The Orientation program also encourages families of new students to meet faculty and administrators, and to become more familiar with the campus and the academic programs and services offered for students.

Residential life - the primary objective of the CND residence life program is the development of a **personal** and **community** experience which significantly contributes to the intellectual, spiritual, and psychological education of our residents.

Resident Advisors, who are students themselves, serve as peer advisors and assist residents in developing their learning skills for community living and developing competencies needed to live productive and responsible lives in a multicultural world. 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."

Security -The campus maintains 24-hour safety coverage. Security personnel also are available to handle emergencies and provide escort service.

Academic Affairs Division

Lucille H. Sawing, Ph.D., Vice President for Academic Affairs

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ACADEMIC ORGANIZATION

Introduction

The Academic Affairs Division is responsible for the development, organization and administration of all the undergraduate and graduate academic programs at CND. In addition to the administrators and faculty who give leadership to the academic programs, the Academic Affairs Division is also supported by the Library, Office of the Registrar, the Office of Undergraduate Admission and the Financial Aid Office.

Undergraduate Programs

Dean of Arts & Sciences, Janifer Stackhouse, Ph.D.

Business Administration Department - Roger Goodson, Ed.D., Chair

Business Administration - Day

Humanities Division - Sylvia Rogers, Ph.D., Chair

Humanities

Communication Department - Miriam Zimmerman, Ed.D., Chair

Communication

English Department - Marc Wolterbeek, Ph.D., Chair

English

English for International Students Program - Ann Fathman, Ph.D., Director

Modern Languages & Cultures Department-Christine Bennett, Ph.D., Chair

French; Latin American Studies

Philosophy Department - Philip Gasper, Ph.D., Chair

Philosophy

Religious Studies Department - Sr. Mary Pat McCarron, Ph.D., Chair

Religious Studies

Intensive Business Administration Department - Lillian Barden, Ph.D., Chair

Business Administration - Intensive Evening

intensive Human Services Department - Deborah Cash, Ed.D., Chair

Human Services - Intensive Evening

Liberal Studies Program (see Graduate Programs)

Natural Sciences & Mathematics Division - Elizabeth Center, Ph.D., Chair

Post-Baccalaureate Premedical Program (Graduate)

Mathematics & Computer Science Department - Gregory White, Ph.D., Chair

Computer Science; Mathematics

Natural Sciences Department - Kathleen Logan, Ph.D., Chair

Biochemistry; Biology; Pre-Professional Preparation in Medicine & the Allied Health Fields

Social & Behavioral Sciences Division - Sr. Patricia Hutchison, Ph.D., Chair

Behavioral Science Department - Sr. Roseanne Murphy, Ph.D., Chair

Psychology; Social Science; Sociology

History & Political Science Department - Abbas Milani, Ph.D., Chair

History; Political Science

Visual & Performing Arts Division - Denis Moreen, D.M.A., Chair

Art Department - Betty Friedman, M.F.A., Chair

Art; Art-Advertising Design; Art & Graphic Design

Music Department - Birgitte Moyer, Ph.D., Chair

Music

Theatre Arts Department - Michael Elkins, M.F.A., Chair

Theatre Arts

Graduate Programs

Graduate Dean, Elaine Cohen, Ed.D.

- Art Therapy Psychology Department - Doris Arrington, Ed.D., Chair
Certificate in Art Therapy
- Master of Arts in Art Therapy Program - Richard Carolan, Ed.D., Director
Master of Arts in Art Therapy
- Master of Arts in Marital & Family Therapy Program - Arnell Etherington, Ph.D., Director
Master of Arts in Marital & Family Therapy
- Counseling Psychology & Gerontology Department-Anna McQuinn, Ed.D., Chair
Master of Arts in Counseling Psychology
- Master of Arts in Counseling Psychology/Chemical Dependency Program -
Lizbeth Martin, Ph.D., Director
Master of Arts in Counseling Psychology with emphasis in Chemical Dependency
Certificate in Chemical Dependency
- Master of Arts in Counseling Psychology/Marriage, Family & Child Counseling Program -
Blair McCracken, Ph.D., Director
*Master of Arts in Counseling Psychology with emphasis in Marriage,
Family & Child Counseling*
- Master of Arts in Gerontology Program - Denise Hughes, Director
Master of Arts in Gerontology
Certificate in Gerontology
- Education Department - Diane Guay, Ed.D., Chair
Administrative Services Credential
- Liberal Studies Program -Judith Greig, Ph.D., Director
Liberal Studies (Undergraduate)
- Master of Arts in Teaching & Master of Education Programs - Kim Tolley, Ed.D., Director
Master of Arts in Teaching
Master of Education: Educational Technology
Master of Education: Multicultural
Certificate in Cross-Cultural Language & Academic Development (CLAD)
- Montessori Program - Beverly Farrell, Director
Master of Education: Early Childhood Montessori
Montessori Certificate
- Multiple Subjects Program - Carla Eide, Ed.D., Director
Multiple Subjects Credential
- Single Subject Program - Lu Chang, Ed.D., Director
Single Subject Credential
- Master of Arts in English Program - Sylvia Rogers, Ph.D., Director
Master of Arts in English
- Master of Business Administration Department - Franklin Burroughs, Ed.D., Chair
Master of Business Administration
- Master of Music Program - Birgitte Moyer, Ph.D., Director
Master of Music
- Post-Baccalaureate Premedical Program (see Undergraduate Programs)

Public Administration Department-James Kelley, J.D., Chair

Master of Public Administration

Certificate in Health Services Administration

Systems Management Department - Sylvia Shafto, Ph.D., Chair

Master of Science in Systems Management

Continuing Education Program

Teaching English as a Second Language Program -Ann Fathman, Ph.D., Director

Office of Academic Affairs

Library:	Richard Bradberry, Ph.D., Director
Office of the Registrar:	Chip Goldstein, Ed.D., Registrar
Undergraduate Admission:	Greg Smith, Ph.D., Director
Office of Financial Aid:	Kathleen Kelly, Director

Undergraduate Departments & Programs

Dean of Arts & Sciences, Janifer G. Stackhouse, Ph.D.

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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.

The Bachelor of Arts: Art & Graphic Design is also offered by the Art Department for those seeking careers in commercial art. All Art degrees require 124 units for graduation.

Bachelor of Arts: Art

in addition to major requirements, students must meet General Degree requirements specified on pages 152-153.

	Units
General Education Requirements	47
Prerequisites	
AR001 A/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
AR120 Sculpture	3
AR125A Photography	3
AR130A or C Printmaking	3
AR150 Senior Seminar	3
AR151 Gallery Techniques	3
	(Satisfies two units of the Career Development Requirement)
AR160 Art History: Contemporary	3
	Upper-division electives in Art History
	3
	SO003 or Career Development course
	1
	General Electives
	19
	Total College Requirement
	124

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 '00

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 '00

AR070/170 Scenic Design (3) Fall '98

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

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 and Arts requirement.

AR102 Techniques & Materials (3) Fall

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

AR103AB Painting (3-3)

- A Prerequisites:** AR001AB and AR007AB.
Figurative painting from models in oil or acrylic. Spring
- B Prerequisites:** AR001 AB and AR007AB. Non-figurative painting in oil or acrylic. Spring

AR103C Outdoor Painting (3) Fall, Summer '00

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

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** Graphic 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**C** Production Techniques.**Prerequisite:** AR108B. Mechanicals; camera-ready art; computer applications. Spring**D** Graphic 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. For majors only.**E** Senior Graphic Design Portfolio.

By special arrangement. For majors only.

Prerequisite: Senior standing. Preparation of the senior advertising design portfolio in consultation with an Art faculty advisor.**AR109 Elements of Web Design (3)**

Design techniques from initial concepts to the finished web site. Tools and techniques for preparing images for successful web presentation. Organizing information. Specific design issues for various target audiences. Illustration and manipulation of visual images. Type and text design from printed text. Aesthetics and legibility. Project based. Hands-on. Team projects will be done in collaboration with students in CS109 and CM109.

AR113AB Advanced Painting (3-3)**A Prerequisite:** AR103A. Advanced figurative painting in oil or acrylic from the model.

Spring

B Prerequisite: AR1 Advanced non-figurative painting in oil or acrylic. Spring**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 '00**A** Tools and techniques of the sculptor: clay, plaster, wood and found materials; introduction to casting.**B Prerequisite:** AR120A. Continuation of A.**AR1 22 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.

Introduction to Etching & Editioning Techniques. Fall '99

C Multi-Media Workshop

Monotype and Collotype. Fall '98

AR1 50 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 '99

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 '99

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

AR168ABC Art History (3-3-3)

- A** Medieval. Painting, Sculpture, and Architecture of the Middle Ages: Early Christian, Byzantine, Romanesque and Gothic to 1450. Cross-listed as RS168A. Fulfills General Education Arts requirement. Spring '99
- 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. Fulfills General Education Arts requirement. Spring '00
- C** Modern Art & Religion. Explores the relationship of Judeo-Christian religious tradition and the development of modern art and architecture in Europe and the Americas from the 16th century to the present. Cross-listed as RS168C. Fulfills General Education Arts requirement.

AR1 independent Study in Art (1-3)

By special arrangement. Independent study or research under the direction of an instructor. See Undergraduate Policies & Procedures section on Independent Study.

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.) Minors in biochemistry and chemistry are 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 spectrometry, 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 biochemistry.

Bachelor of Science: Biochemistry

In addition to major requirements, students must meet General Degree requirements specified on pages 152-153.

	Units
General Education Requirements	45
Prerequisites	
CH002AB General Chemistry	8
BY001AB General Biology	8
PH004AB 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
CH150AB Biochemistry	8
BY152 Cellular & Molecular Biology	4
BY116 General Microbiology	5
CH198 Research	3
Upper-division elective in Chemistry or Biology approved by the adviser.	4
Career Development Requirement	3
General Electives	8
Total College Requirement	124

MA020B Calculus II, MA030 Calculus III, CH132 Physical Chemistry for Life Sciences, and courses in Computer Science are strongly recommended especially for students planning graduate study. CH198 may be fulfilled by a CD1 internship involving laboratory work; an additional elective then replaces CH198. CH149L Laboratory Assistant and SM085/185 Divisional Seminar are recommended. Students anticipating graduate study or pharmacy school should consult the individual schools to which they intend to apply for specific undergraduate course requirements.

Minor Requirements: Biochemistry: CH002AB, BY001AB, CH117AB, CH150AB

Minor Requirements: Chemistry: CH002AB, plus 12-13 upper-division units in Chemistry approved by the Department Chair. (CH117AB & CH132, or CH117AB & 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, page 165, 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 Chair. May be repeated for credit.

CH105 Chemical Analysis & Instrumental Methods (5) Spring '99

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.

CH117A 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, UV-Visible, IR.

CH117B Organic Chemistry (4) Spring

Prerequisite: CH117A.

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.

CH132 Physical Chemistry for life Sciences

(4) Fall '98

Prerequisites: Grade of C or better in CH117AB, MA020A or MA022, and PH004A 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.

CH1491 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.

CH150AB Biochemistry (4-4) Fall Spring

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

Three hours lecture, three hours laboratory.

Amino acids, protein structure and function; enzyme mechanisms and kinetics; lipids and membrane structure; carbohydrates; the enzymes, chemical reactions and regulation of metabolic pathways; nucleic acids, replication, transcription, translation. Emphasizes the experimental bases of our knowledge of biochemistry. Laboratory includes 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.

CH198 Research (1-3) Fall Spring Summer

Prerequisites: CH117AB.

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.

CH199 Independent Study in Biochemistry

(1-3) Fall Spring Summer

Individual study or research under direction of an instructor. See Undergraduate Policies & 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 study directed toward genetics, environmental toxicology, physiology, pharmacy or other biomedical 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 152-153.

		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
CH002AB	General Chemistry	8
CH117AB	Organic Chemistry	8
PH002AB	General Physics	8
or		
PH004AB	Physics for Scientists	8
 Major Requirements		
BY100	Developmental Biology	4
BY102	Human Physiology	5
BY114	Genetics	4
BY116	General Microbiology	5
BY142	Immunology	4
or		
CH150A	Biochemistry	4
	Upper-division electives in Biology approved by the advisor.	8
	Career Development Requirement	3
	General Electives	6-7
	 Total College Requirement	 124

Biology Elective Courses

		Units
BY141	Vertebrate Zoology (recommended)	4
BY1	Contemporary Environmental Issues	4
BY1	Human Genetics	3
BY138	Environmental Toxicology	4
BY149L	Laboratory Assistant	1-3
BY1	Cellular & Molecular Biology	4
BY1	Research	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
CH150A	Biochemistry	4
CH150B	Biochemistry	4
NS105	Introduction to Nutrition	3
SM085/185	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

General Education Requirements	47
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Prerequisites

BY001	General Biology	8
CH002AB	General Chemistry	8
CH117AB	Organic Chemistry	8
MA014	College Algebra	4
MA102	Statistics	3
PH002AB	General Physics (recommended)	

Major Requirements

BY100	Developmental Biology	4
BY102	Human Physiology	5
BY114	Genetics	4
BY116	General Microbiology	5
BY142	Immunology	4
or		
CH150A	Biochemistry	4
	Upper-division electives in Biology approved by the advisor.	7
	Career Development Requirement	3
	General Electives	14
	Total College Requirement	124

Minor Requirements: Biology

BY001AB General Biology, CH002AB General Chemistry (recommended) or CH001 Introductory Chemistry plus 12 upper-division units in Biology approved by the Department Chair.

Minor Requirements: Environmental Studies

Units

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 energetics; molecular genetics, Mendelian genetics, concepts of speciation and evolution. Laboratory introduces basic laboratory techniques, light microscopy, enzyme kinetics, calorimetry, Drosophila and population genetics.

BY001B General Biology (4) Spring

Prerequisite: High School Biology.

Three hours lecture, three hours laboratory. The study of microorganisms, fungi, higher plants and animals, their diversity and unity, structure, development, physiology and classification. Laboratory develops observational skills using prokaryotes and a wide range of plants and animals; includes dissection.

BY004 Human Biology (3) Fall Spring

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. May include laboratory demonstrations and activities. Non-majors.

BY005 Introduction to Biology (3.5) Fall '98

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) Fall '99

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.

BY100 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.

BY102 Human Physiology (5) Spring

Prerequisites: BY001AB and CH002AB.

Three hours lecture, three hours laboratory, one hour seminar.

Functional aspects of the human organism at the 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: use of oscilloscope, computerized measurements of cardiac, muscle and respiratory function, biochemical assays, basic histology. Results are discussed in seminar.

BY109 Contemporary Environmental Issues (3 or 4) Fall '99

Prerequisites: BY001 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, 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)

Prerequisites: BY001AB and BY114.

Three hours of lecture.

Cytogenetic, biochemical and medical approach to human heredity. Includes Mendelian genetics, chromosomal aberrations, recombinant DNA, biochemical aspects, mutation, cancer, immunogenetics, behavioral and population genetics.

BY1 Environmental Toxicology (4) Spring '99

Prerequisites: BY001AB 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: BY001AB 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: BY001AB, 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: BY001A 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.

BY1 Cellular & Molecular Biology (4)

Spring '00

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 (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.

BY1 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.

CD1 Cooperative Education-Internship in life Science Fall Spring

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

An annotated list of all courses in this major, including courses not listed in this Catalog, is available from the Department Office.

BIOLOGY STATISTICS - INTERDISCIPLINARY MAJOR

The Department of Natural Sciences and the Department of Mathematics and Computer Science offer an Interdisciplinary Major in Biology Statistics. The major focuses on developing strong quantitative, analytical, and research skills. The area of study includes biological processes and their statistical analysis. Employment opportunities exist in drug companies, hospitals, research facilities, and statistical consulting groups. The major is excellent preparation for graduate study in Biostatistics.

Bachelor of Science: Biology Statistics

In addition to major requirements, students must meet General Degree requirements specified on pages 152-153.

	Units
General Education Requirements	45
Prerequisites (Foundation)	
BY001AB General Biology	8
CH002AB General Chemistry	8
MA020AB Calculus I & II	8
MA030 Calculus III	4
MA150 Linear Algebra	4
MA150L Linear Algebra Software Lab	1
Requirements (Upper-division Core)	
BY102A General Physiology	5
BY114 Genetics	4
BY116 General Microbiology	5
CH117AB Organic Chemistry	8
MA115 Probability & Statistics I	4
MA116 Probability & Statistics II	4
MA116L Statistical Programming Lab I	1
MA123 Applied Statistical Methods	4
MA123L Statistical Programming Lab II	1
Elective in Biology Statistics	4
Career Development Requirement	3
General Electives	3
Total College Requirement	124
Biology Statistics Elective (Four units required)	
MA189 Research/Project/Thesis in Mathematics/Statistics	4
MA197 Special Topics in Statistics	4

The full description of each course can be found in the Natural Sciences section or in the Mathematics/Statistics section. Contact the two Departments for details regarding this interdisciplinary major.

BUSINESS ADMINISTRATION

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

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

DAY PROGRAM

Bachelor of Science: Business Administration

In addition to major requirements, students must meet General Degree requirements specified on pages 152-153.

		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
EC001	Macroeconomics	3
EC001	Microeconomics	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
	Total College Requirement	124

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.

*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.

Minor Requirements: Business Administration

GB001, AC003, EC001A or EC001 and two courses chosen from: GB183, FN131, MK160, and MG196 for a total of 15 units.

Business Administration - Day

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 '00

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 Francais 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 CD1

See Career Development section.

GB192 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. (Department Chair's permission only.)

Accounting

AC003 Financial Accounting (3) Fall Spring

GB008 recommended.

introduction to the field of accounting.

Addresses fundamental principles of recording business transactions in accounting format.

Emphasizes the purposes, preparation and analysis of income statement, statement of retained earnings and balance sheet.

AC004 Managerial Accounting (3) Fall Spring

Prerequisite: AC003/EC001B/ (For Day Students, MA014, or equivalent competency.)

Completes the study of financial accounting, including the purpose, preparation and analysis of the statement of cash flows. Extends the study of accounting to the preparation and evaluation of information for managerial planning, control and decision-making.

AC101/102 Intermediate Accounting I/II

(3/3) Fall Spring

Prerequisite: AC003.

See Department of Evening & Intensive Business Administration section for course description.

AC1 Cost Accounting (3) Summer

See Department of Evening & Intensive Business Administration section for course description.

AC1 Tax Accounting (3) Summer '98

See Department of Evening & Intensive Business Administration section for course description.

AC124 Auditing (3) Spring '98

Prerequisite: AC101/102.

See Department of Evening & Intensive Business Administration section for course description.

AC1 Advanced Financial Accounting (3)

Fall '97

Prerequisite: AC101/102.

See Department of Evening & Intensive Business Administration section for course description.

AC1 Independent Study (1-3)

Individual study or research under the direction of an instructor. See Undergraduate Policies & 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 Microeconomics (3) Spring

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

EC102 Statistics (3) Fall Spring Summer

Prerequisite: Math Competency Level II.

Cross-listed as MA1 See Math section.

EC1 82 Comparative Economic Systems (3) Fall

Prerequisite: EC001 A.

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

EC1 83 Economic Development of Less Developed Countries [CDiv] (3) Spring

Prerequisite: EC001

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.

EC1 Independent Study (1-3)

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

FN131 Corporate Financial Management (3)

Fall Spring

Prerequisite: AC003/AC004 (concurrent enrollment with instructor's permission; for Day Students, MA014, or equivalent competency.) Introduction to the field of finance, including principles, techniques and uses of finance as a business function. Study of financial analysis, planning and decision-making. Focus on firm's balance of financial risk and return for the benefit of corporate stockholders.

FN135 Personal Financial Planning (3)

Spring '99

Prerequisite: AC003. 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.

FN137 Money, Markets & Financial institutions (3) Fall

Prerequisite: FN131.

An introduction to the principles of money, banking and financial markets. The course considers the processes and instruments by which transaction costs are minimized as financial institutions and markets create value by transferring funds from savers to users.

FN141 Intermediate Finance (3) Spring

Prerequisite: FN131.

In-depth analysis of specific problems that face the financial manager, including the agency problem, the risk/reward relationship, capital structure decisions, and capital budgeting under uncertainty.

FN180 International Finance (3) Fall '99

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 & 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 '99

Cross-listed with FN180.

See Economics & Finance section.

IB182 Comparative Economic Systems (3) Fall

Cross-listed with EC1

See Economics & Finance section.

IB183 Economic Development: Less Developed Countries [CDiv] (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 & Procedures section on Independent Study.

Management

MG115 Conflict Management: Theory & Practice (3) Fall

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 '99

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

Prerequisite: MG196.

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

MG153 Operations Management (3) Fall '98**Prerequisite:** MG196.

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.

MG157 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 CM1

See Communications section.

MC180 Introduction to Arts Management Fall

Cross-listed as TA180

See Theater Arts section.

MG194 Readings in Management (3)

Spring '99

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.

MG195 Special Topics (1)

Short seminars/workshops of timely interest to managers.

MG196 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.

MG197 Managerial Decision-Making (3)

Spring '00

Prerequisite: MG196.

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.

MC199 Independent Study (1-3)

Individual study or research under the direction of an instructor. See Undergraduate Policies & 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 '98**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.

MK162 Marketing Research (3) Spring '99**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 '98

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 '99

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 '99

Prerequisite: MK160.

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

MK169 Channel Marketing Spring '00

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.

MK199 Independent Study (1-3)

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

BUSINESS ADMINISTRATION - INTENSIVE EVENING

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.

Students take a broad core curriculum in diverse business functions applicable to all organizational settings. Additional electives allow students to explore new areas or concentrate in a particular field: Accounting/Finance, International Business, Management, Marketing or Technology Management.

All upper-division major requirements, with the exception of Accounting, can be met in the 7-week intensive format. A selection of upper-division general education courses are also offered in the intensive format. Accounting concentration courses are offered in the 15-week format to accommodate both day and evening students. Only students admitted to the Intensive Program may enroll in 7-week intensive classes.

INTENSIVE EVENING PROGRAM

Bachelor of Science: Business Administration

In addition to major requirements, students must meet General Degree requirements specified on pages 152-153

	Units
General Education Requirements	45
 Prerequisites	
AC003 Financial Accounting	3
AC004 Managerial Accounting	3
EC001 Macroeconomics	3
EC001 Microeconomics	3
EC102/MA102 Statistics ¹	3
 Major Requirements	
MC196 Management Principles & Organizational Behavior	3
MK160 Marketing Principles	3
GB183 Legal Environment of Business	3
FN131 Corporate Financial Management	3
GB192 Business Policies & Strategy	3
PL128 Ethics & Professional Responsibility ²	3
EN136 Professional Writing or EN1 Project, Proposal & Grant Writing	3
Upper-division elective courses in the major or in an area of concentration	9
General Electives	34
Total College Requirement	124

¹ Intensive Business Administration students may use EC102/MA102 to satisfy the General Education requirement in Math.

² Intensive students may use EN136 or EN137 to satisfy the English Composition requirement in General Education, and PL128 to satisfy the Philosophy requirement in General Education. See English and Philosophy sections respectively for course descriptions.

Business Administration - Evening

AC003 Financial Accounting (3) Spring
Cross-listed as BA003. See Graduate MBA section.

AC101 Intermediate Accounting 1 (3) Fall

AC102 Intermediate Accounting II (3) Spring
Prerequisite: Financial Accounting.
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.

AC1 Cost Accounting (3) Summer '00
Prerequisite: Managerial Accounting.
Analyzes problems of basic cost accumulation systems including job costing, process costing, accounting for manufacturing overhead, cost budgeting, joint product costing, and standard costs.

AC1 Tax Accounting (3) Summer '99
Surveys a broad range of tax concepts applicable to both individual and business entities, the role of tax in the decision-making process. Provide students with the ability to conduct basic tax research and planning and the knowledge of the interrelationship and differences between financial and tax accounting.

AC1 Accounting Analysis for Managers (3)
Summer
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.

EC001A Macroeconomics (3) Fall
Cross-listed as BA001A. See Graduate MBA program.

EC001 Microeconomics (3) Fall
Cross-listed as BA001B. See Graduate MBA program.

EC102 Statistics (3) Fall Spring Summer
Prerequisite: Math Competency Level II.
Cross-listed as MA1 02. See Math section.
Fall Summer
Intensive course - Cross-listed as BA102.
See Graduate MBA section. Spring

EC/IB183 Economic Development of Less Developed Countries [CDiv] (3) Spring
Prerequisite: EC001 A.
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.

FN131 Corporate Financial Management (3)
Fall Spring Summer
Prerequisite: Financial & Managerial Accounting, Statistics.
Introduction to the field of finance, including principles, techniques and uses of finance as a business function. Study of financial analysis, planning and decision making. Focuses on the firm's balance of financial risk and return.

FN135 Personal Financial Planning (3) Fall
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.

FN136 Corporate Financial Analysis (3)
Summer
Prerequisite: FN131.
In this course, the financial principles learned in FN131 are applied to the analysis of cases. Additional topics in short-term finance will also be considered.

FN137 Money, Markets & Financial Institutions (3) Spring
Prerequisite: Macroeconomics, FN131.
An introduction to the principles of money, banking and financial markets. The course considers the processes and instruments by which transaction costs are minimized as financial institutions and markets create value by transferring funds from savers to users.

GB183 Legal Environment of Business (3)

Fall Spring Summer

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.

GB192 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)

(by arrangement)

Prerequisites: Completion of all core requirements and senior class standing. Research, development and implementation of business related project. See department publication for specific CPA and other requirements. (Department Chair's permission only.)

GB195 Prep For Finance (.5)

Fall Spring Summer

An introduction to the use of a financial calculator- and a review of the essentials of algebra, statistics and accounting particularly relevant to success in FN131 - Corporate Financial Management.

IB110 International Business (3) Fall '99

An overview of International Business. In this course, international finance and management, international trade and international investments are considered within the framework of international economics and institutions.

IB/MG116 Comparative International Management [CDiv] (3) Fall '98

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.

IB/MK165 International Marketing (3) Summer

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

MC115 Conflict Management: Theory & Practice (3) Spring

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.

MG/MK117 Entrepreneurial Management & Marketing (3) Spring

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)

Summer

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

MG157 Women in Management [CDiv] (3) Fall

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.

MG162 Managing Cultural Diversity [CDiv] (3) Spring

This course examines a new paradigm for understanding and managing cultural diversity in the workplace. Students explore cultural impacts on individual, group and organizational behavior and norms and the nature and effects of discrimination. Cross-listed as HS162.

MG/TM176 Introduction to Information Technology Management (3) Summer

An overview of business information systems and technology from the perspective of the manager needing to work in this dynamic environment, providing a survey not only of the technical components of systems but their implications for business professionals.

MG/TM177 Telecommunications Management (3) Fall

Survey of contemporary communications technology and the impact on the organization including advances in integrated systems, regulatory challenges, networks, and the role of the manager in a telecommunications environment.

MG190A Educational Management & Assessment (.5) Fall

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

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

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

MG195 Special Topics (.5) Fall Spring Summer

Short seminars/workshops of timely interest to managers.

MG196 Management Principles & Organizational Behavior (3) Fall Spring Summer

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.

MK160 Marketing Principles (3)

Fall Spring Summer

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.

MK168 Marketing for Non-Profit Organizations (3)

Cross-listed with HS160. See Human Services section.

MK171 Public Relations & Marketing Communication (3) Fall

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.

MK/TM175 Business to Business Advertising in a Technology Environment (3) Spring

Examines the role of the advertising of goods and services to business and institutions, using electronic tools to conduct research, identify objectives and design strategy with a focus on the high technology environment in our community.

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: AR108D (2); AR151 (2); CD198 (2-3); CM160 (3); ED136 (3); MK198 (3); PY/SO109 (1); SO190A (1); SO190B (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.

Career Development

CD081/181 In Search of Meaningful Work (Self Assessment) (1) Fall Spring Summer

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. Grading is Pass/Not Pass.

CD182 Successful job Search Strategies (2)

Fall Spring

Students will learn the basics necessary to find jobs that utilize their college education: writing accomplishment statements from classes and work experience; resume writing and job interviewing.

CD195 Special Topics in Career Development (.5-1) Fall Spring Summer

Exploration of current issues in the workplace. May be repeated for credit. Grading is Pass/Not Pass.

CD198 Cooperative Education internship (2-3) Fall Spring

Perequisite: 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 units of credit.

CD198 General Motors internship (3) Spring

In conjunction with the General Motors Corporation, a local GM dealer and Sgro Promo Associates, the class will develop and execute a grassroots marketing program. The program will include managing a budget, conducting market research, designing a promotional campaign, writing a comprehensive plans book, making an agency-style presentation, implementing the program, and analyzing the results.

CD199 Independent Study in Career Development (1-3)

Individual study under the direction of an instructor. See Undergraduate Policies & Procedures on Independent Study.

*Does not apply to Intensive students

COMMUNICATION

The study of Communication traditionally helped students understand how people use symbols to construct knowledge and to exert influence. In today's electronic society, communication goes beyond thinking well and speaking well to include information management. The Department of Communication offers an interdisciplinary major grounded in the liberal arts. With this orientation, students learn to speak, think, and write clearly and concisely, critically and creatively. Graduates with this major are prepared to make educated decisions about information exchange in corporate communication, marketing communication, public affairs or media. They will be prepared to give meaning to the overwhelming quantity of information and raw data that society now produces and manage a profusion of media channels that present persuasive messages to differentiated world markets.

The Communication Major incorporates courses from Art, Business, and English, reflecting the relevance of communication across the academic spectrum. The combination of required and elective courses in the interdisciplinary communication curriculum helps students develop media literacy. The Internship Program provides supervised instruction in the specific career field of the student's choice such as internal or external corporate communication, media production or management, public relations, public affairs, television, radio, journalism, and promotional or technical writing. In addition, new courses such as CM109 Designing Web Messages, help students prepare for the emerging field of Internet communication.

The capstone course, Senior Seminar, provides students with an integrative learning experience including work with a mentor to demonstrate how their knowledge and competence in communication can be applied. These mentors are matched with students depending on the student's interests and goals. The Advisory Board to the Department of Communication often formally serve as mentors.

The Department of Communication faculty provides close interaction with students and supports their individual needs and goals. The faculty encourages the freedom of inquiry and expression of all students and helps them develop their full potential. As part of the larger College community, both faculty and students endeavor to experience the dignity of life fully and use their knowledge of communication to enhance their relationships, their community, and their own personal growth.

Bachelor of Arts: Communication

In addition to major requirements, students must meet General Degree requirements specified on pages 152-153.

		Units
	General Education Requirements	47
<i>Prerequisites</i>		
CM010	Introduction to Communication	3
CM011/111	Oral Communication	3
CM012	Communication Technology	3
GB001	American Business: Foundations & Practice	3

Major Requirements		Units
CM018/118	Journalism	3
EN107	Technical Writing	3
CM120	Corporate Communication	3
CM130	Mass Media & Society	3
MK160	Marketing Principles	3
AR108	Media Graphics	
or		
AR125	Photography	3
CM140	Video Production	4
CM160	Communication Internship	6
CM161	Persuasion & Presentation	3
CM198	Senior Seminar	3
	One elective course in Communication	3
	General Electives (chosen in consultation with advisor)	28
	Total College Requirement	124

Minor Requirements: Communication

The minor in Communication is designed to combine well with majors in English, Business, Psychology, Political Science, or Theatre Arts. Students are required to take a minimum of 12 units.

Required:

CM010	Introduction to Communication	3
CMO11/111	Oral Communication	3

A minimum of two courses chosen from the following:

CM118	Journalism	3
CM120	Corporate Communication	3
CM125	The Holocaust	3
CM128	Sports Communication	3
CM130	Mass Media & Society	3
CM140	Video Production	4
CM161	Persuasion & Presentation	3
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) Spring

See Art section.

AR125 Photography (3) Fall

See Art section.

CM010 Introduction to Communication (3)

Fall Spring

Overview of communication theory; history and practice of the various media including broadcast, print, radio, cable, motion pictures; persuasive uses of communication in advertising, public relations, and corporate communication; and critical understanding of media literacy. New developments in electronic communication including the Internet, multimedia and the digital melding of media. Communication ethics.

CM011/111 Oral Communication (3)

Fall Spring

A participatory course which emphasizes the student's development as a confident and effective speaker. How to influence audience thought and behavior by integrating information from a variety of sources for specific rhetorical purposes. Group discussions, outside speech observation, audience analysis, and extemporaneous presentation of prepared speeches. 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, internships and on the job. Instruction in the PC lab using the Pagemaker program. Depending on student skill level, Web design and multimedia production will be included using Adobe PageMill.

CM018/118 Journalism (3) Fall

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

CM018L/118L Journalism Lab (1-3) Fall Spring

Prerequisite: Journalism 18 or 118 or permission of instructor.

Production of the campus newspaper, the Argonaut. All aspects of newspaper production, including news, editorial and feature writing, layout and editing. Students serve on the paper's editorial board. Enables students to specialize in one area of journalism. May be repeated for credit.

CM109 Designing Web Messages (3) Fall

Project-based course in creating text interlaced with graphics for interactive multimedia. Textual requirements of electronic media, principles of visual communication, models for project development, and theoretical implications of the emerging electronic word. Collaborative teams comprised of students from CM109, CS109, and AR109 will learn to generate electronic messages from an interdisciplinary perspective.

CM1 20 Corporate Communication (3) Spring (Evening)

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.

CM125 The Holocaust, 1933-1945 (3) Fall
Beginning with the history of anti-Semitism, includes the exploration of the racist ideology of National Socialism; the death camp experience; propaganda analysis and media usage of the Third Reich; psychological strategies of survivors, perpetrators, and bystanders; Christian and Jewish responses and the student's own individual response to the Holocaust. Applications made to contemporary battles against genocide. Cross-listed as RS125 and PY125.

CM128 Sports Communication (3) Spring
History of sports in the electronic media, production, marketing, and distribution of modern sports media, requirements of sports broadcasting, and the role and training of sports broadcasters.

CM130 Mass Media & Society (3) Fall
Traces the development of modern mass media and examines their programming and business practices, the importance of media in our personal lives and in society, and the effectiveness of the various mass media. Issues in mass media research and the ethical and legal implications of media use. Critical analysis of the impact of new electronic media.

CM140 Video Production (4) Fall Spring
Prepares the student for the creative and technical requirements needed for planning and producing a successful video production. Hands-on practice focuses on production equipment, set-up, camera movements, composition, lighting and sound techniques, and editing.

CM160 Communication internship (6)
Fall Spring
Two senior-year internships give students practical on-the-job experience. Working with professionals in media or business, students put theories and skills to work on selected projects. Provides students with specialized training in their career field of choice. One internship each in for-profit and not-for-profit companies.

CM161 Persuasion & Presentation (3) Fall
Advanced public speaking, theories of persuasion, and using multimedia aides. Taught in the PC lab with PowerPoint or other presentation software, integration of theory and practice to facilitate effective communication of persuasive messages in a business or professional context. Cross-listed as MG161.

CM175 Acting for the Camera
See Theatre Arts section. Cross-listed as TA175.

CM191 Senior Seminar (3) Spring
Capstone course provides a means of assessment and integration of prior learning. Portfolios compiled and presented. Students serve as a communication consultant to students enrolled in MG196 Organizational Behavior. How to conduct electronic research and access information on the job. Working with a mentor from the student's chosen area enables students to experience how communication knowledge is applied in the workforce. Senior standing required.

CM195 Special Topics in Communication (3)
Fall 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. May be repeated for credit with different topics.

CM199 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 (Evening)
See English section.

GB001 American Business: Foundations & Practice (3) Fall Spring
See Business Administration section.

MK160 Marketing Principles (3) Fall Spring
See Business Administration section.

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 practical problems.

The Program also emphasizes the current trends in Software Engineering through an Object-Oriented approach and Internet/Networking applications using JAVA. The primary language used for concept implementation is JAVA, but C and C++ are also used in various projects.

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 Degree requirements specified on pages 152-1 53.

	Units
General Education Requirements	45
<i>Prerequisites (Foundation)</i>	
CS030AB Foundations of Computer Science I & II	6
CS030L Programming Laboratory (recommended)	
CS040 Data Structure & Abstraction	3
CS050 Computer Organization I	3
CS060 C/Unix System Programming	3
CS109 Web Search & Design (recommended)	
MA020AB Calculus I & II	8
MA030 Calculus III (recommended)	
MA045AB Discrete Mathematics I & II	6
MA150 Linear Algebra	4
<i>Major Requirements (Upper-division Core)</i>	
CS110 Analysis of Algorithms	3
CS120 Programming Languages	3
CS130 Computer Operating Systems	3
CS159 User Interface Design & Object Oriented Programming	3
CS185 Software Engineering	3
CS191 Computer Networks	3
CS196 Software Development: Methodology & Project	3
Upper-division Electives in Computer Science	9
Career Development Requirement	3
General Electives	13
Total College Requirement	124

Computer Science Electives (Nine units required)		Units
CS150	Computer Organization II	3
CS151	Numerical Methods	3
CS155	Computer Graphics	3
CS177	Network Programming for Internet & WWW	3
CS183	Database Management Systems	3
CS197	Special Topics in Computer Science	3
CS199	Independent Study in Computer Science	1-3
MA118	Operations Research	4
MA145	Automata & Complexity Theory	3

One Computer Science elective must be selected from each of the following two groups of courses:

1. CS177, CS183
2. CS151, CS155, MA118, MA145

MA030 and CS109 are strongly recommended to be taken as general electives.

For the purpose of gaining practical experience, full-time Computer Science students are strongly recommended to apply for internships (concurrent enrollment in CS198), and to participate in Computer Science Program/Lab projects/activities (by enrolling in CS149L/T).

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 or electives for another major or minor (however, they may be used to fulfill prerequisites). Courses recommended for minor: CS050, CS060, CS109, CS159, CS177: CS183, CS185. 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 Spring (Evening)

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

Number systems and data representation. Boolean expressions and operators. Overview of computer organization. Steps in building software applications: flowcharts, modules, pseudocode. Conditional and repetitive structures. Methods. Recursion. Arrays. Emphasis is placed on a modular approach to programming methodology. Beginning level of programming with JAVA.

CS030B Foundations of Computer Science II

(3) Spring Summer (Evening)

Prerequisite: CS030A or permission of instructor.

Continuation of CS030A. Covers: object design and programming, strings and characters, elementary data structures and algorithms, system interface, I/O operations and development tools. Emphasis is placed on software development techniques for more complex applications. Intermediate level of programming with JAVA.

CS030L Programming Laboratory (1)

Fall Spring (Day/Evening) Summer (Evening)

Prerequisite: Permission of instructor.

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 and interface 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.

CS031 JAVA for C/C++ Programmers (1)

Fall Spring

Prerequisite: Permission of instructor.

Recommended for transfer students who already took "Foundations" courses (equivalent of CS030AB) in C or C++, and intend to enroll in higher level Computer Science courses using JAVA in applications. Pass / Not-Pass grading.

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 JAVA 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 for some search and sort algorithms.

CS050 Computer Organization I

(3) Spring (Evening)

Prerequisite: CS040, or permission of instructor. MA045A is recommended.

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

CS060 C/Unix System Programming (3)

Fall (Evening)

Prerequisites: CS0308, or permission of instructor. CS040 and CS050 are recommended. Detailed study of the C/Unix environment. Tutorial on using Unix. Unix utilities. Pointers and arrays in C. File system and shell programming. Unix system calls. Advanced C programming. Develops programming skills in the C/Unix environment.

CS109 Web Search & Design

Fall Spring (Evening)

Prerequisite: Any other CS course or permission of instructor.

WWW structure, navigation and search techniques. User groups. Internships and jobs on the Web. Web page design. Tables, frames and forms. HTML techniques. incorporation of scripts and applets Links and structure connectivity. Web tools for interactive Web applications. Images and graphics. Aesthetic aspects. Team projects in collaboration with students enrolled in AR109 and CM109. Creates proficiency with planning and designing Web pages.

CS110 Analysis of Algorithms (3)

Fall '98 (Evening)

Prerequisites: CS040, MA020B and MA045B, or permission of instructor. MA030 and MA150 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.

CS120 Programming languages (3)

Spring '99 (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.

CS130 Computer Operating Systems (3)

Fall '99 (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. O.S. projects and applications.

CS149L/T Laboratory/Teaching Assistant (1-3)

Fall Spring (Day/Evening)

Prerequisite: Permission of instructor.

Opportunity for computer science majors to gain practical experience and earn credit by assisting instructors or by participating in systems management activities or in Computer Science Program/Lab projects.

CS150 Computer Organization II (3)

Summer '99 (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 '00 (Evening)

Prerequisites: CS030A, MA020B, MA045A and MA150, or permission of instructor. CS030B, MA030, and MA045B are 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.

CS155 Computer Graphics (3)

Fall '99 (Evening)

Prerequisites: CS030B, MA020B, MA045A and MA150, 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.

CS159 User Interface Design & Object Oriented Programming (3) Fall (Evening)

Prerequisites: CS030B, or permission of instructor. CS040 and CS060 are recommended. Overview of object oriented concepts and techniques with C++ and JAVA: classes, inheritance, polymorphism, overloading and code reuse. GUI components (widgets). Event-driven GUI. Development of interactive software applications using GUI. Advanced level of programming with C++ and JAVA.

CS177 Network Programming for Internet & WWW (3) Spring '00 (Evening)

Prerequisites: CS030B and CS159, or permission of instructor. CS040 and CS060 are recommended. Multithreading and concurrency. Communication and synchronization. Network programming concepts. Client/Server interaction and application development. Protocol handlers. Distributed systems and applications. Security issues. JAVA is used in designing and implementing network applications for Internet/WWW/Intranets.

CS183 Database Management Systems (3) Spring '99 (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 application: designing and implementing a relational DBMS.

CS185 Software Engineering (3)

Spring (Evening)

Prerequisites: CS040, or permission of instructor. CS060 and CS159 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 developing and implementing software projects using the SE phases and methods.

CS191 Computer Networks (3)

Spring '00 (Evening)

Prerequisites: CS040, CS050 and CS130, 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, CS159, CS185, and permission of instructor. CS060 is recommended. 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.

CS197 Special Topics in Computer Science (3) Fall Spring Summer '00 (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 (1-3)**

Provides students with the opportunity to gain career-related work experiences. See Career Development section for details. Cross-listed as CD198.

**CS199 Independent Study in Computer Science
(1-3) Fall Spring (Day/Evening)**

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

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 152-153.

	Units
General Education Requirements	47
 <i>Prerequisites</i>	
EN002 Composition & Introduction to Literature	3
EN021 Composition & Classics of World Literature	3
HY004AB History of Western Civilization	6
 <i>Major Requirements</i>	
EN022 Modern World Literature	3
EN100 Principles & Practice of Literary Criticism	3
EN106 Advanced Writing	
or	
EN141ABC Creative Writing	3
EN117 Shakespeare	3
EN130A or B Survey of American Literature	3
EN146ABC Survey of British Literature	6
	(two semesters)
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 Requirements: English

EN002, EN021, HY004AB, plus 15 upper-division units from the following:	Units
EN022 Modern World Literature	3
EN106 Advanced Writing	
or	
EN141ABC Creative Writing	3
EN117 Shakespeare	3
EN146A 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
EN106 Advanced Writing
EN110 Linguistics
EN117 Shakespeare
EN130A or B Survey of American Literature
EN133 Women's Literature
EN146ABC Survey of British Literature (two courses)
EN1 71 World Literature
or
EN1 73 Modern Fiction
EN1 75 Ethnic American Literature

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

CM010 Introduction to Communication
CM011/111 Oral Communication
CM018/118 Journalism
EN022 Composition & Literature of Western Civilization (Part 2)
EN034 Introduction to Literature
EN100 Literary Criticism
EN107 Technical Writing
EN112 Continental Literature
EN125 English Novel
EN125E American Novel
EN130A or B Survey of American Literature
(one course in addition to core course)
EN141ABC Creative Writing
EN143 Children's Literature
EN146ABC Survey of British Literature
(one course in addition to core course)

EN149T	Teaching Assistant
EN151J	Milton Seminar
EN151L	Chaucer Seminar
EN160	Great Writers
EN191	Senior Seminar
EN195	Special Topics
FC150	European Cinema & Cultures
FC151	Intercultural Aesthetics Through Cinema
LA110	The Literature of Latin America
RS001/100	Introduction to the Old Testament
RS013/113	Introduction to the New Testament
TA002/102	Introduction to Oral Interpretation of Literature
TA130A	Development of Drama & Theatre to 1640
TA130B	Development of Drama & Theatre from 1640 to 1850
TA130C	Development of Drama & Theatre from 1850 to the Present

Internship Program

The English Department is beginning an internship program that will enable students to meet the College's Career Development requirement by taking EN149CD and/or EN198. This program is specifically designed for students planning to teach at the college or university level or for students planning a career in writing. Information about this new program is available in the English Department (Campus Center, Room 2).

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, and drama.

EN0021 Composition & Introduction to Literature (3) Fall

Special section of EN002 that is tailored to international students, though all CND students may enroll. Concurrent enrollment in EN0201 is required of international students.

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 a General Education requirement.

EN0201 Writing Center (1) Fall Spring

Special section of Writing Center that addresses the specific needs of international students taking EN021 and EN21 I, emphasizing revision of essays and individualized instruction in idiom, mechanics, and grammar. Does not satisfy a General Education requirement.

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.

EN0211 Composition & Classics of World Literature (3) Spring

Special section of EN021 that is geared towards international students, though all CND students may enroll. Concurrent enrollment in EN020 is required for international students.

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 minors and is open to all students.

EN1 00 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.

EN106 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.

EN107 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.

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.

EN120 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 students who do not pass the College's Writing Proficiency Examination.

EN1201 Writing Center (0.5-3) Fall Spring Summer

Special section of Writing Center that addresses the specific needs of international student satisfying the Writing Proficiency Requirement; emphasizes revision of essays and individualized instruction in idiom, mechanics, and grammar. Does not satisfy a General Education Requirement.

EN120C The Bohemian (0-3) 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.

EN125 British Novel (3) Fall '99

Introduces students to representative great novels of the English tradition, with attention given to the earliest novels as well as nineteenth and early twentieth-century novels.

EN125E American Novel (3) Fall '98

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.

EN130A Survey of American Literature (3)

Spring '99

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

EN130B Survey of American Literature (3)

Spring '00

Continuation of EN130A, 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. Satisfies General Education requirement in Cultural Diversity.

EN136 Professional Writing (3)

Fail 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 EN136 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 EN136 Professional Writing.)

EN141B Creative Writing: Poetry (3)

Fall Writing and sharing poetry through critically et nurturing feedback; beginning as well as advanced writers are welcomed. May be repeated once for credit. Concurrent enrollment in EN120C The Bohemian is strongly recommended.

EN141C Creative Writing: Short Story (3)

Spring '00

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. May be repeated once for credit. Concurrent enrollment in EN120C The Bohemian is strongly recommended.

EN143 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.

EN146ABC 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)

Fail '99 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)

Fall '98, Spring '00 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)

Spring '99 Victorian and Modern British literature, emphasizing poets, novelists, and dramatists of the 19th and 20th centuries.

EN149CD Teaching Internship (1-3)

Fall Spring Summer 1

Students may serve as tutors in the Writing Center or student assistants in English classes to satisfy the Career Development requirement; each unit requires 50 hours of service.

EN149T Teaching Assistant (1-3) Fall Spring
Summer 1

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 '99

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 '00

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.

EN171 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 Cultural Diversity.

EN173 Modern Fiction: Comparative Approach [CDiv] (3) Summer Session 2 '00

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

EN175 Ethnic American Literature [CDiv] (3) Fall

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

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.

EN192AB Seminar in the Humanities (3)

Summer 2

An intensive interdisciplinary course geared toward high school and community college teachers but open to all CND students. Class meets 6 hours a day (11 a.m. to 5 p.m.) and is taught by various CND faculty as well as visiting professors. Students are expected to read texts before the first class meeting. The final project may be a research paper or teaching unit implemented in fall.

EN195 Special Topics-(3) Spring '99

Taught by Sister Catharine Julie Cunningham Visiting Scholars. This course emphasizes creative and expository writing, including essay, biography, and science-in-fiction writing. Satisfies the English major and minor writing requirement.

EN1951 Special Topics [CDiv] (3)

Summer Session 2 '99

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 Cultural Diversity.

EN198 Writing Internship (1-3) Fall Spring

Service at a Bay Area organization emphasizing editing journalism, creative writing, or technical writing; each unit requires 50 hours of service.

EN1 99 Independent Study (1-3)

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

EN492AB Seminar in the Humanities

(3) Summer Session 2

An intensive interdisciplinary course geared toward high school and community college teachers but open to all CND students. Class meets 6 hours a day (11 a.m. to 5 p.m.) and is taught by various CND faculty as well as visiting professors. Students are expected to read texts before the first class meeting. The final project may be a research paper or teaching unit implemented in Fall '98. CND undergraduates should take EN142A, as EN442A grants professional development units that do not lead to a CND degree.

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

ENGLISH FOR INTERNATIONAL STUDENTS

The English for International Students Program is designed for students who need to develop their English skills in order to successfully complete academic studies at College of Notre Dame. A variety of English as a Second Language (ESL) classes are offered to provide students with increased opportunities for English study and practice. Students are placed in appropriate classes on the basis of previous English study, TOEFL scores and CND ESL Placement Test scores. These classes may be taken with other selected academic classes. Courses in English for International Students do not satisfy General Education requirements, but credit for classes may be applied towards a degree-

EI030 Academic English: Basic Communication Skills (6) Fall

Focuses on an integrated approach to develop English speaking, reading, and writing skills by having students actively practice English and develop cultural awareness through classroom activities, field trips, community projects.

EI031 Academic English: Intermediate Communication Skills (6) Fall Spring

Focuses on an integrated approach to develop English speaking, reading, and writing skills and cultural awareness field trips, readings in academic areas, and writing across the curriculum.

EI032 Academic English: Advanced Communication Skills (3) Fall Spring

Focuses on the development of advanced writing skills in a variety of academic subjects and a research paper in students' major field of study.

EI040 English for Business (1) Fall

Emphasizes business writing and reading skills by developing business vocabulary, studying business technical writing, and visiting business courses.

EI041 English for Arts & Sciences (1) Fall

Emphasizes academic English used in Humanities, Arts, Mathematics, and Science and provides opportunity for individual work and class visits to courses in students' major fields.

EI050 Spoken English: Pronunciation (1)

Fall Spring

Focuses on study of American English pronunciation, including sounds, intonation, stress through classroom and language lab activities, using computers, tapes, and videos. (May be repeated for credit.)

EI051 Spoken English: Listening Comprehension (1) Fall Spring

Develops listening skills through academic lectures, videos, field work, and interactions with native speakers. (May be repeated for credit.)

EI052 Spoken English: Oral Presentation (1)

Fall Spring

Gives students the opportunity to develop speaking skills by participating in classroom debates and discussions and by giving a variety of oral presentations. (May be repeated for credit.)

EI415 Graduate International English Seminar (1-3) Fall Spring

Focuses on advanced English skill development through pronunciation analyses, oral presentations, research paper writing, and reading in students' major fields of study.

FINANCIAL STATISTICS - INTERDISCIPLINARY MAJOR

The Undergraduate Day Business Administration Program and the Department of Mathematics and Computer Science offer an Interdisciplinary Major in Financial Statistics. The Major focuses on developing strong quantitative, analytical, financial and business skills. Emphasis on financial processes and their statistical analysis. Employment opportunities in: banks, brokerage firms, insurance companies, government and statistical consulting groups. Covers the requirements requested by five actuarial exams. Excellent preparation for graduate study.

Bachelor of Science: Financial Statistics

In addition to major requirements, students must meet General Degree requirements specified on pages 152-I 53.

		Units
General Education Requirements		45
<i>Prerequisites (Foundation)</i>		
AC003	Financial Accounting	3
AC004	Managerial Accounting	3
EC001B	Microeconomics	3
GB008	Introduction to Computers	3
MA020AB	Calculus I & II	8
MA030	Calculus III	4
MA150	Linear Algebra	4
MA150L	Linear Algebra Software Lab	1
<i>Requirements (Upper-division Core)</i>		
AC101/102	Intermediate Accounting	6
FN130	Securities & Markets	3
FN137	Money, Markets & Financial Institutions	3
FN141	Intermediate Finance	3
MA115	Probability & Statistics I	4
MA116	Probability & Statistics II	4
MA116L	Statistical Programming Lab I	1
MA123	Applied Statistical Methods	4
MA123L	Statistical Programming Lab II	1
Electives in Financial Statistics		14
Career Development Requirement		3
General Electives		4
Total College Requirement		124
Financial Statistics Electives (14 units required)		
Two Business courses (at least one of which is upper-division)		6
Two courses from:		
MA118	Operations Research	4
MA189	Research/Project/Thesis in Math/Stat	4
MA197	Special Topics in Statistics	4

The full description of each course can be found under Business section or under Mathematics/Statistics section. Contact the two Departments for details regarding this interdisciplinary major.

HISTORY

The Department of History & Political Science 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 & Peace.

Bachelor of Arts: History

In addition to major requirements, students must meet General Degree requirements specified on pages 152-153.

		Units
	General Education Requirements	47
Prerequisites		
HY004AB	Western Civilization	6
	Lower-division Social Science Electives	6
Major Requirements		
HY017	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 Chair for complete information on requirements.

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

Minor Requirements: History

HY004AB, PS001, PS002, plus 9 upper-division units in History approved by the Department Head.

History

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

HY004A Western Civilization (3) Fall
Survey of Western Civilization from the pre-historic 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 PS101. 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.

HY118 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 PS150.

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 Sex & Myth in History (3)

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

HY154 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 SO155.

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.

HY158 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 PS159.

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. Cross-listed as PS165B.

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."

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 PS166C.

HY173 Political Psychology (3)

Cross-listed as PS173. See Political Science section.

HY180 African Area Studies [CDiv] (3)

Fall
Survey of African events in the light of pre-colonial, colonial and modern developments. Satisfies a former General Education requirement in Intercultural Studies. Cross-listed as PS180.

HY184 Asian Area Studies [CDiv] (3)

Satisfies a former General Education requirement in Intercultural Studies. Cross-listed as PS184. 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 (I-3)

Individual study or research under the direction of an instructor. See Undergraduate Policies & 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.

HUMAN SERVICES - INTENSIVE EVENING

The Human Services major is designed as an educational response to the current market demand for academically prepared professionals working in service positions in both private and public organizations. Students who graduate with this Bachelor of Science degree in the Human Services major are prepared for either administrative or counseling careers. This is an applied professional major that enhances and increases competencies of adult students currently employed in service positions such as child or social welfare, community mental health, state or local government, health, human resources, or employee assistance.

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. In this degree program 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 7-week Intensive Evening Degree Program format unless otherwise stipulated. This Intensive upper-division degree completion program allows career-oriented students to complete their Bachelor of Science 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 generally 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 Psychology Department.

The Human Services Department is in the process of proposing a new Health Services emphasis. The proposed change would include a combination of new and existing courses in Health Services Administration. Information about the proposed new Health Services emphasis as a Health and Human Services Degree Plan is available from the Human Services Department on campus in the Ralston Office Annex, Room 3.

Bachelor of Science: Human Services

In addition to major requirements, students must meet General Degree requirements specified on pages 152-153.

		Units
	General Education Requirements	45
Prerequisites		
PY001	General Psychology	3
SO001	introduction to Sociology	3
HS101AB	Transformative Learning (.5) & Professional Development (.5)	1
Major Core Requirements		
HS100	Human Services	3
HS102	Social Research Methods	3
HS110	Communication Skills	3
HS150	Financial Management	3
EN136	Professional Writing*	3
or		
EN137	Project, Proposal & Grant Writing*	3
PL128	Ethics & Professional Responsibility*	3
HS190	Human Services Senior Seminar	3

Human Services Counseling Concentration

Three courses chosen from the following:		Units
PY101	Major Theories of Personality**	3
PY155	Counseling Skills	3
PY161	Developmental Psychology: Child & Adolescent**	3
HS165/MG165	Trends & Issues in Health Management	3
PY168	Abnormal Psychology**	3
PY169	Psychological Aspects of Stress & Coping	3
SO162	Cross-Cultures & Subcultures*	3

Human Services Administration Concentration

Three courses chosen from the following:		Units
HS115/MG115	Conflict Management: Theory & Practice **	3
HS155	Human Relations in Organizations	3
HS160	Marketing for Non-Profit Organizations	3
HS162/MG162	Managing Cultural Diversity*	3
HS165/MG165	Trends & Issues in Health Management	3
HS195		
MG157	Women in Management **	3
MK160	Marketing Principles **	3
PY169	Psychological Aspects of Stress & Coping	3
	General Electives	33
	Total College Requirement	124

Minor Requirements: Human Services

HS100 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 Department Chair.

*Intensive Human Services students may use PL128 to satisfy the Philosophy requirement in General Education and EN1 36 or EN1 37 to satisfy the writing requirement in General Education. Also, SO1 62 or HS162 satisfies one of the General Education Cultural Diversity requirements. Only 3 units are awarded for each course when two area requirements (major and General Education) are satisfied.

**These courses are cross-listed and the description for these courses are in other departmental sections of this Catalog.

Human Services

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)

Fall Spring

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.

HS101B Professional Development (.5) Spring

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.

HS150 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.

HS160 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.

HS162 Managing Cultural Diversity (3) Spring

Theoretical and practical approach to the complexities of issues of diversity will be examined by reviewing typical values, habits, interactions, and concerns of different cultural groups in the workplace. Students will identify and practice strategies to overcome barriers and conflict in the workplace. Cross-listed as MG162.

HS165 Managing Employee Assistance Programs (3) Summer

Survey course directed toward covering all aspects of managing EAP's as they relate to employers, unions, human resources, and the workplace. Special attention is given to administration and implementation of strategies for special work groups.

HS171 Trends & Issues in Health Management (3) Spring

This course is aimed to prepare healthcare administrators, clinical providers, human service workers, policy makers, regulators and other providers for ethnic and diverse populations to function dynamically in the rapidly changing healthcare system. It aims to create an understanding of the social, political, and psychological context of health management in order to accurately conceptualize current practices, trends and issues in health management. Initiating positive attributes and outcomes in health services and management will be investigated. HS165 and HS195 will also be used in the proposed Health Services emphasis.

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 Health and 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 & Procedures section on Independent Study.

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 245 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 non-western 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 152-153.

		Units
	General Education Requirements	15
 Prerequisites		
AR004	Art History Survey	3
MU003A	Introduction to Music	3
FR001/FR010B/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
PL01 2	Formal Logic	3
RS001	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
EN146ABC	Survey of British Literature	
FR101A or 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 Department of Education, 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 requirements set by the California Commission on Teacher Credentialing 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, PE110, PY161, ED136). Each elective course should be in the same division as is the credential-related course which it replaces.

Bachelor of Arts: liberal Studies

In addition to major requirements, students must meet General Degree requirements specified on pages 152-153.

Area Requirements	Major Units	Gen. Ed. Units	Cred. Units
1. Language Studies (9 units)			
EN106	Advanced Writing, or		
EN141	Creative Writing, or		
EN149	Teaching Assistant (Writing Center)	3	3
EN110	Linguistics	3	3
CM011/111	Oral Communication, or		
TA002/102	Introduction to Oral Interpretation of Literature	3	3
2. Literature (12 units)			
EN002	Composition & Introduction to Literature	3	3
EN021	Composition & Classics of World Literature	3	3
EN143	Children's Literature	3	3
EN133	Women's Literature, or		
EN171	World Literature, or		
EN173	Modern Fiction: Comparative Approach, or		
EN175	Ethnic American Literature, or		
LA110	Literature of Latin America	3	3

	Major Units	Gen. Ed. Units	Cred. Units
3. Logic & Mathematics (9 units)			
Logic:			
PL012/112 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	3.5	3	3.5
Earth Science:			
PH001 Physical Geology	3		3
Life Science:			
BY005 introduction to Biology	3.5		3.5
Science, Technology, & the Environment:			
BY009 Human Environment, or BY/PH109 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)			
HY004A Western Civilization	3	3	3
HY004B Western Civilization	3	3	3
HY165B The New Nation, 1776-1836	3		3
7. Humanities (17 units)			
Modern Language (8 units)	8	8	8

If the General Education Requirement in Modern Language is met at entrance, the student may elect 6 advisor-approved units in art, foreign language, music, philosophy, religious studies, or theatre arts.

Philosophy (3 units)

PLO06 Introduction to Philosophy, or Advisor-approved units in Philosophy	3	3	3
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Religious Studies (6 units)

RS001/100 introduction to the Old Testament, or RS013/113 Introduction to the New Testament	3	3	3
RS165 Religions of the World	3	3	3

	Major Units	Gen. Ed. Units	Cred. Units
8. The Arts (6 units)			
For Credential Students: 6 units from two of the following:			
AR116 Art Education Concepts			
MU140 Music Education Concepts			
TA160 Children's Theatre	6	3	6
For Non-Credential Students: 6 units within the Visual & Performing Arts consisting of:			
One (1) content course (3 units), and 3 additional units in studio/performance or concepts.	6	3	
9. 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
ED136 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 achieving 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. Portfolio developed which samples best work and shows its relevance for teaching. Resource unit or other project developed in collaboration with concentration advisor. Senior standing required.

ED136 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.

MANAGEMENT COMPUTER TECHNOLOGY INTERDISCIPLINARY MAJOR

The Undergraduate Day Business Administration Department and the Department of Mathematics and Computer Science offer an interdisciplinary Major in Management Computer Technology. The Major focuses on developing strong quantitative, computing, managerial and business skills. Suitable for students interested in a computer related career in a business environment. Emphasis on software for business applications. Wide range of employment opportunities.

Bachelor of Science: Management Computer Technology

In addition to major requirements, students must meet General Degree requirements specified on pages 152-153.

	Units
General Education Requirements	45
 Prerequisites (Foundation)	
CS030AB Foundations of Computer Science I & II	6
CS030L Programming Lab	3
CS040 Data Structure & Abstraction	3
GB001 American Business: Foundations & Practice	3
GB008 Introduction to Computers	3
MA020AB Calculus I & II	8
MA045A Discrete Mathematics I	3
 Requirements (Upper-division Core)	
CS109 Web Search & Design	3
CS159 User Interface Design & Object Oriented Programming	3
CS177 Network Programming for Internet & WWW	3
CS183 Database Management Systems	3
CS185 Software Engineering	3
CS196 Software Development: Methodology & Project	3
GB183 Legal Environment of Business	3
MG196 Management Principles & Organizational Behavior	3
MG153 Operations Management	3
MK160 Marketing Principles	3
Electives in Management Computer Technology	12
Career Development Requirement	3
General Electives	5
Total College Requirement	124
 Management Computer Technology Electives (12 units required)	
Three Business courses (at least one of which is upper-division)	9
One course from:	
CS050 Computer Organization I	3
CS060 C/Unix System Programming	3

The full description of each course can be found under Business section, Computer Science section, or under Mathematics/Statistics section. Contact the two Departments for details regarding this interdisciplinary major.

MATHEMATICS & STATISTICS

The Department of Mathematics and Computer Science offers programs leading to the Bachelor of Science degree in Mathematics and to minors in Mathematics or Statistics, as well as to interdisciplinary majors in Financial Statistics and Biology-Statistics. The Mathematics curriculum at College of Notre Dame provides solid preparation for graduate school or for immediate entry into careers in industry or teaching. The Department also offers courses for general education in Mathematics and required courses for other majors.

The Statistics Concentration of the Mathematics Major introduces the student to the most important statistical methods and software used in industry while it develops a strong theoretical framework. This concentration leads to many careers in the financial services/insurance industry (e.g. Actuary, Statistician, Portfolio Analyst, Data Analyst, or Statistical Software Developer), and the biotechnology industry (e.g. Statistician or Statistical Software Developer). The curriculum covers material for five of the exams required by the Society of Actuaries. This concentration also serves as strong preparation for graduate study in Statistics.

The General Mathematics Concentration of the Mathematics Major provides the breadth and depth a student needs for graduate study and/or high-school teaching in Mathematics. At the same time, it is suitable for the career-minded individual who wishes to develop the analytical and technical skills so highly prized by employers. Mathematics majors go on to become doctors, lawyers, business people, programmers, financial analysts and more.

Interdisciplinary majors: The Financial Statistics Interdisciplinary Major focuses on developing strong quantitative, analytical, financial and business skills. Employment opportunities include positions in banks, brokerage firms, insurance companies, government and statistical consulting groups. The Biology-Statistics Interdisciplinary Major focuses on developing strong quantitative, analytical, and research skills in the area of biological processes and their statistical analysis. Employment opportunities include positions in drug companies, hospitals, research facilities, and statistical consulting groups.

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 available in the Lab.

To assist students in successfully meeting their mathematics requirements, the Department offers placement tests, a self-paced preparatory course (MA001), and tutorial assistance. Since every student must satisfy the General Education requirements in Mathematics and many students have additional mathematics requirements in their majors, every student should expect to take the placement test. Some transfer students may be exempt. See "Proficiency & Placement Tests: Mathematics" page 165 for a description of the test and further information.

Bachelor of Science: Mathematics

The major in Mathematics has two areas of concentration: General Mathematics and Statistics. All mathematics majors complete the prerequisites, the major requirements, and appropriate courses to complete one of the concentrations. In addition to major requirements, students must meet General Degree requirements specified on pages 152-153.

General Education Requirements	Units
	45

Prerequisites

CS030A	Foundations of Computer Science I	3
CS030L	Programming Laboratory	1
MA020AB	Calculus I & II	8
MA030	Calculus III	4
MA045A	Discrete Math I	3
One course from:		
MA045B	Discrete Math II	3
CS030B	Foundations of Computer Science II	3

Major Requirements (Upper-division Core)

MA115	Probability & Statistics I	4
MA125	Real Analysis	4
MA150	Linear Algebra	4
MA150L	Linear Algebra Software Lab	1
MA189	Research/Project/Thesis in Math/Stat	4

General Mathematics or Statistics Concentration	21-22
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Career Development Requirement	3
General Electives	15-16

Total College Requirement	124
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Requirements for the Concentration in General Mathematics

MA120	Differential Equations	4
MA151	Abstract Algebra	4
Plus thirteen (13) upper-division units from the following list of courses:		
MA105	Topics in Geometry	4
MA145	Automata & Complexity Theory	3
MA165	Number Theory	3
MA180	History of Mathematics	3
MA195	Special Topics in Mathematics	4
CS151	Numerical Methods	3
CS155	Computer Graphics	3

A limited number of these courses may be replaced by courses required for the Concentration in Statistics. Students who wish to teach at the high school level will need to pass the California examination for the Single Subject Teaching Credential in Mathematics. These students must include in their program MA045B, MA105, MA165, MA180, and MA102.

Requirements for the Concentration in Statistics

MA116	Probability & Statistics II	4
MA116L	Statistical Programming Lab I	1
MA118	Operations Research	4
MA123	Applied Statistical Methods	4
MA123L	Statistical Programming Lab II	1
MA197	Special Topics in Statistics	4

One upper-division (elective) course from:

MA105, MA120, MA151, MA195, CS151, CS155

Students majoring in Mathematics are strongly recommended to take a minor or a strong course concentration in another discipline. The Statistics Concentration pairs especially well with Business, Biology, Biochemistry, or Psychology, while the General Mathematics Concentration pairs especially well with Computer Science, Physics, or Business.

Minor Requirements: Mathematics

Preparation: MA020AB, MA030, MA045A

Requirements: MA150, MA150L, one course from MA120, MA125, MA151, and one course from MA105, MA115, MA120, MA125, MA151, CS151

Minor Requirements: Statistics

Preparation: MA020AB, MA030, MA045A

Requirements: MA115, MA116, MA116L, MA123, MA123L

Mathematics

Note: Students who earn a grade of D in a course in the precalculus/calculus sequence (MA014, MA015, MA020AB, MA030) are strongly advised not to continue to the next course. Each course depends on an appropriate level of mastery of the material in the previous course; the D grade indicates that this level of mastery was not attained. The course should be repeated or the student should consult with a faculty member for further options.

MAO01 Mathematics laboratory (1)

Fall (Day/Evening) Spring (Day/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. Students enroll for one unit at a time. Additional units may be added in mid-semester, as necessary, and work may extend into the following semester. Note: Does not fulfill a General Education requirement in mathematics; units do not apply toward the baccalaureate degree.

MA005 Mathematics & the Imagination

(1) Spring

Prerequisite: Math Competency Level I.

An informal course for non-science majors designed to introduce students to the role and usefulness of mathematics in contemporary society. The focus is on understanding the process of applying mathematical analysis to real problems to current and real problems. With only simple mathematical tools, students get a glimpse of the power of mathematical thinking. Suitable as a general education course.

MA006 Mathematics for Elementary Teachers**(3)** Fall**Prerequisite:** Math Competency MA014 or equivalent.

A thorough review of the mathematics taught in the elementary school. Exploration of four strands of content: number, measurement, logic and language, and discrete mathematics. Consideration of nature of worthwhile mathematical tasks and unifying ideas such as patterns and problem-solving. Introduction to Mathematics Framework and its focus on the development of mathematical power.

MA011 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. Suitable as a general education course.

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.

MA015 Trigonometry & Analytic Geometry (4)

Fall Spring

Prerequisites: Math Competency Level III.

MA01 4 or equivalent with grade of C or higher. 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. Vectors in plane, polar coordinates, complex numbers. Systems of equations, division of polynomials, remainder and factor theorems for polynomials.

MA020A Calculus I (4) Fall**Prerequisites:** Math Competency Level IV.

MA015 or equivalent with grade of C or higher. 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 with grade of C or higher.

Applications of definite integrals. Areas and volumes. Derivatives and integrals of transcendental functions. Techniques of integration. Improper integrals. Infinite sequences and series. Taylor series. Introduction to differential equations.

MA022 Applied Calculus (4) Spring '00**Prerequisite:** MA014 or equivalent with grade of C or higher 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 III (4) Fall**Prerequisites:** MA020B or equivalent.

PH004AB recommended.

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.

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.

MA102 Statistics (3) Fall (Day/Evening)

Spring (Day) Summer (Evening)

Prerequisites: Math Competency Level II.

MA01 4 or Math Competency Level III 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.

MA105 Topics in Geometry (4) Spring '99**Prerequisites:** MA030 and MA150 (or concurrent enrollment) or permission of instructor.

Topics chosen from axiomatic Euclidean and non-Euclidean geometry, projective geometry, symmetry.

MA115 Probability & Statistics I (4) Fall**Prerequisites:** MA030 and MA1 50 or permission of instructor.

Mathematical approach to probability and statistics. Probability concepts, independence, conditional probability, Bayes' theorem, random variables, probability distributions, expectation, variance and covariance, univariate and multivariate distributions, joint and conditional distributions, transformations, sampling, central limit theorem. Estimation theory: point estimation, maximum likelihood estimation and method of moments, consistency, unbiasedness, minimum variance, sufficiency.

MA116 Probability & Statistics II (4) Spring**Prerequisite:** MA115 or permission of instructor.

Continuation of MA115. Mathematical statistics topics include: tests of hypotheses, type I and type II errors, power functions, optimal tests and Neyman-Pearson lemma, likelihood ratio tests, sampling distributions and confidence intervals, tests for means and variances, assessing goodness of fit and tests for normality, tests for homogeneity and independence, regression and correlation, least squares method, interpretation of experimental results, decision theory and bayesian inference. Students should be enrolled concurrently in MA116L for statistical software applications.

MA1 161 Statistical Programming laboratory I

(1) Spring

Prerequisites: MA014 and any CS course or permission of instructor. MA020A recommended. Concurrent enrollment in MA102 or MA116 or equivalent background.

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

MA118 Operations Research (4) Fall '99**Prerequisites:** MA030 and MA150 or permission of instructor.

Decision analysis, linear programming, network optimization models, project scheduling, dynamic programming, non-linear programming, integer programming, queuing theory, stochastic simulation. Applications to solving practical problems.

MA120 Differential Equations (4) Spring '00

Prerequisites: MA030 and MA150 (or concurrent enrollment) or permission of instructor. Solution of first and second order ordinary differential equations, series solutions, linear systems of equations, qualitative analysis of solutions, numerical methods.

MA123 Applied Statistical Methods (4) Fall

Prerequisites: MA020AB and MA116, or permission of instructor. MA102 may replace MA116 with the instructor's consent. MA030 and MA150 recommended. Tests of hypotheses, simple and multiple regression, analysis of variance and covariance, experimental design, time series and forecasting. Students should be enrolled concurrently in MA123L for statistical software applications.

MA1231 Statistical Programming laboratory II

(1) Fall

Prerequisites: MA116L and MA102, or permission of instructor. MA116 may replace MA102. Concurrent enrollment in MA123 or equivalent background.

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

MA125 Real Analysis (4) Fall '98

Prerequisites: MA030 and MA150 or permission of instructor.

Topology of the real line, sequences and series, limits and continuity, uniform continuity, differentiation, intermediate and extreme value theorems, Taylor series, Riemann integration.

MA145 Automata & Complexity Theory (3)

Fall '98 (Evening)

Prerequisites: MA020B, MA045A, and either (MA045B) or (CS030B and MA150) or permission of instructor. CS040, CS120, MA030 and MA045B recommended.

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

MA149T Teaching Assistant (1-3) Fall Spring

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

MA1 50 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.

MA150L linear Algebra Software laboratory

(1) Spring

Prerequisites: Concurrent enrollment in MA150 or permission of instructor. Introduction to mathematical software using MATLAB. Applications to Linear Algebra problems.

MA151 Abstract Algebra (4) Spring '99

Prerequisites: MA45A and MA150 or permission of instructor.

Elementary group theory: permutation groups, p -groups, homomorphisms, Sylow theorems. Introduction to rings and fields.

MA165 Number Theory (3) Fall '99

Prerequisites: MA45A and MA150 or permission of instructor.

Divisibility, prime numbers, congruences and residues. Number theoretic functions, diophantine equations.

MA180 History of Mathematics (3) Spring '00

Prerequisites: MA20A or permission of instructor.

The historical development of arithmetic, algebra, geometry, and calculus, with emphasis on effects mathematical ideas have had on society and thought.

MA1 89 Research/Project/Thesis in Mathematics/Statistics (4) Fall Spring

Prerequisite: Permission of instructor.

Opportunity of students to produce original research, participate in projects and/or write a thesis under the supervision of an instructor. Topics may be selected from Math/Stat theory or applications. Students in interdisciplinary Statistics majors may select statistical applications in Biology, Finance, or another area of application. May be repeated for credit.

MA1 95 Special Topics in Mathematics (4)

Fall '99

Prerequisite: Permission of instructor.

Designed to address topics in Mathematics of current interest to faculty and students. Such topics may include topology, complex analysis, functional analysis, Hilbert spaces, fractal geometry, or Mathematics education. May be repeated for credit.

MA197 Special Topics in Statistics (4) Spring

Prerequisite: MA123 and MA123L or permission of instructor.

Designed to address topics in Statistics or Applied Statistics of current interest to faculty and students. Such topics may include Biostatistics areas (e.g. experimental design in biology/epidemiology or clinical trials) or Financial Statistics areas (e.g. Portfolio Selection/Management). May be repeated for credit.

MA198 Cooperative Education - Internship in Mathematics/Statistics (3) Fall Spring Summer

Provides students with the opportunity to gain career-related work experience. See Career Development section for details. Cross-listed as CD198.

MA1 99 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 & Procedures section on Independent Study.

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. It provides members of service professions such as doctors, lawyers, nurses and social workers with a valuable communication tool for working with non-English-speaking clients and communities. 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, and they promote an understanding of the cultural heritage, literature, history, politics and people of French- and Spanish-speaking countries in the world. With the installation of a new state of the art Multimedia Laboratory, all language study will include extensive use of modern technology and exploration of the resources of the Internet.

INTERNSHIPS

Whenever possible students will be encouraged to gain practical experience outside the classroom by engaging in internships with companies and agencies who need the language and cultural skills which are integral to the French and Latin American Studies Programs.

STUDY ABROAD

A Junior Year Abroad in Aix-en-Provence, France, and various programs for academic study and /or social service in Latin America are open to all CND students.

French

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

Many students choose to double major, combining French with such disciplines as business, sociology, psychology, communications, political science, history. These combinations prepare students for future work in companies with ties in Canada, Europe and Africa, as well as government organizations and better teaching positions.

Bachelor of Arts: French

In addition to major requirements, students must meet General Degree requirements specified on pages 152-53.

		Units
	General Education Requirements	47
Prerequisites		
FR001/002	Basic Practical French	8
FR003/004	Intermediate Conversation	8
Major Requirements		
FR134	Culture, Language & History of France	3
		Units

Seven courses chosen from the following:	21
FR100 Advanced Conversation	3
FR101 Introduction to French Literature	3
FR109A La Femme dans la litterature francaise	3
FR109B La Poesie et la chanson en France	
FR109C L'Homme et son Milieu: Textes et Films	3
FR109E Le Theatre en France	3
FR113 French Cinema, Culture & Language	3
FR114 Le Roman Contemporain	3
FR136 Linguistics	3
FR138 Interpretation/Translation	3
FR140CDEF French for Business (4 courses)	3
FR149 Teaching Assistantship	1-3
FR196 Culture & Language of West Africa	3
FR131 Senior Thesis	2
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 Program Head.

Requirements: European Studies Interdisciplinary Minor

Six units of upper-division French courses, plus nine units chosen from the following:

CU150 European Cinema & Cultures
PL105 Twentieth-Century European Philosophy
HY128B Modern Western Thought
AR100B Modern Art: Europe 1750 to 1950
IB International Business

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. Use of state of the arts technology.

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. Exciting use of multi-media technology.

FR100 Advanced Conversation (3) Fall**Prerequisite:** FRO04 or the equivalent.

Discussion on issues in contemporary France and the European Union. Review of grammatical structures. Practice in pronunciation. Use of newspapers and French TV programs.

FR101 Introduction to French Literature (3)

Fall '99

Prerequisite: FRO04 or the equivalent.

An introductory exploration of literary texts in French, important authors and literary movements in France and in French speaking countries such as Martinique, Canada, West Africa, Polynesia. Satisfies a General Education Requirement in Foreign Culture. Needed for students planning to become teachers.

FR109A La Femme dans la Littérature Française**(3) Fall '00****Prerequisite:** FRO04 or permission of instructor.

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

FR109E Le Théâtre en France (3) Spring '99**Prerequisite:** FRO04 or the permission of instructor.

A study of French theatre, its development, characteristics and major playwrights (Moliere, Sartre, Ionesco). Students also create their own play as a class.

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. Cross-listed as CL113. Satisfies a General Education requirement in Culture & Language, and Foreign Culture.

FR131 Senior Thesis (2)**Prerequisite:** Permission of Program 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. **Taught in English.** Included also is an introduction to basic, practical French. Cross-listed as CL134A and HY134A. Satisfies a General Education requirement in Culture & Language, and Foreign Culture.

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 & Language, and Foreign Culture.

FR136 Linguistics (3) Spring

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

FR140CDEF French for Business (3-3)

Fall Spring

Prerequisite: FRO02 or equivalent.

Progressive series of Business French classes involving discussion and research on French economy and commerce. Visits to companies in the area for field experience and prospective internships. 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 GB140CD/IB140CD. 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.

FR196 Cultural Heritage & language of Francophone West Africa & West Indies [CDiv]

(3) Fall '99

Study of African culture as well as culture of West Indies (Martinique and Guadeloupe) through its cinema. Films of Cameroon, Senegal, Mali and Burkina Faso as well as Martinique and Guadeloupe. Introduction to elementary communication skills in French. Cross-listed as CL196. Satisfies General Education requirement in Intercultural Studies, Foreign Culture, Cultural Diversity or Culture & Language.

FR199 Independent Study in French (1-3)

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

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

Latin American Studies

Latin American Studies, 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. The program for the minor permits a concentration either in language, or in area studies, or a combination of the two.

Many students choose to double major, combining Latin American Studies with such disciplines-as sociology, psychology, communications, political science, history, and the biological sciences. These combinations prepare students for future work in the Spanish-speaking Latino communities in the U.S., especially in California, and they also afford students of Hispanic descent the opportunity to explore in depth the richness of their Latino heritage and to advance their knowledge of written and spoken Spanish.

Bachelor of Arts: Latin American Studies

In addition to major requirements, students must meet General Degree requirements specified on pages 152-153.

	General Education Requirements .	Units 47
Prerequisites		
SP001/002	Introduction to Spanish (or equivalent)	8
SP003/004	Intermediate Spanish (or equivalent)	8
Major Requirements		
SP100A	Advanced Spanish: Composition & Grammar Review	3
SP100B	Advanced Spanish: La herencia cultural de latinoamerica	3
HY162	Latin American History & Politics	3
At least 3 units of Spanish for Special Purposes, chosen from the following:		
SP101	Spanish Interpretation & Translation	3
SP102	Spanish for Business	3

	Units	
At least 6 units of Regional History & Culture chosen from the following:		
LA161	Mexico: Politics, Culture & Language	3
LA162	Central America: Politics, Culture & Language	3
LA164	Peru, Bolivia & Ecuador: Politics, Culture & Language	3
LA197	Culture & Language of Latin America Through Film	3
LA171	Language & Culture of Spain	3

At least 3 units of Latino Studies chosen from the following:		
LA175	The Hispanic Experience in the U.S.A.	3
LA176	Mexican American Literature, Film & Language	3

At least 3 units of literature chosen from the following:		
LA110	The Literature of Latin America	3
SP115*	Introducción a la Literatura Latinoamericana	3
SP116*	Ficción del Siglo XX	3
SP117*	Teatro y Poesía	3

Three units of an elective related to Latin American Studies:		
AR100G	Art History: Arts of the Americas	3
EC183	Economic Development in Less Developed Countries	3
MG116	Comparative International Management	3
MK165	International Marketing	3
NS109	Nutrition & Health in Developing Countries	3
SM101	Science & Technology in Developing Countries	3
SO162	Cross Cultures & Subcultures	3
RS140A	Theology of Liberation in Latin America	3

Students who wish to place a strong emphasis on social service may arrange to substitute up to 3 units of the above listings with Sociology 190A/B Social Change Through Social Service with the permission of the Heads of the Sociology Department and the Latin American Studies Program.

Career Development Requirement	3
General Electives	31
Total College Requirement	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

Minor Requirements: Spanish

12 upper-division units of courses taught in Spanish

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

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. Such an experience greatly enhances area studies by immersing the student in a real world experience of the society and culture being studied, and increases fluency in Spanish to a degree that no classroom only training can match.

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 245 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)

Spring '00

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

LA161 Mexico: Politics, Culture & Language

[CDiv] (3) Spring '99 Term 1 Intensive,
Spring '00

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. Included also is an introduction to the Spanish language. Cross-listed as CL161. Satisfies a General Education requirement in Intercultural Studies, Foreign Culture, Cultural Diversity, or Culture & Language.

LA162 Central America: Politics, Culture, & Language [CDiv] (3)

Fall '98 Term 1 Intensive
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. Included also is an introduction to the Spanish language. Cross-listed as CL162. Satisfies a General Education requirement in Intercultural Studies, Foreign Culture, Cultural Diversity, or Culture & Language.

LA164 Peru, Bolivia & Ecuador: Politics, Culture & Language [CDiv] (3)

Spring '99,
Fall '99 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. Included also is an introduction to the Spanish language. Cross-listed as CL164. Satisfies a General Education requirement in Intercultural Studies, Foreign Culture, Cultural Diversity, or Culture & Language.

LA171 The Culture & Language of Spain [CDiv]**(3)** Fall '98, Spring '99 Intensive Term 1

A study of the cultural forces which shaped Spain, its history, institutions, art and literature. Some emphasis will be given to the legacy of Spain in Latin America. Included also is an introduction to the Spanish language. Cross-listed as CL171. Satisfies a General Education requirement in Foreign Culture, Cultural Diversity, or Culture & Language.

LA176 Mexican American Literature, Film & Language [CDiv] (3)

Fall '98 Intensive Term 2,

Fall '99, Spring '00 Intensive Term 1

An exploration of the recent flowering of Mexican American fiction, poetry, drama and film. Emphasis will be given to the new Latina writings. Included also is an introduction to the Spanish language. Cross-listed as CL176. Satisfies a General Education requirement in Intercultural Studies, Cultural Diversity or Culture & Language.

LA196 Latin American Culture Through Film [CDiv] (3)

Fall '98

This course presents some of the most significant examples of contemporary cinema in order to explore the cultural diversity of Latin America. Through the work of some of its most important directors, such as Gutierrez Alea, Hector Babenco, Maria Luisa Bemberg, and Carlos Diegues, we will examine the heterogeneous nature of a culture that defies clear definitions. The course is organized around themes, among them: colonization and the indigenous cultures, African influences, the changing role of women, and their rendition in classic films such as *Bye Bye Brazil*, *The Last Supper*, *Pixote*, and *Camila*. Satisfies a General Education requirement in Foreign Culture, intercultural Studies, and Cultural Diversity.

LA197 Culture & Language of Latin America Through Film [CDiv] (3)

Summer '99, Spring

'00 Intensive Term 2

This course will provide an exploration into Latin American culture through its cinema and an introduction to elementary communication skills in Spanish. Films with English subtitles, such as *The Official Story*, *The North*, *The Young and the Damned*, and *Memories of Underdevelopment* will be viewed at each meeting. The class will be organized around the social, historical and political issues that these films develop. Spanish language will be introduced using the language of the original film version as a point of departure. Cross-listed as CL197. Satisfies a General Education requirement in Intercultural Studies, Foreign Culture, Cultural Diversity, or Culture & Language.

LA199 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 & Procedures section on Independent Study.

SP001/002 Introduction to Spanish (4-4)

Fall Spring

Prerequisite for 002: SP001 (or equivalent).

An introduction to the language and culture of the Spanish-speaking world. Development of listening, speaking, reading and writing skills, with emphasis on communication and an introduction to the culture of the Spanish-speaking world. Increasing use of CD Roms and the Internet will open up new worlds to the beginning language student.

SP003/004 Intermediate Spanish (4-4)

Fall Spring

Prerequisite: SP002 or equivalent, and/or Placement Test.

A continuation of skills-building with an emphasis on communication and culture and the gradual introduction of longer, more sophisticated readings. Various media will be used to enhance language learning, including CD Roms and exploration of the Internet, as well as video and audiotapes.

SP005/006 Conversation in Spanish (3-3)

Fall Spring

Prerequisite: SP002 or equivalent, or permission of the instructor.

An opportunity to build confidence in your ability to converse in Spanish. Topics will give students the means to increase vocabulary and explore contemporary issues in the Spanish-speaking world. Students will be encouraged to explore communication with each other through email as a means of developing both written and conversational skills.

SP100A Advanced Spanish Composition & Grammar Review (3) Fall

Prerequisite: SP004 or equivalent, and/or Placement Test.

Building on preceding foundation courses this class will provide a guided development of writing skills in Spanish along with a review of grammatical structures which generally need special attention at this level. Exploration of topics and international ties through the capabilities of the Internet and email will be encouraged and developed.

SP100B Advanced Spanish: La herencia cultural de Latinoamerica [CDiv] (3) Spring

Prerequisite: SP100A or equivalent and/or Placement Test.

Taught in Spanish, this course will give a panoramic view of the culture and history of Latin America through journalistic and literary readings and film, not only in textbook form but also through the reading of daily newspapers via the Internet from countries all over the Spanish-speaking world.

SP101 Spanish Interpretation & Translation (3)

Spring '00

Prerequisite: SP100B or equivalent or permission of the instructor.

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 and translating skills.

SP102 Spanish for Business (3) Spring '99

Prerequisite: SP100A or equivalent or permission of the instructor.

An introduction to the business world in Spanish-speaking countries, and the growing number of international and regional alliances which have been opening up Latin American markets and increasing trade in Latin America ever since the groundbreaking signing of NAFTA. Emphasis will be on business terminology and correspondence, as well as business practices in the Hispanic world. Cross-listed as GB102/IB102.

SP115 Introducción a la literatura Latinoamericana [CDiv] (3) Fall '99

Prerequisite: SP100A or SP100B, or permission of the instructor.

An introductory journey through the literary phenomenon of Latin America from its prehispanic origins to the postmodern-postcolonial impulse of the present. Emphasis will be given to enhancing the understanding of different forms of literary expression and providing information about significant authors and literary movements throughout Latin America. 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.

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.

SP912 Spanish for Teachers (9 CEU) Summer

An intensive course in beginning Spanish to students enrolled in the Credential CLAD Program. It is intended to introduce future teachers to the fundamentals of Spanish and prepare them for basic conversation in Spanish. Emphasis is given to structures and vocabulary needed in the classroom. Cultural activities for classroom use are also included. The class meets from 5-7 hours daily four or five days per week for 4-7 weeks. The exact length of daily meetings will depend on the number of weeks decided on each summer.

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.

CU121 The African American Experience

[CDiv] Spring '99 Term 2 Intensive

This course will examine in depth the history of African Americans in the U.S. beginning with the Middle Passage and continuing through the "Peculiar Institution", Reconstruction, the Harlem Renaissance and the Civil Rights Movement. In the process, students will explore the contributions of blacks in the art, sciences, politics and business. Student will analyze and put into historical perspective current events, and explore whether the African American's unique history continues to play a role in their relationship with the dominant culture almost 150 years after the abolition of slavery. Cross-listed as SO121.

CU150 European Cinema & Cultures (3)

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

CU151 Intercultural Aesthetics Through

Cinema [CDiv] (3)

Study of the art of cinema in non-western cultures and how it reveals these cultures. Films by major directors in China, Japan, India, Africa: Satyajit Ray, Akira Kurosawa, Euzhan Palcy, Gaston 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. Some 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 & Language requirement; B.A. students may take them for Cultural Diversity in addition to the Modern Language requirement.

CL113 French Cinema, Culture & language

(3) Fall

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

CL134A/B History, Culture & Language of France (3)

Fall (Evening) Spring (Evening)

Cross-listed as FR134A/B and HY134A/B. See French section. Satisfies a General Education requirement in Foreign Culture, Culture & Language, and History.

CL138 Culture & Language of Russia [CDiv]

(3) Summer '99 Term 1 Intensive

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 & Language.

CL161 Mexico: Politics, Culture & Language [CDiv] (3)

Spring '00
Cross-listed as LA161. See Latin American Studies section. Satisfies a General Education requirement in Foreign Culture, Intercultural Studies, Cultural Diversity, and Culture & Language.

CL162 Central America: Politics, Culture & Language [CDiv]

Fall '98 Term 1 Intensive
Cross-listed as LA162. See Latin American Studies section. Satisfies a General Education requirement in Foreign Culture, Intercultural Studies, Cultural Diversity, and Culture & Language.

CL164 Peru, Ecuador & Bolivia: Politics, Culture & Language [CDiv]

Spring '99
Fall '99 Term 1 Intensive
Cross-listed as LA164. See Latin American Studies section. Satisfies a General Education requirement in Foreign Culture, Intercultural Studies, Cultural Diversity, and Culture & Language.

CL171 Language & Culture of Spain (3)

Fall '98, Spring '99 Term 1 Intensive
Cross-listed as LA171. See Latin American Studies section. Satisfies a General Education requirement in Foreign Culture and Culture & Language.

CL176 Mexican American Literature, Film & Language [CDiv] (3)

Fall '98 Term 2 Intensive
Fall '99, Spring '00 Term 1 Intensive
Cross-listed as LA176. See Latin American Studies section. Satisfies a General Education requirement in Foreign Culture, Intercultural Studies, Cultural Diversity, and Culture & Language.

CL195 Cultural Heritage & Language of China [CDiv] (3)

Fall '99 Term 2 Intensive
Cross-listed as CU195. Satisfies a General Education requirement in Foreign Culture, Intercultural Studies, Cultural Diversity, and Culture & Language.

CL196 Cultural Heritage & Language of Francophone West Africa & West Indies [CDiv]

(3) Fall '99

Study of African culture as well as culture of West Indies (Martinique and Guadeloupe) through its cinema. Films of Cameroon, Senegal, Mali and Burkina Faso as well as Martinique and Guadeloupe. Introduction to elementary communication skills in French. Cross-listed as FR196. Satisfies General Education requirement in Intercultural Studies, Foreign Culture, Cultural Diversity or Culture & Language.

CL197 Culture & Language of Latin America Through Film [CDiv] Summer '99, Spring '00

Term 2 Intensive

Cross-listed as LA197. See Latin American Studies section. Satisfies a General Education requirement in Foreign Culture, Intercultural Studies, Cultural Diversity, and Culture & Language.

MUSIC

The goals of the Music Department are to promote the students' growth in general musicianship, present opportunities for solo and ensemble performance, and prepare students 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 pre-professional concentration in musical performance for qualified students. Both degree programs require a performance audition before acceptance into the major. The audition should include two prepared selections of music from contrasting historical periods.

At the graduate level, the College offers two programs in Music: (1) the Master of Music (with specializations in piano performance, voice performance, piano pedagogy, and voice 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 216-218.

Bachelor of Arts: Music or Bachelor of Music

In addition to major requirements, students must meet General Degree requirements specified on pages 152-1 53.

		B.M. Units ¹	B.A. Units
General Education Requirements		47	47
Prerequisites			
MU002ABCD	Musicianship	4 semesters	8
MU003A	Introduction to Music		2
MU003BCD	Music Theory	3 semesters	6
MU014	Performance & Repertoire	4 semesters	4
MU015	Individual Instruction ²	4 semesters	12
MU017	Class Piano (unless exempt) ³	2 semesters	2
Major Requirements			
MU104	Form & Analysis	1 semester	3
MU111	Conducting	1 semester	3
MU114	Performance & Repertoire	4 semesters	4
MU115	Individual Instruction ²	4 semesters	16
MU120ABCD	Survey of Music in Western		
	Civilization	4 semesters	12
	Music Ensemble ⁴	4 semesters	4
	Music Elective		4
	Senior Recital		0
	Career Development Requirement		3
	General Electives		3
	Total College Requirement		124

Music Education Emphasis

A candidate preparing for a California State Teaching Credential in Music is required to take the following courses in addition to degree requirements: MU019B/119B Brass Techniques & Methods; MU019P/119P Percussion Techniques & Methods; MU019S/119S String Techniques & Methods; MU019W/119W Woodwind Techniques & Methods; MU027/127 Vocal Techniques & Methods; MU042/142 World Music; MU093/193 Computer Applications in Music; MU105 Counterpoint; MU109 Orchestration; MU115 Individual Instruction in Advanced Conducting; and MU140 Music Education Concepts. See also footnote 2 below.

Minor Requirements: Music		Units
MU002AB	Musicianship	4
MU003A	Introduction to Music	2
MU003B	Music Theory	2
MU015	Individual Instruction	4
MU120	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 157-158.
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 MU01 7/1 17 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 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, including music from various historical periods and cultural traditions, on or off campus. For each concert attended, the student will submit a Concert Evaluation Form to the department chair, along with a printed program from the concert.

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 '00

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 '99

Class instruction for beginning guitar players.

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

MU010/110 Music Appreciation (3) Spring '00

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/114P Piano Performance & Repertoire

(1) Fall Spring Summer

Prerequisite: MU015 (piano)

Performance and repertoire and of solo piano literature. May be repeated for credit.

MU014V/114V Vocal & instrumental

Performance & Repertoire (1) Fall Spring

Prerequisite: MU015 (vocal or instrumental). Performance and repertoire 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-Music Majors (1) Fall Spring

Prerequisite: Permission of instructor required.

Individual weekly lessons for non-majors in piano, organ, voice, strings, harp or winds. May be repeated for credit. Three units satisfy General Education Arts requirement if taken within a four-semester sequence.

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 Campus-Community Chorus (1)

Fall Spring

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

MU019SBWP/119SBWP Instrumental Techniques & Methods: Woodwind, Brass, Percussion, String (1-1-1-1)

Fall '98 Spring '99 Fall '99 Spring '00
Basic playing techniques and teaching methods of string (S), brass (B), woodwind (W), and percussion (P) 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. Learning a role and participating in an operatic production. By audition only. May be repeated for credit. Open to majors and non-majors.

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.

MU027AB/127AB Vocal Techniques & Methods (1-2) Fall '99 Spring '00
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. Singers and instrumentalists of intermediate level and above. No previous experience with jazz required. Open to majors and non-majors.

MU041/141 Orchestra (1) Fall Spring
Prerequisite: Audition and permission of instructor required. Rehearsal and performance of orchestral literature. May be repeated for credit. Open to majors and non-majors.

MU042/142 World Music [CDiv] (3) Fall
Study of music from cultures throughout the world. Listening and readings from the music of China, Japan, India, Bali, Java, Africa, South America, and the Near East. Fulfills General Education Cultural Diversity and Arts requirement. Fulfills a former General Education requirement in Intercultural Studies.

MU075/175 Ensemble (1) Fall Spring
Prerequisite: Permission of instructor required. Rehearsal and performance of ensemble music. May be repeated for credit. Open to majors and non-majors.

MU093/193 Computer Applications in Music (1-3) Fall '98
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 Formal and Applied Science requirement for B.M. majors (three units).

MU104 Form & Analysis (3) Spring '99
Prerequisites: MU002D and MU003D or equivalent.
Study of musical forms and directed analysis of compositions from all periods of music.

MU105 Counterpoint (3) Spring '99
Prerequisites: MU002A and MU003A or equivalent. Techniques of writing contrapuntal music. Required of students preparing for the California State Teaching Credential in Music.

MU109 Orchestration (3) Spring '00
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 '99

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

MU113AB lyric Diction (2-2) Fall '98

Spring '99

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 '98

B. Survey of Baroque & Classic Music (3) Spring '99

C. Survey of Romantic & late 19th Century Music (3) Fall '99

D. Survey of 20th Century Music (3) Spring '00

MU123AB History & literature of Piano Music (1-1) Fall '99 Spring '00

Prerequisite: MU015 (Piano).

In-depth study of the forms and literature of keyboard music.

MU126 History & literature of Vocal Music (2) Fall '99

Prerequisite: MU015 (Voice).

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

MU140 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 '98

Spring '99

Pedagogy of studio teaching for piano players.

MU199 Independent Study in Music (1-3)

By special arrangement.

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

NATURAL SCIENCES

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 1. 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) Spring '99

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.

Physics & Earth Sciences

PH001 Physical Geology (3) Spring

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) Spring '99

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 '99

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, chemistry and meteorology. 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.

PHI05 Modern Physics (3) Spring '99

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.

PH149L Laboratory Assistant (1-3) Fall Spring

Prerequisite: Permission of instructor.

Opportunity for Natural Science majors to earn credit assisting instructors.

PH199 Independent Study in Physics (1-3)

Fall Spring

Individual study or research under the direction of an instructor. See Undergraduate Policies & 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 '00

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.

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.

SM102 Development of Scientific Thinking

(3) Spring '00 - Evening Intensive Students only. Explores the nature of scientific thinking processes in the context of child development. The role of direct experience, technology and conceptual changes in scientific learning with reference to values and ethical principles.

Pre-Professional Preparation in Medicine & the Allied Health Fields

Medicine

Students planning post graduate application to medical, dental, pharmacy, 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
- Developmental Biology
- Human Physiology
- Genetics
- Vertebrate Zoology
- 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.

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. These range from the mind-body relation and the idea of God, to the nature of truth and knowledge, and the status and content of morality. Philosophers also raise questions about the fundamental methods and purposes of other disciplines (science, art, history, etc.).

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. It broadens the range of things one can understand and enjoy. It can give one self-knowledge, foresight, and a sense of direction in life. 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 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. Students should also consider the possibility of pursuing a double major - combining a major in philosophy with a major in another subject (e.g., communication, English, religious studies, biology, computer science, mathematics, history, human services, political science, psychology, sociology, art, music) - or minoring in philosophy.
4. 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.

Employers want, and reward, many of the capacities which the study of philosophy develops: for instance, the ability to solve problems, to communicate, to organize ideas and issues, to assess pros and cons, and to boil down complex data. Consequently, philosophy majors are well-prepared to find employment in numerous fields, including business, computers and technology, education, government, law, marketing, media, publishing, and technical writing. People trained in philosophy are not only prepared to perform many kinds of tasks, but they can also cope with change, and move into new careers, often more readily than many others.

Bachelor of Arts: Philosophy

In addition to major requirements, students must meet General Degree requirements specified on pages 152-I 53.

		Units
General Education Requirements		47
Prerequisites		
PL006	Introduction to Philosophy	3
or		
PL007	Moral Problems	3
PL012/112	Format Logic	3
Major Requirements		
PL100	Ancient Philosophy	3
PL102	Early Modern Philosophy	3
Six courses from the following (including either PL103 or PL104):		18
PL017/117	Philosophy of Science	
PL018/118	Philosophy of Mind	
PL103	Reason, Romanticism & Revolution: C19th European Philosophy	
PL104	Contemporary Philosophy	
PL114	Philosophy & Feminism	
PL121	Political & Social Philosophy	
PL122	Theories of the Good Life	
PL124	Environmental Ethics	
PL126	Business Ethics	
PL128	Ethics & Professional Responsibility	
PL184	Philosophy of Religion	
PL199	Independent Study in Philosophy	
Career Development Requirements		3
General Electives		44
Total College Requirement		124

Minor Requirements: Philosophy

Eighteen units distributed as follows: Introduction to Philosophy, Moral Problems, Philosophy of Science, or Philosophy of Mind 3; Formal Logic or Critical Thinking, 3; Ancient Philosophy, 3; Early Modern Philosophy, 3; 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.

PL012/112 Formal Logic (3) Fall

A systematic introduction to modern formal logic, including the propositional and predicate calculi. Extensive practice in executing proofs and applying the rules of logic to everyday examples.

PL013/113 Critical Thinking & Scientific Reasoning (3) Spring

Designed to give students the critical skills needed to read, understand and evaluate the kind of reasoning commonly used in scientific activity, whether such activity is performed by a professional scientist, a political pollster, or informally in everyday life. Extensive practice in analyzing popular reports of scientific research and applying critical thinking techniques to evaluate astrology, ESP and other examples of "marginal science". The course will also consider how scientific knowledge may be combined with individual or social values to reach decisions about issues ranging from personal health to global warming.

PL017/117 Philosophy of Science (3) Spring '00

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.

PL018/118 Philosophy of Mind (3) Spring '99

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.

PL100 Ancient Philosophy (3) Fall '99

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.

PL102 Early Modern Philosophy (3) Fall '98

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.

PL103 Reason, Romanticism & Revolution: C19th European Philosophy (3) Spring '00

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

PL104 Contemporary Philosophy (3) Fall '99

An examination of some of the major philosophical figures and schools of thought of the past century. Topics to be discussed will include some (but not all) of the following: 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; phenomenology and existentialism (Husserl, Heidegger, Sartre, de Beauvoir); critical theory (Horkheimer, Adorno, Marcuse, Habermas); structuralism and post-structuralism (Lacan, Foucault, Derrida); contemporary debates in Anglo-American philosophy (Quine, Davidson).

PL114 Philosophy & Feminism (3) Spring '99
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.

PL121 Political & Social Philosophy (3) Fall '98
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.

PL122 Theories of the Good Life (3) Fall '99
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) Fall '98
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 '00
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. Cross-listed as GB126.

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 '99
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. Cross-listed as RS184.

PL199 Independent Study in Philosophy (1-3)
Individual study or research in Philosophy under the direction of the instructor. See Undergraduate Policies & Procedures section on Independent Study.

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

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.

PE031B Intercollegiate Tennis (Women) (1)

Spring

Theory and practice of fundamentals.

Intercollegiate competition.

PE033 Badminton (Coed) (1-1) Fall Spring

Instruction of fundamentals and practice of badminton.

PE038 Running (Coed) (1) Spring

Conditioning through the use of running exercises.

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.

PE039C Women's Soccer (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.

PE041 Basketball (Coed) (1-1) Fall Spring

Theory and practice of fundamentals.

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.

PE052 Intercollegiate Track (Coed) (1) Spring

Theory and practice of fundamentals.
Intercollegiate competition.

PE053 Aerobics (Coed) (1-1) Fall Spring

Conditioning through aerobic exercise.

PE054 Step Aerobics (Coed) (1-1) Fall Spring

Conditioning through aerobic exercises using
step equipment.

PE056 Walking Fitness (Coed) (1) Fall

Conditioning through the use of walking
exercises.

**PE110 Physical Education in the Elementary
School (3)**

Acquiring knowledge and skills necessary to
teach physical education activities to elementary
age children. Understanding the elementary
school physical education curriculum, including
movement, fitness and health, growth and
development, games, dance, administrative
considerations, and evaluation techniques. Also,
new concepts of teaching physical education
including adaptive P.E.

POLITICAL SCIENCE

The Department of History & Political Science 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 152-153.

		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
PS20	Parties, Politics & Campaigning	3
PS123	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 9 upper-division units in Political Science approved by the Department Chair.

Political Science

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.

PSI 18 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 SO119.

PS123 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 HY128.

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 HY155. See History section.

PS159 History & Politics in Films (3)
Cross-listed as HY159. See History section.

PSI 60 World Geography (3)
Introduction to cultural and physical geography with special emphasis upon the relationship between geography and social/political and economic 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.

PS165B The New Nation, 1776-1836 (3) Spring
Cross-listed as HY165B. 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.

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.

PS180 African Area Studies [CDiv] (3) Fall
Satisfies General Education requirement in Intercultural Studies. Cross-listed as HY180. See History section.

PS184 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.

PS190 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 & Procedures section on Independent Study.

An annotated list of all political science courses, including courses not listed in this Catalog, is available from the Division Office, RH 307.

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. The study of Psychology enhances students' understanding of the dynamics of human behavior, the problems of communication, and the influence of culture on the perceptions of contemporary social problems. The department offers the general psychology major curriculum as recommended by the American Psychological Association as well as providing courses examining sociological and spiritual influences on behavior. Students are exposed to a core curriculum of basic courses from the different subfields of psychology, ranging from the clinical to the experimental. Students can then proceed to develop a more specific curriculum of their own, with the help of their advisor, to equip them to go to work immediately with their BA or to prepare for graduate study. 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 152-153.

		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

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.

Psychology

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

Alternating Years (Day)

Explores personal, interpersonal and transpersonal dimensions of sexual experience: awareness, attitudes, meaning, expression, response, sexual counseling with personal development.

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, Horney, Sullivan, and Fromm.

PY102 Contemporary Approaches to Therapy (3) Spring

Prerequisite: PY101.

Reviews the theoretical foundations and clinical techniques of a wide variety of psychotherapeutic approaches, including psychoanalytic, behavioral, cognitive, humanistic, existential, Gestalt, rationalemotive, 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. Cross-listed as SO104.

PY105 Psychological Assessment (3) Spring

Prerequisite: Statistics.

Introduction to the design, validation, and use of different kinds of psychological tests: ability, personality, psychopathology, 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 Chorea, and memory defects are reviewed.

PY107 learning & Memory (3) Spring

Prerequisite: PY106.

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.

PY120 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 are explored. Cross-listed as SO120.

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 SO142. 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: PY101 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 SO156.

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.

PY171 Modern Psychoanalysis (3)
An exploration of the "object relations theories" of Melanie Klein, Margaret Mahler, Winnicott and others along with the "self-psychology" of Heinz Kohut.

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.

PY195 Special Topics in Psychology (3)
Prerequisites: Permission of instructor. Various courses will be offered, providing elective opportunities for psychology majors, e.g., Jungian Psychology, Women and Psychoanalysis, Group Processes, etc.

PY199 Independent Study in Psychology (13)
Individual study or research under the direction of an instructor. See Undergraduate Policies & Procedures section on Independent Study.

CD098/198 Cooperative Education Internship in Psychology (13)
Provides students with the opportunity to gain career-related work experience in Psychology. See Career Development section for details.
An annotated list of all psychology courses, including courses not listed in this Catalog, is available from the Division Office, RH 307.

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 & Peace Studies.

Bachelor of Arts: Religious Studies.

In addition to major requirements, students must meet General Degree requirements specified on pages 152-153.

		Units
General Education Requirements		47
 <i>Prerequisites</i>		
RS001	Introduction to the Old Testament	3
RS013	Introduction to the New Testament	3
Lower-division Electives in Religious Studies		6
 <i>Major Requirements</i>		
RS130	Church & Sacraments	3
RS133	Jesus: Myth & Reality	3
RS150	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.

RS013/113 Introduction to the New Testament

(3) Fall

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

RS013A/113A An Intensive Study of the Gospel of Mark

(3) Summer (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.

RS014/114 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

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/119A Christianity: Beginnings to 1500

(3) Fall

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

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.

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?

RS140A Theology of liberation [CDiv] (3)

Spring

Major themes of Liberation Theology. Emphasis is on Latin American traditions. Satisfies a former General Education requirement in Inter-cultural 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.

RS154 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**

RS161 Sociology of Religion (3) Fall

Cross-listed as SO161. See Sociology section.

RS163 Social Psychology of Religious Values (3) Spring

Cross-listed as SO143. See Sociology section.

RS165 Religions of the World [CDiv] (3)

Fall Spring

Critical survey of world religions, exploring the beliefs, rituals, sacred texts and ethical ideals of representative religious manifestations of the past and present. Covers characteristic traits and patterns in tribal, imperial, naturalistic, mystical, and national religions. Examines the role assigned to women by world religions and the importance given to building a just and peaceful society.

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 PL184. 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 & Procedures section on Independent Study.

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

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 152-153.

	Units
General Education Requirements	47

Prerequisites

HY004AB	Western Civilization	6
SO001	Introduction to Sociology	3
SO004	Cultural Anthropology	3
PS001	Introduction to American Government	3
EC001AB	Macro & Microeconomics	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 3 units should be taken in each of the three other areas 3 units may be taken in any of these four areas, or in upper-division Psychology.	

Career Development Requirement	3
General Electives	26
 Total College Requirement	124

Bachelor of Arts: Social Science, Social Studies Teaching Emphasis

General Education Requirements	47
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Prerequisites

HY004AB	Western Civilization	6
SO001	Introduction to Sociology	3
SO004	Cultural Anthropology	3
PS001	introduction to American Government	3
EC001AB	Macro & Microeconomics	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.

Two courses chosen from the following:

HY166C	Modern America, 1932-I 972	
SO130	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	War & Reconstruction, 1836-1876
HY166B	Industrial America, 1876-1932
HY166C	Modern America, 1932-Present

B. California History Focus:

HY/PS189	California History
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C. U.S. Government Focus:

PS119	State & Local Government
PS170	The Constitution

D. World History Focus:

HY146	Nuclear Diplomacy
HY158	Modern Times
PS162	Latin American Area Studies
PS180	African Area Studies
PS184	Asian Area Studies
PS190	Middle East Area Studies

E. World Geography Focus:

PS160	World Geography
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Upper-division courses in history, political science, sociology, or economics which meet state area requirements are chosen in consultation with the Department Head.

SOCIOLOGY

A major in Sociology involves students in the study of the patterns of human social actions and the influence of social systems on individual thoughts, feelings, and behavior. With some understanding of the dynamics of social life and an appreciation of sociological theory and the methods of social research, the student should develop an objective mentality and a degree of compassion for the complex problems of our modern world. 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 152-153.

		Units
	General Education Requirements	47
<i>Prerequisites</i>		
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 & Christian Ministry emphasis; recommended for Social Action emphasis.	
<i>Core Major Requirements</i>		
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		
SO190A/B	Social Change Through Social Service	6
	Upper-division Sociology courses (electives)	12

Sociology/Behavioral Science

Upper-division Sociology courses (electives) six 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 & Society, Religious Studies, Culture and the Media, Deviance & Social Control, Society & the Arts, and Organizational Behavior.

12

Sociology/Christian Ministry	Units
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

Sociology SO001, SO004, plus 9 upper-division units in Sociology approved by the Department Chair.

Sociology

SO001 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.

SO003 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.

SO004 Cultural Anthropology [CDiv] (3)

Fall Spring (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 PY104. See Psychology section.

*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.

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.

SO119 Parties, Politics, & Campaigning (3) Fall

Cross-listed as PS120. See Political Science section.

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.

SO122 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.

SO146 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.

SO147 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.

SO155 Revolutions & Social Change (3)

Cross-listed as HY155. See History section.

SO156 Interpersonal/Intercultural Communication [CDiv] (3) Fall

Cross-listed as PY156. See Psychology section.

SO160 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.

SO161 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.

SO162 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.

SO190A Social Change Through Social Service

(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 non-profit organization. Those who volunteer four hours a week will have one unit of the Career Development requirement waived. Cross-listed as PY190A.

SO190B 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.

SO199 Independent Study in Sociology (13)

Individual study or research under the direction of an instructor. See Undergraduate Policies & 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.

THEATRE ARTS

Benefiting from an optimum student/faculty ratio, the Theatre Arts department offers an opportunity for intensive study and performance in an ensemble style. It offers a major or a minor for students interested in pursuing theatre as a professional career or special interest. Emphasis is placed on preparing students for graduate study or work in the theatre or entertainment industry. Departmental courses and most productions are open to all students. Through active participation in all aspects of theatre, students acquire the skills necessary to create the theatrical experience. These skills have also provided significant benefits to CND graduates in all career fields.

Students are encouraged to explore various dramatic texts and to read and visualize the play as a stage production. They learn to understand theatre as 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 each student works with a professional theatre organization. A unique feature of the program is the requirement for all Theatre Arts majors to produce and direct or design a play during their senior year.

The Theatre Arts Department offers two pre-professional undergraduate degree programs: the Bachelor of Arts in General Theatre, for students seeking careers in teaching, production, or management; and the Bachelor of Arts in Performance, for students seeking careers in acting/directing or entrance into graduate M.F.A. performance programs. See the list of prerequisite and required courses for details on both of the programs.

Bachelor of Arts Theatre Arts

In addition to major requirements, students must meet General Degree requirements specified on pages 152-153.

		Performance	General Theatre
		Units	Units
General Education Requirements		47	47
Prerequisites			
TA001	Introduction to the Theatre	3	3
TA002	Introduction to Oral Interpretation of Literature	3	3
TA010	Beginning Acting	3	3
TA015	Makeup	1	1
TA021/121	Theatre Production & Stagecraft	3	3
TA070/170	Scenic Design & Model Building	3	3
TA090R/190R	Rehearsal & Performance	0	1
TA090/190S or C or L	Theatre Production Laboratory	1	0
Major Requirements			
TA100	intermediate Acting	0	3
TA110	Advanced Acting	0	3
TA115	Stage Lighting & Electrics	3	0
TA117	Shakespeare	3	3
TA120	Costume Development & Design	4	0
TA130ABC	Development of the Drama & Theatre	9	9
TA140	Directing	3	3
TA141	Directing Practicum	2	2

		Performance	General Theatre
TA150	Theatre Graphics & Scene Painting	3	0
TA195	Theatre internship (Satisfies 2 units of the Career Development requirement)	2	2
TA0251/125*	Musical Theatre Workshop		
DA035/135*	Jazz Dance		
DA036/136*	Dance for Theatre TA025/125 or DA035/135 or DA036/136 SO003 or CD course	1	1
	General Electives	29	31
	Total College Requirement	124	124

Minor Requirements: Theatre Arts

TA001, 010, 021, and 9 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) Spring
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.

TA002/102 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 Makeup (1) Fall '99
Theory and practice of using theatre makeup. 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 '99
Introduction to movement, technique, and style.

* May be repeated.

TA070/170 Scenic Design & Model Building (3)

Fall '98

Prerequisites: TAO01 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 skills, as tools to communicate design ideas and construction information, are major aspects of this course. Cross-listed as AR070/170. Fulfills General Education Arts requirement.

TA0B0/180 introduction to Arts Management

(3) Fall

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. Cross-listed as GB080/180. Fulfills General Education Arts requirement.

TA090R/190R Rehearsal & Performance (1-2)

Fall Spring

Production participation. May be repeated for credit.

TA090SCL/190SCL 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 and Sound Laboratory. Practical experience in working on light and sound crews for Theatre Arts productions.

TA100 Intermediate Acting (3) Spring '00**Prerequisite:** TA010 or permission of instructor.

Character development through scene study. Fulfills General Education Arts requirement.

TA100 Advanced Acting (3) Spring '99**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 '00**Prerequisites:** TA001 , 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 as EN117. See English section.

TA120 Costume Development & Design (4)

Fall '99

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 & Theatre to 1600 (3) Fall '98**Prerequisite for majors:** TAO01 .

A survey course tracing the history of the theatre and its literature from ancient Greece to 1600. Fulfills General Education Arts requirement. Satisfies Writing Across the Curriculum requirement if taken concurrently with EN1 20.

TA130B Development of Drama & Theatre from 1600 to 1800 (3) Spring '99**Prerequisite for majors:** TA001 .

A survey course tracing the history of the theatre and its literature from the 17th century to 1800. Fulfills General Education Arts requirement. Satisfies Writing Across the Curriculum requirement if taken concurrently with EN120.

TA130C Development of Drama & Theatre from 1800 to the Present (3) Fall '99

Prerequisite for majors: TA001.

A survey course of modern theatre history and literature. Fulfills General Education Arts requirement. Satisfies Writing Across the Curriculum requirement if taken concurrently with EN120.

TA140 Directing (3) Fall '98 Spring '00

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) Fall Spring

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.

TA150 Theatre Graphics & Scene Painting (3) Spring '99

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 '99

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

TA195 Theatre Internship (2) Fall Spring

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)

Fall Spring

By special arrangement.

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

DA035/135 Jazz Dance (1) Spring

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) Fall '98

Exploration of dance and movement styles necessary for theatre performance.

Undergraduate Admission

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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 650-508-3607 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;
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 with a CPA of a 2.0 or higher.

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

Transfer applicants must submit the following:

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

Second Bachelor's Degree

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

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

Evening Degree Program

Admission to programs in 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 with a GPA of 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 45 transferable semester units. Applicants with 35 to 44 semester units may be accepted as "Special Status" students in the Evening Degree Program and may enroll in 15-week semester classes until they qualify to transfer to the Intensive Program;
2. Applicants must be 25 years of age or older;
3. Applicants must have three years of demonstrated professional work experience;
4. The minimum cumulative college grade-point average for consideration is 2.0;
5. Applicants on probation or disqualification from the last college attended are not eligible for consideration unless the probation or disqualification occurred at least seven years prior to the intended semester of matriculation at College of Notre Dame, or until they have completed 12 transferable semester units or more at a subsequent institution with a GPA of 2.0 or higher.

All 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), or equivalent score on the computer-based TOEFL, is also required for consideration. Our average TOEFL score is 500. 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, or equivalent score on the computer-based TOEFL, 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 I-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.

Transfer unit limitations exist in physical education, co-op education, remedial courses, and technical, trade, and vocational subjects. These include: any English preliminary to freshman composition; elementary or intermediate algebra and geometry, and any course preliminary to these; typing, key-boarding, and shorthand courses; and Introduction to College and college re-entry courses. Maximum allowable transfer unit totals apply as follows:

Co-op Education/Career Development	12 units total
Physical Education	2 semester units per every 15 academic units; maximum total of 8 units
R.O.T.C.	15 units
E.S.L. 9 units	

A total of 78 lower-division transferable units are applicable to a CND degree. 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 6 semester units lower-division.
2. Completion of Officers' Candidate School (one year) = maximum of 9 semester units lower-division plus 6 semester units upper-division.

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

R. N. Continuing Education Credit

College of Notre Dame offers continuing education courses for registered nurses under provider number 00095. Each semester unit of regular academic courses counts for 15 hours of nursing continuing education credit. Each semester unit of CND continuing education courses count for 10 hours of nursing continuing education credit. A list of courses eligible for credit is available from the Registrar's Office.

UNDERGRADUATE FINANCIAL INFORMATION

(Rates in effect as of Fall 1998)

Application Fees & Deposits

Application Fee (non-refundable)	\$ 40.00
Re-enrollment Fee (non-refundable)	25.00
Non-Matriculated Application Fee (non-refundable)	25.00
Intent to Register Deposit (non-refundable)	210.00
Housing Reservation Deposit	160.00
Housing Security Deposit	160.00

Tuition Per Semester

Full Tuition (12-17 units)	7,788.00
Partial Tuition (1-11 units and over 17 units) (per unit)	650.00
Evening Degree Program (1-11 units) (per unit)	385.00
ASPIRE/College Credit (per unit)	285.00
ASPIRE/High School Credit (per unit)	115.00
Audit Fee: 50% per unit discount	
Senior Citizen (65+) Rate: 60% per unit discount on degree credit courses only	

Room & Board Per Semester

Room	2,490.00
Optional additional charge for:	
Single Room	825.00
Double Apartment	460.00
Meals	
	Plan 1 Plan 2 Plan 3
	\$730.00* \$835.00 \$940.00

Other Expenses

Music: Individual instruction (per class)	415 - 470.00
Graduation Fee	55.00
Transcripts (first copy free)	4.00
Challenge Fee (per unit)	65.00
Lost Library Books	Replacement Cost + \$20.00 Processing Fee
International Student Fee (first semester of enrollment only)	520.00

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/NOVUS, 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 \$40 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.

*Available to apartment residents only.

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 Perkins Loan | Federal SEOG |
| Federal PLUS Loan | Federal Pell Grant | 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. CND administers financial aid in accordance with nationally accepted principles.

College of Notre Dame Policies

The Financial Aid Office, with recommendations from the areas of Administration and Academic Affairs, 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 or cost of attendance which ever is lower.
3. Students and their families are expected to bear the primary responsibility for meeting educational costs. CND 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 the College and the calculated expected financial contribution of the student and family (student and spouse if 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. (The majority of Federal and state financial aid programs may be 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 (academic adjustment may be made to accommodate documented learning disabilities). 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 semester to regain clear academic standing and eligibility for financial aid. Students in attendance for two semesters without completing 12 units of passing work and/or not maintaining a cumulative 2.0 grade point average may be denied financial aid from federal, state and/or institutional sources.

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), Financial Information Form (FIF) 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. The FAFSA is available at any college. 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, may be 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 650-508-3509 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 Pell Grant and Federal Family Education Loan Programs is calculated using a congressionally-mandated need analysis system called the Federal Methodology.

Federal Pell Grant

The Pell Grant Program is a federal aid program designed to provide financial assistance to undergraduate students who demonstrate financial need under the guidelines of the program. Grants range up to \$2,700 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 for at least 1/2 unit per semester/summer session are eligible to apply. Students must reapply for the Pell 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 may 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 \$6,000 for the first two years of undergraduate study, up to \$15,000 for their total undergraduate study, and up to \$30,000 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 denied by lenders 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%. The 1997-98 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. The 1997-98 interest rate is 8.98%.

STATE OF CALIFORNIA PROGRAMS

Cal Grant A

This grant program provides assistance to undergraduate California resident students who will be studying at least half-time 6 or more units per semester). This grant can be used for tuition only and ranges up to \$8,184 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, all colleges, the California Student Aid Commission, or College of Notre Dame's Financial Aid Office. The deadline for new applicants to complete and submit the FAFSA/GPA Verification Form is March 2.

Cal Grant B

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

For college freshmen, this program provides a subsistence for non-tuition costs. The size of the subsistence grant is \$1,410 per year. When renewed by sophomores, juniors and seniors a Cal Grant B can also cover tuition. Additional tuition grants may range up to \$8,184 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. All CND scholarships and grants are applied to tuition charges.

Grants

CND provides grants to qualified full-time undergraduate students who may demonstrate financial need. The cumulative Grade Point Average, activities, and leadership qualities are also reviewed.

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 Endowed Honoring Mildred Brown Farris
Ruth & George X. Beech Memorial Scholarship
Carroll Scholarship
Joseph Celotti Scholarship
Helen A. & J. Hart Clinton Scholarship
Mary F. Connelly Scholarship
Cuneo Scholarship
Catherine & 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 & 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. & 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. All scholarships are applied to tuition charges.

Sisters of Notre Dame Scholarships

In honor of the founding sisters of the College, three scholarships of \$7,500 to students who demonstrate financial need, have a background of Catholic education and community service activity that reflects the Sisters' mission of peace and justice. This scholarship may be renewed up to four years if the student continues to demonstrate service leadership, a minimum 2.75 cumulative GPA, full-time status, positive role model qualities, and financial need.

Presidential Scholarships

Twenty scholarships of \$7,500 are awarded to entering freshmen who demonstrate academic merit and outstanding leadership potential in all areas of student life - community service, student government, athletics and/or student organizations. 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, a minimum 2.75 cumulative GPA, positive role model qualities, and academic merit in full-time status.

Tri High School Presidential Scholarships

One scholarship of \$7,500 will be awarded to an entering freshman from each of the following Bay Area high schools: Serra High School (San Mateo), Mercy High School (Burlingame) and Notre Dame High School (Belmont). This scholarship may be renewed for up to four years if the student continues to demonstrate leadership, a minimum 2.75 cumulative GPA, full-time status, and positive role model qualities.

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 cumulative GPA.

Transfer Honors

These \$3,000 scholarships are awarded automatically at the time of admission to a transfer student. The scholarship is based on outstanding academic qualifications and are renewable annually for up to two years if the student maintains a minimum 3.0 cumulative GPA.

Regents Scholarships

Six Regents Scholarships of \$5,000 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.

Community College Regents Scholarships

One scholarship of \$5,000 will be awarded to a transfer student from each of the colleges (Canada College, College of San Mateo and Skyline College) in the San Mateo County Community College District. This scholarship may be renewed for up to two years if the student continues to demonstrate leadership, a minimum 2.75 cumulative GPA, full-time status and positive role model qualities.

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 \$7,000 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 Memorial Scholarship; the Music Assistance Grants; the Thomas LaRatta Award (for piano studies - incoming freshman, B.M. students only); and the Sister Anthony Marie Herzo Memorial Scholarship.

International Scholarships

There are a limited number of scholarships available to international students who have superior academic records, a TOEFL score of 500 or more, and are in full-time status. The scholarship is worth \$1,500 per year. It is renewable up to four years when maintaining full-time status and a minimum 2.75 cumulative GPA.

All CND scholarships are applied to tuition charges.

Undergraduate Academic Information

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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 Biochemistry, Biology, Business Administration, Computer Science, 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, Music, and Fine Arts degrees require 47 units of General Education. The Bachelor of Science degree requires 45 units of General Education.)

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

A maximum of 16 units in performance and activities courses, excluding courses required in the major, may be applied toward the total unit requirement, with a limit of five units per semester. A list of performance and activities courses is on page 169.

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: AR108D (2); AR151 (2); CD198 (2-3); CM160 (3); ED136 (3); MK198 (3); PY/SO109 (1); SO190A (1); SO190B (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.

U.S. History

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

Writing Proficiency Requirement

As a requirement for graduation, all students who have completed 45 units must meet the College's Writing Proficiency requirement either by passing the Writing Proficiency Exam, offered every Spring semester, or by completing Journalism (CM118), Advanced Writing (EN106), Technical Writing (EN107), Writing Center (EN120), Project, Proposal & Grant Writing (EN137) or Professional Writing (EN136) 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 47 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.

*Does not apply to Intensive students.

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 45 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 45-47-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 7 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 chairs 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	Units B.S.	Units B.A., B.F.A., B.M.
A. Foundation Courses		
1. College Writing	3	3
2. Mathematics	3	3
B. Humanities & Creative Arts		
1. English Literature	3	3
2. Philosophy	3	3
3. Religious Studies	6	6
4. Visual & Performing Arts	3	3
C. Social & Behavioral Sciences		
1. History	6	6
2. Social & Behavioral Sciences	6	6
D. Science, Mathematics & Technology		
1. Natural Science	3	3
2. Formal & Applied Science	3	3
E. Global Citizenship		
1. Modern Languages [1]	1	8
2. Culture & Language [2]	2	6
3. All students are required to take two courses in Cultural Diversity which may be used to fulfill other General Education requirements (except Culture & Language) or requirements within the major.		
Total	45	47

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.

[1] All 8 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.

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 3-unit upper-division courses that satisfy the Writing Proficiency requirement (with the exception of EN120; 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 EN136 or EN137, 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
EN106	Advanced Writing
EN107	Technical Writing
EN120	Writing Center (Does not satisfy College Writing requirement)
EN136	Professional Writing (Intensive students only)
EN137	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 Mathematics Placement Test section).

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 Requirement- 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 3-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 PL012/112 Formal Logic and PL013/113 Critical Thinking & Scientific Reasoning.

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 two courses 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
AR109	Elements of Web Design
AR100-	Art History:
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
MU010/110	Music Appreciation
MU016/116*	Individual Instruction for Non-Music Majors (1 unit)
MU017/117*	Class Piano (1 unit)
MU027/127*	Vocal Techniques & Methods (1 unit)
MU042/142	World Music [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
TA150	Theatre Graphics
TA080/180	Introduction to Arts Management
TA110	Advanced Acting
TA130A	Development of Drama & Theatre to 1600
TA130B	Development of Drama & Theatre from 1600 to 1800
TA130C	Development of Drama & Theatre from 1800 to the Present
TA160	Children's Theatre

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.

*Three semesters of the same instrument or voice within a four-semester sequence. In the case of MU017/117 and MU027/127, one or more semesters may be replaced with MU016/116.

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

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 6 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

SECTION B: The remaining 3 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 to 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:

EC001A	Macroeconomics
EC001B	Microeconomics
EC182	Comparative Economic Systems
EC183	Economic Development of Less Developed Countries [CDiv]
PY001	Introduction to 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

*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 MU120ABCD, Survey of Music in Western Civilization.

SO/PY129	Social Psychology of Love & Violence
SO130	Sociology of the Family
SO/PY131	Women in Transition
SO142	Discovering Values
SO/RS143	Social Psychology of Religious Values
SO147	Deviant Behavior
SO161	Sociology of Religion
SO162	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
CH002A/B	General Chemistry
NS005/105	Introduction to Nutrition
PH001	Physical Geology
PH002A/B	College Physics
PH004A/B	Physics for Scientists
PH009	Introduction to Physical Science
SM085/185	Divisional Seminar

Under special circumstances (by consent of Department Chair):

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 fulfilling 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:

MU093/193	Computer Applications in Music*
NS009/109	Nutrition & Health in Developing Countries [CDiv]
PL012/112	Formal Logic
PL013/PL113	Critical Thinking & Scientific Reasoning
PS/HY101	Methods & Methodology
PY106	Psychobiology
SM001/101	Science & Technology in Developing Countries [CDiv]
SM102	Development of Scientific Thinking (Intensive students only)

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 artist/c 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.

*B.M. degree students are required to take MU093/193

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 8 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

Two semesters (with a minimum of 6 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 Culture & Language courses (prefix CL), or one course from Modern Language and one course from the following list:

CU150	European Cinema & Cultures
CU151	International Aesthetics Through Cinema
CU195	Special Topics: The Cultural Heritage Series
HY/PS162	Latin American Area Studies
HY/PS180	African Area Studies
HY/PS181	Islam & West
HY/PS184	Asian Area Studies
HY/PS190	Middle East Area Studies
LA110	Literature of Latin America
LA175	The Hispanic Experience in the USA
(Prefix CL)	Any Culture & Language Course

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

*Students who meet one of the following criteria are exempt from the Modern Language requirement:

- A student whose native language is not English and who has attended school in the native language.
- 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.
- 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 8 units advanced standing credit in Modern Language.

3. Cultural Diversity [CDiv]

6 units

Courses in cultural diversity 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 emphasize study of non-western cultures and American subcultures as well as the study of the achievements of women and other marginalized groups. This requirement promotes awareness and critical thinking about perceptions and human interactions in a multicultural world.

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
AR/RS168B	Art & Religion of the Far East
CL138	Russian Culture & Language
CL139	Culture & Language of China
CL/LA161	Mexico: Politics, Culture & Language
CVLA162	Central America: Politics, Culture & Language
CL/LA164	Peru, Bolivia & Ecuador: Politics, Culture & Language
CL/LA197	Culture & Language of Latin America through Film
CU/LA196	Latin American Culture Through Film
CU/SO121	African-American Experience
CU151	Intercultural Aesthetics Through Cinema
CU195	Special Topics: The Cultural Heritage Series
EN133	Women's Literature
EN171	World Literature
EN173	Modern Fiction: Comparative Approach
EN175	Ethnic American Literature
EN1951	Special Topics
HS/MG162	Managing Cultural Diversity (Intensive students only)
HY106	Women in History
HY136	"Soviet" Russia
HY162	Latin American Area Studies
HY/PS180	African Area Studies
HY/PS181	Islam & the West
HY184	Asian Area Studies
HY190	Middle East Area Studies
IB/MG116	Comparative International Management
IB/EC183	Economic Development of Less Developed Countries
LA110	Literature of Latin America
LA175	The Hispanic Experience in the U.S.A.
LA176	Mexican American Literature & Film
MG157	Women in Management
MU042/142	World Music
NS009/109	Nutrition & Health in Developing Countries

RS136A	Women's Spirituality
RS140A	Theology of Liberation
RS165	Religions of the World
SM001/101	Science & Technology in Developing Countries
SO004	Cultural Anthropology
SO/PY156	Interpersonal/Intercultural Communications
SO162	Cross Cultures & Subcultures

GRADUATION RATES

In accordance with the federal Student Right to Know (SRTK) regulations, information regarding CND's graduation (completion and transfer-out) rates for full-time Undergraduate students is available from the Registrar's Office.

PROFICIENCY & PLACEMENT TESTS

English

1. United States citizens, both freshmen and new transfer students, are evaluated as follows:
 - a. Freshmen 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 must enroll in EN002 or EN021; 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 EN136 Professional Writing or EN137 Project, Proposal & Grant Writing at CND are not required to take the CND English Placement Exam.
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, or equivalent scores on the computer-based TOEFL, 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 1 .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 153.

Modern Language

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

Mathematics

Each student must take a placement test before enrolling in his or her first mathematics course at the College. The placement level needed for enrollment in each mathematics or science course is stated in its course description. Placement tests are given during the week before classes start each semester. Testing times are scheduled by the Office of the Dean of Arts & Sciences in coordination with the Department of Mathematics and Computer Science. All mathematics courses which give credit towards the degree require at least Level I competency (Arithmetic Skills). Students who do not demonstrate Level I competency may enroll in and successfully complete MA001 or may study on their own and retest at a scheduled time. Students may also enroll in MA001 to prepare for Level II competency.

Transfer students who have completed all General Education mathematics and all mathematics courses required for the major in which they are enrolling do not need to take the placement test unless they will be taking further mathematics courses at the College.

Description of the Mathematics Placement Tests

The placement tests are multiple choice tests administered on a computer. 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 untimed, but generally take between 20 minutes and one hour to complete.

There are four 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.

More detailed descriptions of the tests are available from the Department of Mathematics and Computer Science 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

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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, both in printed form and on the Web.

Academic Unit Load

Full-time students normally carry 12-17 units each semester. Students on F1 visas, intercollegiate athletes, and students receiving financial aid must carry a minimum of 12 units each semester. During Summer Session the maximum academic load is one unit per week of the session, with a cumulative total of 14 units for the entire Summer Session. Intensive Evening Degree students may carry a maximum of 6 units per term or 11 units per semester.

Academic Overload

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

1. Students with a cumulative grade point average (GPA) of 3.0 or higher (CND GPA for continuing students; high school or transfer GPA for new students) may enroll in a maximum of 18 units. 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.

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), or with special permission of their academic advisor.

Performance/Activity Courses

Two restrictions apply to Performance/Activity courses:

1. Students are restricted to a maximum of 5 units in Performance /Activity courses per semester;
2. A maximum of 16 units in Performance/Activity courses may be applied to the bachelor's degree. Units in the major (courses on the list below that are required for a given major) are not included in the above restrictions.

The following courses are considered as Performance/Activity courses:

Laboratory Assistant: (Any department code) 149L

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

TA09OC/190C, 090L/190L 090R/190R, 090S/190S

Physical Education: All PE courses

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 and PL012/112, the Drop period extends to eight weeks. A special ten-week Add period applies to the Writing Center (EN020).

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 second 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 drop deadline, a student may withdraw from a course, for any reason, up to the end of the eighth week after the class first met. Such withdrawal requires the approval of the instructor of the course and the student's academic advisor (and the International Student Advisor for international students). A "W" appears on the transcript.

After the end of the eighth week, course withdrawals must be approved by the Registrar and are allowed only for non-academic extenuating circumstances such as bereavement, illness, or changes in employment. Official documentation supporting the request is required. 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 disqualified from CND 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 1 or 2 units remaining in a requirement and wishes to complete the requirement through Independent Study.

Required Independent Study includes circumstances such as:

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

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

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

Declaration or Change of Major or Minor

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 CND. Those who are undecided are classified as “undeclared.” Students who enter as undeclared should declare a major by the end of the sophomore year.

To declare a second major (“Major 2” or “secondary” major) it is necessary to complete a “Declaration or Change of Major/Minor” form, available from the Registrar’s Office.

GRADING SYSTEM

Grade Scale

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

GRADE POINTS PER UNIT

A+ 4.0	B+ 3.3	C+ 2.3	D+ 1.3	F 0.0
A 4.0	B 3.0	C 2.0	D 1.0	AF 0.0 (Failure for non-attendance)
A- 3.7	B- 2.7	C- 1.7	D- 0.7	

Grades not used in computing the grade point average:

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

Grade reports are issued three times a year, at the end of the Fall, Spring, and Summer semesters.

Pass/Not Pass Grades

With the permission of the major advisor, a student with a minimum 2.0 cumulative CPA may take one elective course each semester on a "Pass/Not pass" option. This choice may not include courses to be taken to fulfill General Education or major or minor requirements and may not exceed a total of 24 units. Students must indicate at the time of registration the course to be taken on a "Pass/Not Pass" basis, and the grading option may not be changed after the Drop/Add deadline.

Incomplete Grades

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

It is the student's responsibility to verify with the instructor whether she/he will be available to complete the evaluation of the course within the specified time period; to maintain contact with the instructor; to complete the 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 6 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 6 semester units of college credit for each examination (except Latin exams, which are 3 units each) in which a student earns a score of 3, 4, or 5. Advanced Placement credit may be used to satisfy General Education requirements. With approval of the department, AP credit may be applied to prerequisites in the major. Students with scores of 3, 4, or 5 in the AP Exam in English are exempt from the CND English Placement Exam and have satisfied General Education requirements in English.

Course Challenge Examinations

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

The department chair 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" 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 \$65 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. Credit for CLEP exams may not duplicate credit granted for classes previously or subsequently completed.

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

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

TRANSFER WORK AFTER MATRICULATION

After beginning coursework at CND, students should receive prior approval from their academic advisor for any coursework to be undertaken at other colleges and universities. The same policies governing the transfer of academic credit prior to matriculation (see Policies for Awarding Transfer Credit in the Undergraduate Admission section) are in effect for transfer of courses taken after matriculation at CND. Upon completion of non-CND coursework, students should request that an official transcript be forwarded to the CND Registrar's Office.

AUDITING A CLASS

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

CLEAR ACADEMIC STANDING

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

The overall CPA 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, or documented 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 Associate Registrar; **(2)** a meeting with the Associate 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 6 or fewer units to complete after May (confirmed by the Graduation Audit from the Registrar's Office) can request permission to "walk" in Commencement; students with more than 6 units remaining to be completed are not eligible to participate in Commencement. The 6 units include any outstanding credit: current Incomplete grades (even if the default grade is passing), credit by examination (Course Challenge or CLEP), and transfer work from other institutions. 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).

Degree requirements outstanding after participation ("walking") in Commencement must be completed by December **31** of the year of the ceremony. This includes any courses not successfully completed in the final semester (e.g., "F" "I," "IP," and "W" grades). If the December 31 deadline is not met, students are required to petition the Academic Standards Committee for an extension. The petition must propose a detailed plan, approved by the student's academic advisor, for how and when the remaining requirements are to be completed.

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 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 Dean of Arts and Sciences.

The Dean's List is compiled twice each year: at the conclusion of the Fall and Spring semesters. Summer coursework for part-time students is calculated into the Fall or Spring Dean's Lists.

The Dean's List calculation is made approximately one month after final grades are due for the preceding semester. If the total units comprising the 12-unit block contain an Incomplete ("I") grade, then the student is not eligible for inclusion on the Dean's List. Once compiled, the Dean's List is not revised to accommodate subsequent resolution of Incomplete grades or other grade changes. In courses where performance required for a final grade necessarily extends beyond the end of the semester (e.g., research and internship courses), assignment of an In Progress ("IP") grade does not affect Dean's List eligibility.

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

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

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

Delta Epsilon Sigma - See page 247.

Psi Chi - See page 247.

Sigma Beta Delta - See page 247.

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

Valedictorian

A representative of each graduating class is selected to address the graduates at Commencement. Selection is made by a committee comprised of faculty, staff, and students. The criteria for eligibility are: a minimum GPA in all college work attempted (at CND and other institutions) of 3.75; a minimum of 60 units earned at CND (at the time of completion); and outstanding writing and speaking skills.

Graduate Departments & Programs

Graduate Dean, Elaine L. Cohen, Ed.D.

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MASTER OF ARTS IN ART THERAPY & MASTER OF ARTS IN MARITAL & FAMILY THERAPY

The Art Therapy Program at College of Notre Dame is the only one of its kind in Northern California and one of two in the United States. It is unique because it provides two courses of study, both of which emphasize theoretical and experiential learning. It combines art and psychology within a clinical/scholar context. It is committed to the development and acquisition of knowledge, skills, and ethics associated with verbal and non-verbal assessment, communication and psychological treatment of youth, family and seniors. It focuses on the whole person and community service.

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 Sciences. 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.

Advancement to candidacy and graduation is not automatic or guaranteed. The Professional Evaluation Committee (PEC) provides ongoing professional and academic evaluation of students as they progress through the program.

The Program requires an oral Qualifying Review before completion of the 650-hour practicum. It is a 45-minute oral presentation of practicum placement experience and theoretical background learned in Program classes. It may be synthesized in one case study or one particular unifying theme.

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	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

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	52	39

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 Psychology 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
PY411	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.

PY405-425 Series	Explorations in Art Therapy	1 per course
PY414A	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.)

		Units
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 Psychology Office.

Art Therapy Psychology

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.

PY213/413 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.

PY214A/414A Child Abuse (1) Summer

Reporting the laws for child abuse is covered. Assessment and treatment are studied and family approaches explored.

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 socioeconomic 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.

PY255/455 Communication & Counseling Skills**(3)** Fall Spring

Systematic study of communication skills and the major approaches to family counseling and psychotherapy. Through experiential exercises and group discussions, such areas as self awareness, feelings, self-concepts, perception, non-verbal communication, and resolving interpersonal conflicts are covered.

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.

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.

- A Children:** The class offers a comprehensive overview of art therapy approaches for children with abnormal characteristics, disorders and behaviors.
- B Adolescence:** The class offers a comprehensive overview of art therapy approaches for adolescence. Emphasis will be on understanding major highlights of normal and pathological developments.
- C Adults:** The class offers a comprehensive overview of art therapy approaches for adults with mental disorders or psychiatric diagnosis as classified in DSM-IV. Emphasis will be on acute inpatient treatment from both an individual and group perspective.

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 (2-3) 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 BUSINESS ADMINISTRATION

The Master of Business Administration program provides a future-oriented, practical series of classes intended to prepare students for professional advancement or career change. It offers a broad program of study with the option of selecting a specific emphasis. It focuses on interpersonal and corporate relationships and attempts to balance the technical and human dimensions. The instructional approach includes lectures, the use of case studies, student presentations, and team projects. The program is designed for the working professional.

Requirements

The MBA program requires 36 semester units of graduate course credit.

Double Emphasis: Students may obtain a double emphasis in the MBA program provided they take three courses in the second emphasis. Students desiring two emphases may not take fewer than the 42 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 both areas of emphasis before the degree is granted.

Under special circumstances, and with prior approval, a student may choose and develop an emphasis in another graduate program.

Foundation Courses

Advancement to candidacy for the MBA degree requires the completion of several foundation courses or their equivalents. These courses provide students with a common body of knowledge in the major areas of business administration.

The following prerequisite courses or their equivalents must have been completed with a grade of "C" or better:

	Units
Financial Accounting	3
Macroeconomics	3
Microeconomics	3
Statistics	3

Core Courses

These courses are designed to prepare students in the functional areas traditionally comprising the field of Business Administration. Students must enroll in all of the following courses:

BA205	Information Technology Strategies	3
BA212	The Moral Character of Business	3
BA230	Management Accounting	3
BA260	Marketing Planning & Analysis	3
BA280	Multinational Business & Economics	3
BA283	Corporate Financial Management	3
BA290	Business Management & Organizational Behavior	3
BA292	Business Policy	3

Emphasis Courses

The emphasis courses consist of 12 additional graduate units in the following areas:

- Finance
- Human Resources
- Information Technology
- International Business
- Marketing
- Organizational Studies

In order to qualify for a specialization in Finance, students will take BA223, Functions & Policies of Corporate Finance, and at least two of the following, plus a fourth option which may be chosen from any MBA area:

		Units
BA225	Financial Analysis & Decision-Making	3
BA227	Money, Investment & Securities	3
BA231	International Finance	3

In order to qualify for a specialization in Human Resources, students will take BA220, Management of Human Resources, and at least two of the following courses, plus a fourth option which may be chosen from any MBA area:

BA215	Conflict Management
BA222	Labor-Management Relations
BA235	Recruitment, Training & Development

In order to qualify for a specialization in Information Technology, students will take at least three of the following courses, plus a fourth option which may be chosen from any MBA area:

BA206	Deterministic Models	3
BA207	Probabilistic Models	3
BA208	Managing Information Systems	3
BA209	Decision Support & Expert Systems	3
BA210	Teleprocessing & Computer Networks	3

In order to qualify for a specialization in International Business, students will take at least three of the following courses, plus a fourth option which may be chosen from any MBA area:

BA231	international Finance	3
BA266	International Marketing	3
BA286	International Management	3
BA288	International Economics	3

In this area of specialization, it is desirable for students to have a proficiency in at least one language other than English.

In order to qualify for a specialization in Marketing, students will take at least three of the following, plus a fourth option which may be chosen from any MBA area:

BA256	Advertising Management	3
BA262	Marketing Research	3
BA264	Business to Business Marketing	3
BA266	International Marketing	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
BA285	Entrepreneurship	3
BA286	International Management	3
BA295	Strategic Planning & Management	3
	MBA Total	36

Interdisciplinary Emphases

Under special circumstances and with proper approval of the program director, a student may choose and develop an emphasis in another CND graduate program.

Course Logistics

Some MBA courses are offered in conjunction with the Master of Science in Systems Management (MSSM) program at sites around the San Francisco Bay Area: Mountain View at Moffet Field (M), Belmont on the College of Notre Dame Campus (C), and Oakland at the City Center (K). These classes are offered in the evenings or on Saturdays; some courses are available using Internet discussion.

Business Administration

BA201A Financial Accounting (3) Spring 1

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

BA201B Statistics (3) Spring 2

A focus on statistical concepts and techniques likely to be most helpful to and used by business people during the remaining years of the twentieth century and into the twenty-first century. The concepts and techniques receiving attention may include: tables and charts, regression and correlation models, time series forecasting, design of experiments, estimation procedures for enumerative studies and hypothesis testing.

BA202A Macroeconomics (3) Fall 1

Examines forces and factors which impact overall performance of the national economic system. Includes national income accounting, monetary and fiscal policy, the banking system, and approaches to economic analysis.

BA202B Microeconomics (3) Fall 2

Examines the behavior of industries, firms, and households as they relate to supply and demand. Profit maximization, equilibrium prices and outputs, competition and monopoly, and techniques of economic analysis are explored in detail.

BA205 Information Technology Strategies* (3)

Fall Summer

Prerequisite: Graduate Standing.

An introduction to the major technical and corporate issues encountered in information technology. Industry solutions to the issues are presented and evaluated interactively. The topics covered in the course include databases, networking, spreadsheets, computer software and hardware and ethical issues. Attention is given to current vocabulary, product set and strategies for use in each area of interest as well as the software packages to be used in the various core and elective courses. The course prepares students to employ technology and information successfully throughout their MBA program.

(Note: BA205 should be taken as one of the first two classes in the program.)

*Information Technology courses are offered through the Master of Science in Systems Management program at three sites: Belmont (C), Mountain View (M), and Oakland (K).

BA206 Deterministic Models in Decision-Making* (3) Spring 1, '99 (M); Fall 1, '99 (M); Spring, '00 (K); Spring 2, '00 (C)

Prerequisite: BA205.

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.

BA207 Probabilistic Models in Decision-Making* (3) Fall 2 '98 (M); Summer 2 '99 (M); Fall '99 (K); Spring 1, '00 (C)

Prerequisite: BA205.

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.

BA208 Managing Information Systems* (3)

Fall 1, '98 (C); Summer 2, '99 (M)

Prerequisite: BA205.

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, database software and the Internet as an information management tool.

BA209 Decision, Support & Expert Systems* (3) Spring 1, '99 (C); Fall 2, '99 (M)

Prerequisite: BA205.

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.

BA210 Teleprocessing & Computer Networks* (3) Fall 2, '98 (C); Fall 1, '99 (M)

Prerequisite: BA205.

Covers distributed technologies and their 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.

BA212 The Moral Character of Business (3)

Spring

Prerequisite: Graduate Standing.

A study of the legal, ethical and value dimensions of business. Attention is given to: the sources of law, contracts and regulatory agencies; general ethical theory, issues of personal behavior and corporate social responsibility; and, shared values and meaning in a post-modern environment.

BA215 Conflict Management (3) Fall

Prerequisite: BA290.

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 identification, prevention and resolution of conflict in workplace relationships; explores the design of effective conflict management systems in the workplace.

*Information Technology courses are offered through the Master of Science in Systems Management program at three sites: Belmont (C), Mountain View (M), and Oakland (K).

BA220 Management of Human Resources (3)

Fall Summer

Prerequisites: Graduate Standing.

Overview of full personnel function, emphasizing professional responsibilities for employment, compensation, employee and labor relations, benefits administration, legal compliance matters, and human resources planning.

BA222 Labor-Management Relations (3)

Summer '98

Prerequisite: BA290.

Managerial perspective stressed. Labor law, union organizing, campaigns, and negotiations and studied with a view to the development of labor policies. The case method and lecture/discussions are used.

BA223 Functions & Policies of Corporate**Finance (3)** Spring**Prerequisite:** BA283.

An in-depth study of selected topics in finance, including modern portfolio theory, capital structure and leverage, capital budgeting, external financing, reorganization and bankruptcy, mergers and acquisitions. Particular attention is paid to the theoretical bases of financial concepts, including the Modigliani and Miller propositions and the Capital Asset Pricing Model.

(Note: BA223 is required for the finance emphasis and is a recommended prerequisite to enrollment in BA227 Money, Investments & Securities.)

BA225 Financial Analysis & Decision-Making (3) Fall**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 as well, and also considers accounting problems and conventions that are unique to selected industries.

BA227 Money, Investments & Securities Markets (3) Fall**Prerequisite:** BA283.

Explores the principles, terms, techniques and uses of finance within a multinational context. From a base of international economics, the course considers practical problems of international portfolio investment and capital investment. Elements of the measurement and management of foreign exchange exposure, particularly with the use of derivative assets for hedging and speculation, are analyzed.

BA230 Management Accounting (3)

Fall Spring Summer

Prerequisite: BA201 A.

Examines the vital elements of accounting as part of the management process. Topics include integrated financial statements, capital budgeting, standards and variance analysis, product costing, activity based costing, and relevant costing in financial decision-making.

(Note: BA230 is a prerequisite to BA283, Corporate Financial Management.)

BA231 International Finance (3) Summer 2**Prerequisite:** BA283.

Considers the 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.

BA235 Recruitment, Training & Development (3) Summer**Prerequisite:** BA290.

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.

BA256 Advertising Management (3) Fall

Prerequisite: BA260.

An in-depth analysis of advertising management and execution processes. The advertising campaign, project planning strategies, and tactics are considered in detail. The processes of account, manufacture, retail, and consumer management are reviewed. The course carefully analyzes the role that the advertising team plays in purchasing, marketing, budgeting and sales promotion.

BA260 Marketing, Planning & Analysis (3)

Fall Spring

Prerequisite: Graduate Standing.

Application of marketing as an integrative process. Topics include analysis of global and domestic markets; planning and product/services strategies; and, developing a balance of marketing decisions that considers business cultures, consumer profiles, prices, channels of distribution, physical movement of goods, communications, advertising, international sales forces, and other factors. Techniques of instruction include case studies and a group-marketing plan presentation.

BA262 Marketing Research (3) Spring

Prerequisite: BA260.

Focus on the management of the research process. The course provides an in-depth understanding of the methods and procedures involved in research and its role in the decision support system. Emphasis is placed on special market research projects, student discussions and research team presentations.

BA264 Business To Business Marketing (3)

Summer 2

Prerequisite: BA260.

Considers individual and corporate buying behavior from a management perspective. The key differences between business and consumer markets including market structure and demand, the nature of the buying unit and the types of decisions and the decision processes are explored. These topics are addressed in detail: the organization of buying centers, buying decision processes, problem recognition, need descriptions and prioritization, produce specifications, supplier relationships and performance and standards requirements.

BA266 International Marketing (3) Summer 1

Prerequisite: BA260.

Concentrates on the development and application of the knowledge and skills required to manage the marketing process effectively in various cultural environments. Among the topics covered are: organizational frameworks for developing international marketing strategies, sources of competitive advantage in the international arena, sustainability of an international competitive advantage and international market structure analysis. The relationship among the international marketing trading blocks and other functional strategies in the corporation receive attention.

BA280 Multinational Business & Economics (3)

Fall Spring Summer

Prerequisites: BA202A and B.

Reviews and analyzes 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.

BA283 Corporate Financial Management (3)

Fall Spring Summer 1

Prerequisites: BA201A and BA230.

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.

(Note: Corporate Financial Management is prerequisite to enrollment in Finance options.)

BA285 Entrepreneurship (3) Summer 1

Prerequisites: BA260 and BA283.

Evaluates 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. Integrates the disciplines of marketing, finance, operations, and organizational behavior to achieve a focused business strategy and plan. Provides a structured approach to understanding the value of new ventures.

BA286 International Management (3) Spring

Prerequisite: BA290.

Analyzes institutions, structures, and strategies from the perspective of the operating manager within a framework of differing values, customs, cultures and managerial styles.

BA290 Business Management & Organizational Behavior (3) Fall Spring Summer 2

Prerequisite: Graduate Standing.

Develops oral and written as well as interpersonal communication skills through extensive individual and team presentations. Among the topics considered are: leadership; decision-making, macro- and micro-organization analysis, conflict resolution, and the global-cultural dimensions of organizational behavior.

(Note: BA290 should be taken as one of the first two classes in the program.)

BA292 Business Policy (3) Fall Spring

Prerequisites: BA205, 212, 230, 260, 280, 283, and 290.

The Capstone Course. Integrates the topics studied in the Core Courses and applies the skills developed in the Program through: industry and business analyses; individual and team presentations, both oral and written; and, a major project. This course is usually taken during the final semester of the student's MBA program.

BA295 Strategic Planning & Management (3)
Fall

Prerequisites: BA260, BA283 and BA290 (recommended).

Examines strategic management and the significance of planning. Emphasis is placed on the planning process and the development of a planning framework. The roles of environmental trends, organizational resources and corporate values are considered.

MASTER OF ARTS IN COUNSELING PSYCHOLOGY & GERONTOLOGY

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 Sciences. 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 I)

<i>Foundation Courses</i>	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		Units
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
or		
PY287	Child Assessment & Treatment	3
PY290	Professional Ethics & Law	3
PY359A	Research: Methodology	2
PY359B	Research: Proposal & Thesis	3
	Graduate Elective Courses	6
	Total	32

PY288 or PY287 are core courses for MACP 32-unit students. Practicum/Case Seminar (6 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

Additional courses needed for application for MFCC licensure:

PY230	Cross-cultural Issues	3
PY272	Diagnosis, Assessment & Referral	2
PY280	Principles of MFCC	3
PY285	Psychotherapeutic Techniques of Brief Therapy	3
PY287	Child Assessment & Treatment	3
or		
PY288	Psychological Evaluation	3
PY289	Couples Therapy	1
PY300AB	Practicum: MFCC	3/3
PY355AB	Case Seminar: MFCC	3/3
	Total	50

**Master of Arts in Counseling Psychology
with an emphasis in Chemical Dependency (Option III)**

Foundation Courses	Units
Same as Master of Arts in Counseling Psychology	
 Requirements	
PY210 Psychopathology	3
PY255 Communication & Counseling Skills	3
PY260 Advanced Human Development	3
PY270 Biopsychosocial Aspects of Addiction	3
PY272 Diagnosis, Assessment & Referral	3
PY274 EAP Systems	3
PY290 Professional Ethics & Law	3
PY310 Practicum: Chemical Dependency	3
PY350 Case Seminar: Chemical Dependency	3
PY359A Research: Methodology	2
PY359B Research: Proposal & Thesis	3
Total	

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 6 units of a clinical internship involved in chemical dependency treatment, along with a case seminar, students will receive a certification in Chemical Dependency. Students in the certificate program must hold an undergraduate degree from an accredited institution. For specific information about the certificate program contact the Graduate Office.

Requirements	
PY410 Practicum: Chemical Dependency	3
PY450 Case Seminar: Chemical Dependency	3
PY470 Biopsychosocial Aspects of Addiction	3
PY472 Diagnosis, Assessment & Referral	3
PY474 EAP Systems	3
Total	15

**Master of Arts in Gerontology
with an emphasis in Administration**

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

<i>Core Courses</i>		Units
PY210	Psychopathology	3
PY260	Advanced Human Development	2
PY359A	Research: Methodology	2
PY359B	Research: Proposal & Thesis	3
<i>Program Courses</i>		
PY261	Neuropsychology & Physiology of Aging	2
PY262	Health Aspects of Aging - Exercise, Nutrition	2
PY264	Ethnicity & Aging	1
PY266	Pre-Retirement Planning	1
PY267	Counseling Techniques for the Older Population	2
PY268	Administration of Geriatric Programs	3
PY269	Legal & Ethical Issues in Gerontology	1
PY270	Biopsychosocial Aspects of Addiction	3
PY271	Dying, Death, & Bereavement	1
PY368	Practicum: Gerontology	3
PY369	Case Seminar: Gerontology	3
Total		32

Certificate Program in Gerontology

The 18-unit Certificate program offers specialized training to professionals and para-professionals 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

PY461	Neuropsychology & Physiology of Aging	2
PY462	Health Aspects of Aging - Exercise, Nutrition	2
PY464	Ethnicity & Aging	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
PY470	Biopsychosocial Aspects of Addiction	1
PY471	Dying, Death, & Bereavement	1
PY478	Practicum: Gerontology	3
PY479	Case Seminar: Gerontology	3
Total		18

Counseling Psychology/Gerontology

PY203 Group Experience for Family Systems

(3) Fall Spring

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

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.

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.

PY235 Human Sexuality (3) Fall Summer 1

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

(2-3) Fall Summer 1

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) Spring

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 - Exercise & Nutrition (2) Summer 1

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.

PY264/464 Ethnicity & Aging (1) Summer 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.

PY266/466 Pre-retirement Planning (1)

Summer 2

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) Fall

Explores issues of aging including spirituality, aging issues, using major approaches to psychotherapy and comparative analysis of theories of change and the psychotherapeutic process.

PY268/468 Administration of Geriatric Programs (3-1) Spring

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) Summer

Examines the ethical and legal codes of mental health professionals with emphasis on the geriatric population.

PY270/470 Biopsychosocial Aspects of Addiction (3-1) Fall

Examines the history of chemical dependency, the socio-cultural factors that contribute to the use of drugs and alcohol, the patterns and progressions of addiction, and the biological, psychopharmacological, and psychiatric research relative to addiction.

PY271/471 Dying, Death, & Bereavement (1) Summer 1

Addresses the psychological reactions of terminally ill people and their families and examines appropriate therapeutic interventions related to the grief process.

PY272/472 Diagnosis, Assessment & Referral (2-3) 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 EAP Systems (3) Summer 1

Describes basic concepts and techniques of Employee Assistance Programs. Discusses treatment interventions appropriate to individuals and families in various forms of crisis. This includes response to substance abuse, elder care needs, family situations and/or individual employee mental health problems.

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 of Brief Therapy (3) Fall

Prerequisite: PY280.

Describes a non-normative model of behavior focusing on the presenting problem of the client. Discusses strategic therapy: problem-and-solution-focused approaches to behavior change derived from communications theory and family systems. Demonstrates techniques to achieve significant change swiftly through use of a one-way mirror lab.

PY287 Child Assessment & Treatment (3) Fall

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.

PY289 Couples Therapy (1) Spring

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) Summer 2

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 Sciences 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 Sciences 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 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.

PY359A Research: Methodology (2) Spring

Summer 2

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 Spring

Designed as a workshop to help students develop and implement their Master's 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 Practicum: Gerontology (3) Fall

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 Case Seminar: Gerontology (3) Fall

Seminar for students in Gerontology internship. Topics include clinical issues of aging, legal and ethical dynamics. Students apply gerontological theory to field experiences.

PY400ABC Supervised Field Experience (I-3)

Fall Spring Summer 1 Summer 2

Supervised practicum hours which are not part of the degree or certificate program. Written approval is required by advisor.

EDUCATION CREDENTIALS

The purpose of the Multiple Subjects, 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 Subjects, 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 Subjects 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 and the SSAT Exam prior to any student teaching.
5. Recommended prerequisites (can be taken concurrently with other courses)

	Units
ED204 Linguistics	3
Second language requirement (College level)	6
PY161 Developmental Psychology: Child & Adolescent (Required for Multiple Subjects; recommended for Single Subject)	3

6. Complete the following required coursework: Multiple Subjects-CLAD

Emphasis Credential

ED210	Psychological & Developmental Foundations	3
ED250	Sociological & Multicultural Foundations	3
ED330AB	Student/Intern Teaching & Seminar	10
ED331M	Elementary Curriculum - Mathematics	2
ED331Z	Elementary Curriculum - Integrated Social Studies & Science	3
ED334A	Elementary Reading/Language Arts: Primary Grades	3
ED334B	Elementary Reading/Language Arts: Upper Grades	2
ED348	Introduction to Bilingual Education & Second Language Acquisition	2
ED340*	Health Education	1
ED389*	Special Education for the Classroom Teacher	2
ED393*	Technology Applications in Education	2
Total		34

Completion of the above coursework allows the student to apply for a Multiple Subjects-CLAD Emphasis Clear Credential.

*Students who wish to delay completion of ED340, ED389 and ED393 can apply for a Multiple Subjects- or Single Subject-CLAD Emphasis Preliminary Credential.

Single Subject-CLAD Emphasis Credential

		Units
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	2
ED340*	Health Education	1
ED389*	Special Education for the Classroom Teacher	3
ED393*	Technology Applications in Education	2
	Total	31

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 program for a personal interview.

**Core Courses for the Preliminary Administrative Services Credential
and the Master 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
 <i>Educational Administration Practica Courses</i>	
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
 <i>Requirements for the MPA</i>	
PA250 Research Methodology	3
PA292 Public Policy & Administration	3
Total Master of Public Administration	30

MASTER OF EDUCATION: EARLY CHILDHOOD MONTESSORI

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. It is affiliated with the American Montessori Society and accredited by the Montessori Accreditation Council for Teacher Education. There are two phases of the program -the academic phase and the internship. The academic phase begins each fall with courses in child development theory and practical applications, covering the intellectual, sensorial, emotional, and motor processes of growth. It continues in the spring with courses in mathematics and language development, art, music, and administration and supervision. In the summer students take the course in natural and physical sciences.

Upon successful completion of the academic phase, the student is assigned to an internship at an affiliate school within a 50-mile radius of the college for field experience. This experience is at the pre-school and kindergarten levels, one-half day, five days a week, for the fall and spring semesters. The intern returns to campus one evening a week for a seminar in observation, classroom management, and parent relations. This is also the time during which the student works on her/his thesis.

Applicants who wish may begin the two-year academic-internship cycle in the spring instead of the fall, with the permission of the Program Director.

Students who finish the program will receive a Master of Education with Montessori Specialization and will also receive an Early Childhood Montessori Certificate from the American Montessori Society.

Courses include these requirements:

<i>Requirements</i>		Units
ED316A	Art Concepts: Early Childhood	1
ED330M	Music Concepts: Early Childhood	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 Intern Teaching/Seminar (two semesters)	3-3
ED352	Administration & Supervision: Early Childhood Montessori	3
ED359	Educational Research	3
Total		31

Early Childhood/Montessori Certification

Applicants may choose to receive the Montessori Certificate alone, without the Master's degree. They will follow the same program, except that they will not take ED359 (Educational Research). Cost per unit will be approximately half the cost of a unit in the Master's program.

Master of Education Early Childhood Montessori (Without Certificate)

Applicants may choose to receive the Master's degree, without the Montessori Certificate. They will follow the same program, except that they will not take ED338AB. However, they will be required to take ED250 Sociological & Multicultural Foundations (3 units) and 3 units of advisor-approved elective courses.

If the candidate wishes, a Montessori Certificate can be earned at a later date, providing the internship courses ED338AB are satisfactorily completed within a five-year time span.

MASTER OF EDUCATION: MULTICULTURAL

The purpose of the Master of Education (M.Ed) in Multicultural Education is to upgrade the professional skills of the Elementary/Middle School teacher. A multicultural perspective is embedded throughout the degree program.

Coursework explores the conceptual, theoretical and practical knowledge base related to the changing environment of California schools. It includes study in the theory and methodology of teaching second-language learners, multicultural curriculum, assessment, and educational technology. The Master's thesis is the culminating project of the M.Ed. program.

Upon completion of four specific courses in Cross-Cultural Language and Academic Development (CLAD), and 6 units of a language other than English, the candidate may apply for CLAD Certification to the California Commission on Teacher Credentialing.

Prerequisite

A California Credential or completion of an out-of-state teaching program.

Requirements		Units
ED344	Trends in Curriculum Development: An Integrated Approach	3
ED345	Educational Assessment/Evaluation	3
ED 394	Learning & Technology	3
ED360	Educational Literature Review	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
Total		30

It may be possible to transfer 6 units from a recent credential program, e.g., Special Education and Technology Applications in Education.

Cross-Cultural language & Academic Development (CLAD) Certificate Program

Applicants may choose to receive the CLAD Certificate alone, without the Master's degree. In the Certificate Program, candidates take only the four CLAD courses. Upon successful completion of the coursework, the candidate may apply to the California Commission on Teacher Credentialing for a CLAD Certificate.

MASTER OF EDUCATION: EDUCATIONAL TECHNOLOGY

The purpose of the M.Ed. in Educational Technology is to upgrade the skills of professionals in the public and private school systems who seek to meet the demands of a changing world. Such professionals include teachers, administrators, media specialists, technology coordinators, or consultants.

Coursework explores the conceptual, theoretical and practical knowledge base related to the changing technology in society and its application in California schools. Through hands-on projects in the computer laboratory and in the field, students investigate the K-12 curricular uses of digital media tools, the Internet, telecommunications, and multimedia authoring tools. Class discussions focus on a broad range of contemporary topics, including cultural and societal factors affecting technology, issues of equity and ethics, institutional reform, professional development, school-community collaborations, and the on-going development of new technologies. The Master's thesis is the culminating project of the M.Ed. program.

Upon completion of the four core courses in Educational Technology, the candidate may apply to the California Commission on Teacher Credentialing for a supplementary authorization in Computers & Technology on the teaching credential.

Prerequisite

A California Credential or completion of an out-of-state teaching program.

Requirements

	Units
ED344 Trends in Curriculum Development: An Integrated Approach	3
ED345 Educational Assessment/Evaluation	3
ED346 Multicultural Education & Cultural Diversity	3
ED360 Educational Literature Review	3
ED359 Educational Research	3
ED389 Special Education for the Classroom Teacher	3

Core Educational Technology Courses

ED394 Learning & Technology	3
ED395 Networking & Telecommunications Media	3
ED396 Media, Medium, & Method	3
ED397 Contemporary Topics in Educational Technology	3
Total	30

It may be possible to transfer 6 units from a recent credential program, e.g., Special Education and Technology Applications in Education.

Educational Technology Certificate Program

Applicants may choose to receive the Educational Technology Certificate alone, without the Master's degree. In the Certificate Program, candidates take only the four Educational Technology courses. Upon successful completion of the coursework, the candidate may apply to the California Commission on Teacher Credentialing for a supplementary authorization on the teaching credential.

MASTER OF ARTS IN TEACHING

The aim of the Master of Arts in Teaching (MAT) program is to broaden and deepen a teacher's knowledge and appreciation of his/her chosen subject area as well as to provide the teaching strategies necessary to communicate this knowledge. The Master's thesis is the culminating project of the MAT program. In cases where the chosen subject area is in a discipline other than the student's undergraduate major, the student can apply to the California Commission on Teacher Credentialing for a supplementary authorization on the teaching credential after having successfully completed 12 units in the academic discipline.

College of Notre Dame offers the MAT in those disciplines that are ordinarily taught in the public or private schools, such as English, Biology, Mathematics, Social Science, French, Art, Music, Psychology, Religious Studies, and so on. There are two tracks for students, each with a specific emphasis.

The first track is the MAT with an emphasis in Multicultural Education. This program allows a student to complete 12 units in the academic discipline, 12 units of core courses in Cross-Cultural Language and Academic Development (CLAD), and 6 units in a coordinated effort between Education and the discipline to include ED360 Educational Literature Review and ED359 Educational Research. Upon completion of the core CLAD courses, the candidate may apply for CLAD Certification to the California Commission on Teacher Credentialing.

The second track is the MAT with an emphasis in Educational Technology. This program allows a student to complete 12 units in the academic discipline, 12 units of core courses in educational technology, and 6 units that include ED360 and ED359, courses related to the Master's thesis. Upon completion of the core technology courses, the candidate may apply to the California Commission on Teacher Credentialing for a supplementary authorization in Computers & Technology on the teaching credential.

In some subject areas, 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

Track I

Requirements

ED360	Educational Literature Review	3
ED359	Educational Research	3
Elective Courses in the Academic Discipline		12

CLAD Coursework		Units
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
Total		30

Track II

Requirements

ED360	Educational Literature Review	3
ED359	Educational Research	3
Elective Courses in the Academic Discipline		12

Core Educational Technology Courses

ED394	Learning & Technology	3
ED395	Networking & Telecommunications Media	3
ED396	Media, Medium, & Method	3
ED397	Contemporary Topics in Educational Technology	3
Total		30

Education

Undergraduate Course

ED136 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.

ED21 0 Psychological & Developmental Foundations (3) 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. Explores contemporary issues in education, such as the nature of culture, the purposes of public schooling, the profession of teaching, the social structure and education, equality of opportunity, and multicultural education.

ED270 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.

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.

ED290 Organization & Management (3) Spring Summer

History of management theory including principles and concepts of management such as functions of planning, organizing, motivating and controlling. How execution of these functions may be facilitated by communication skills and decision-making techniques. Use of authority, effect of environmental variables, organizational development and the process of change are studied. Class focuses on organizational problem-solving.

ED316A Art Concepts Early Childhood (1) Spring '99

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.

ED324 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.

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.

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) Spring '98, Spring '00

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.

ED331Z Curriculum - Elementary integrated Social Studies & Science (3) Fall Spring
A summary course in the teaching of integrated science and social studies, designed for practicing or prospective teachers of English as a Second Language (ESL) or Specially Designed Academic Instruction in English (SDAIE) in Cross-Cultural Language and Academic Development (CLAD) certification. Students develop expertise in planning, implementing, and assessing integrated science and social studies curriculum and experiment with a variety of strategies and techniques designed to promote higher-level thinking and provide for differences in teaching a diverse, multilingual and multicultural population.

ED332 Special Methods (Secondary) (1)
Fall Spring
Orientation to the first student teaching experience. Field work with expert teachers who are currently teaching in public schools is required. Methods, materials and classroom management techniques for the respective subject fields are presented. Instructional strategies and management skills in working with students from diverse backgrounds are discussed.

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. Presentation of theories concerning language acquisition and language development for first- and second-language learners. Construction of literacy model with multicultural/multilingual perspective. Concurrent coursework and field placement to ensure application and reflective practice.

ED334B Elementary Reading/Language Arts Upper Grades (2) Fall Spring
Prerequisite: ED334A.
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 current research, principles, issues, strategies, and resources, with respect to language and literacy in Single Subject content areas. 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.

ED3358 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 s/he has in the care and protection of the earth and an awareness that each has a unique role to play.

ED338AB Intern Teaching/Seminar: 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. Course includes Seminars of in depth study of observation techniques, classroom management, Parent Partnership and Child/Family/Community Relations.

ED340 Health Education (1)

Summer Fall Spring
Current literature and teaching tools in the health sciences with reference to areas of the state framework including alcohol, drugs, tobacco, nutrition, and venereal disease. Course fulfills California State credential requirement.

ED344 Trends in Curriculum Development: An Integrated Approach (3) Summer 2

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 and multicultural resources, thinking skills, communication skills, and technology.

ED345 Educational Assessment/Evaluation (3) Summer 1

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.

ED351 School - Community Relations (3)

Spring '99
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 '99
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/mis-assignment of faculty.

ED355 Program Initiation & Implementation (3)

Spring '00
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 '98 Fall '00
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
Introduces students to qualitative and quantitative research methods in preparation for researching and writing the Master's thesis. Ethnographic, case-study, historical, and survey research methods are emphasized. includes identification of topics, research methods, data analysis, and ethical issues in conducting research with human subjects. 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.

ED360 Educational literature Review (3)

Spring
Introduces students to methods for writing a scholarly review of educational research in the students' field of interest. Focus is on selecting a research problem, identifying sources of information, using journals, abstracts, indexes, and computer databases, and differentiating between primary and secondary resources. Students learn about the steps in writing a literature review, including use of the American Psychological Association's guidelines for manuscript preparation.

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.

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 educational 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.

ED394 learning & Technology (3) Summer 2

This survey course expands and extends the content of ED393. It provides students with an overview of and practice with a variety of technologies used in education. Course content will include K-12 curricular uses of camcorders, videodiscs, digital media tools, simulation and problem-solving applications, multimedia authoring tools, and telecommunications. Emphasis will be placed upon determining appropriate use of technology, managing the learning process in the classroom and setting and assessing student outcomes utilizing the performance standards recommended by the State of California for adoption at the district level.

ED395 Networking & Telecommunications Media (3) Fall

This course introduces contemporary methods used by educators to promote learning for all children using Internet resources. Emphasis will be placed upon the integration of networking and telecommunications media in the subject areas. Student projects will include research into current classroom practices and materials, World Wide Web page design, and discussion of the implications for legal, ethical, and moral use of the Internet and telecommunications media.

ED396 Media, Medium, & Method (3)

Summer 1

This applied course will examine the appropriate use of multimedia technology as a tool for implementing curriculum. Students will learn to discern the appropriate media to meet a specific curriculum objective and to evaluate the merits of using various educational software programs as the medium to create a product. Through guided hands-on practice with the technologies, students will demonstrate how to address the needs of individual learning styles in a diverse cultural environment through multimedia. Teams of students will apply theories of learning, methods of teaching, and principles of multimedia design to the creation of interdisciplinary curriculum projects.

ED397 Contemporary Topics in Education, Technology, & Communications (3) Spring

This course provides a broad range of contemporary topics in educational technology and communications. Topics may include: cultural and societal factors affecting technology use in education, issues of equity and ethics, curriculum reform, institutional change, professional development, school-community relations, and the on-going development of new technologies. With permission of the instructor, students may arrange to conduct advance product development or an internship as part of this course.

MASTER OF ARTS IN ENGLISH

The Master of Arts in English features a concentration of studies in literature and language, with creative writing as an optional emphasis. Students are provided a broad background in both writing and literary analysis, which leads to high school or community college teaching as well as careers in journalism, editing, publishing or any field which requires skills in writing, interpretation, and critical thinking. 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. Students have the option of writing a thesis/project or taking an exit exam. Students who plan to do a thesis or a creative writing project in lieu of the exam should first take EN298A: Thesis/Project (Directed Study), which is offered every semester. In the following semester, students work with a mentor in the English Department and take EN298B: Thesis/Project (Directed Writing). The thesis/project will be read by the mentor and at least one other faculty member. This program is especially designed for working adults and ordinarily takes two to three years to complete.

Requirements

The MA in English program requires a minimum of 30 units or ten courses. Students may transfer up to 6 units of graduate work done elsewhere, provided this coursework matches the program's requirements. Graduate students may also take up to 9 units of upper-division work at CND to satisfy the 30-unit requirement. Elective courses in expository, creative, and technical writing are offered periodically as students' needs and interests require.

literature Emphasis

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 or not they decide to undertake a thesis.

Plan A (Thesis)

EN202	Writing: Theory & Practice	3
EN203	Seminar in Literature	3
EN204	Linguistics & Semiotics	3
EN21 3	Narrative	3
EN214	Lyric	3
EN215	Drama	3
EN216	Period Course	3
EN298A	Thesis/Project: Directed Study	3
EN298B	Thesis/Project: Directed Writing	3
One Elective Course		3
	Total	30

Plan B (No Thesis)		Units
EN202	Writing: Theory & Practice	3
EN203	Seminar in Literature	3
EN204	Linguistics & Semiotics	3
EN21 3	Narrative	3
EN214	Lyric	3
EN215	Drama	3
EN21 6	Period Course	3
Elective Courses		9
Total		30

Creative Writing Track Option

Core Courses		6-9
Genre Courses		3-6
Period Course		3
EN298A	Thesis/Project: Directed Study	3
EN298B	Thesis/Project: Directed Writing	3
Electives (may be repeated for credit)		
EN541A	Short Story	
EN541B	Poetry	3-6
EN295	Special Topics	3-6
Total		30

English

EN202 Writing: Theory & Practice (3)

Fall '98 Spring '00

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) Spring '99

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 '99

Introduction to the study of linguistics and semiotics with emphasis on application to literary analysis. Topics include: gender differences in language and communication, semantics, pragmatics, sociolinguistics, ethno-linguistics, the brain and language, cognitive psychology, discourse theory and text analysis, and semiotics.

EN213 Narrative (3) Fall '98 Spring '00

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) Spring '99

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 '99

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 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/Project (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. Or, development of a creative project in poetry, narrative, playwriting or other areas. 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 at CND or a local community college.

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	1
	Electives (including one course in music history)	9
	Final Comprehensive Examination	0
	Total	30

Requirements - Specialization: Voice Performance

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	4
MU514V	Vocal Performance & Repertoire	2
MU526	History & Literature of Vocal Music	2
	Music Ensemble (each semester) ¹	1
	Electives (including one course in music history)	5
	Final Comprehensive Examination	0
	Total	30

¹A candidate must participate in an ensemble each Fall and Spring semester of residency. In fulfilling this requirement, a candidate may register in an ensemble for a maximum of one half a unit per semester, or may participate in an ensemble for no credit. However, a candidate must earn a minimum of one unit of ensemble credit to graduate.

<i>Requirements - Specialization: Piano Pedagogy</i>		Units
MU200AB	Graduate Seminar in Analysis	6
MU215	Individual Instruction in Piano	8
MU298A	Graduate Lecture Recital	1
MU298C	Graduate Final Project	1
MU514P	Piano Performance & Repertoire	2
MU523AB	History & Literature of Piano Music	2
MU592AB	Piano Pedagogy	6
	Music Ensemble (each semester) ¹	1
PY556	Interpersonal Communication	3
	Final Comprehensive Examination	0
	Total	30

<i>Requirements - Specialization: Voice Pedagogy</i>		
MU200AB	Graduate Seminar in Analysis	6
MU21 5	Individual Instruction in Voice	7
MU298A	Graduate Lecture Recital	1
MU298C	Graduate Final Project	1
MU513AB	Lyric Diction	4
MU514V	Vocal Performance & Repertoire	2
MU526	History & Literature of Vocal Music	2
MU527AB	Vocal Pedagogy	6
	Music Ensemble (each semester) ¹	1
	Final Comprehensive Examination	0
	Total	30

Music

MU200A Graduate Seminar in Analysis (3)

Fall '99

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 '00

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.

¹A candidate must participate in an ensemble each Fall and Spring semester of residency. In fulfilling this requirement, a candidate may register in an ensemble for a maximum of one half a unit per semester, or may participate in an ensemble for no credit. However, a candidate must earn a minimum of one unit of ensemble credit to graduate.

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 consists 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 245 for an explanation of the course numbering system).

MASTER OF PUBLIC ADMINISTRATION

The objective of the Master of Public Administration program is to prepare men and women to operate effectively and efficiently in an administrative capacity. By acquiring the appropriate knowledge, competencies and ethical values, these graduates can work effectively in positions of leadership.

The program provides for broad study in functional areas of public administration and for concentrated study in one of the following specialized fields: educational administration, health services administration, human resources management, and public affairs administration. Students may enroll in the program on a part-time or full-time basis and may begin the program in fall, spring, or summer. Almost all classes are scheduled in the late afternoon or evening to accommodate students who work during the day; a few classes are scheduled on weekends.

The program requires 30 semester units of graduate-level work. Four Foundation Courses, considered undergraduate preparatory work, must be completed prior to the midpoint of the program (15 units). When the student has completed the Foundation Courses and 15 units of graduate courses, s/he is considered by the Program Director and the Graduate Council for advancement to Candidacy.

<i>Foundation Courses</i>	Units
introduction to Accounting	3
introduction to Political Science	3
Introduction to Sociology	3
Introduction to Psychology	3
<i>Core Courses</i>	
PA230 Financial Management (Prerequisite: Introduction 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
Total	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
Total	12

Health Services Administration		Units
HS205/405A	Marketing	1
HS205/405B	Utilization Management	1
HS205/405C	Total Quality Management	1
HS206/406A	Home Care Delivery	1
HS206/406B	Prevention/Wellness	1
HS206/406C	Medical Information Systems	1
HS210/410	Health Services Administration	3
HS217/417	Legal Aspects & Governmental Relations in Health Care	3
	Total	12
Human Resources Management		
HR215	Conflict Management	3
HR221	Labor-Management Relations	3
HR235	Recruitment, Training & Development	3
	Elective	3
	Total	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.

Certificate Program

Managed Care

A 12-unit program in Health Services Administration is designed for health care professionals who desire specialized training in Managed Care or seek continuing education units (CEUs) in nursing. The Health Services Administration component of the MPA program comprises the certificate program. Students in the certificate program must hold an undergraduate degree from an accredited institution and work in the field of health care.

To apply for the certificate program students must provide verification of an undergraduate degree and two letters of recommendation.

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 '99

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 '99

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, or 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. 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 may be facilitated by communication skills and decision-making techniques. Use of authority, effect of environmental variables, organizational development and the process of change are studied. Class focuses on case study and organizational problem-solving.

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, ethical decision-making in public agencies, and public policy-making strategies are emphasized.

HS205/405A,B,C (3) Fall '98

- A Marketing:** 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 nonemergency 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 Total Quality Management (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.

HS206/406A,B,C (3) Spring '00

- 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.
- 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. Epidemiological 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 an MIS overview which will include the range of uses for systems: data collections, epidemiological research, quality improvement, treatment, care, planning and billing.

HS216/410 Health Services Administration

(3) Fall '99

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 EAP Systems (3) Summer

Describes basic concepts and techniques of Employee Assistance Programs. Discusses treatment interventions appropriate to individuals and families in various forms of crisis. This includes response to substance abuse, elder care needs, family situations and/or individual employee mental health problems.

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.

HS217/417 legal Aspects & Government

Relations in Healthcare (3) Spring

Application of law to the health service organization; legal responsibilities; study of government's role in health care field; current policies, ethical practices, and regulations related to providers of health care.

HR221 Labor/Management Relations (3)

Summer '00

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.

HR235 Recruitment, Training & Development

(3) Summer '99

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 '99

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 '99

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 '00

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 '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.

MASTER OF SCIENCE IN SYSTEMS MANAGEMENT

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.

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.

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. A minimum of three years of work experience is recommended.

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		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 department chairs, 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, Belmont on the College of Notre Dame Campus, and Oakland at the City Center. Classes are offered in the evenings or on Saturdays; some courses are available using Internet discussion. A student may schedule-classes at one or all sites.

Computer Access

Each student must provide his or her own access to personal computers for using application software in certain classes. One course sequence requires each student to provide his or her own access to the Internet.

Systems Management

Courses are offered at three sites: Mountain View (M), Oakland (K) and the College (Belmont) campus (C).

SY213 Systems Management & Organizational Theory (3) Spring'99 (M); Summer '99 (K); Summer 2 '99 (C), Summer 1 '00 (M)
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 '98 (M); Spring '99 (K); Summer 1 '99 (K); Spring 2 '00 (M)
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 '98 (M); Summer '99 (K); Summer 2 '99 (C); Spring 1 '00(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 '99 (M); Fall 1 '99 (M); Spring '00 (K); Spring 2 '00 (C)

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.

SY223 Socio-Environmental Factors in Systems Management (3) Fall 1 '98 (M);

Summer 1 '99 (M); Fall '99 (K); Fall 2 '99 (C) 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 extraorganizational cultural diversity, and social responsibility.

SY225 Probabilistic Models in Decision-Making (3) Fall 2 '98 (M); Summer 2 '99 (M); Fall '99 (K); Spring 1 '00 (C)

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 '99 (M); Fall 2 '99 (M); Spring '00 (K); Summer 1 '00 (C)

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 '99 (M); Summer '99 (K); Fall 1 '99 (C); Summer 2 '00 (M)

Introduces micro- and macroeconomics from a systems perspective, examining the effect of internal and external economic forces on an organization's dynamics. Topics in microeconomics include basic finance and accounting necessary for modeling resource flow. Topics in macroeconomics include scarcity, supply and demand, savings and capital, monetary and fiscal policies, inflation, and unemployment.

SY253 Systems Acquisition Management (3) Fall '98 (K); Summer 2 '00 (M)

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)

Summer 2 '99 (M); Summer '00 (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.

SY263 Managing Information Systems (3)

Fall 1 '98 (C); Summer 2 '99 (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, database software and the Internet as an information management tool.

SY265 Analysis of Management Systems (3)

Summer 1 '99 (M); Spring 1 '00 (M);

Summer '00 (K); Summer 2 '00 (C)

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) Fall 2 '98 (C); Fall 1 '99 (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)

Spring 1 '99 (C); Fall 2 '99 (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 '98 (K); Summer 1 '00 (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.

POSTBACCALAUREATE PREMEDICAL PROGRAM

The Postbaccalaureate 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 and completion of 16 units with a GPA of 3.0 or higher, a Postbaccalaureate Premedical Certificate is awarded.

Curriculum

All prerequisites for these courses must be met. The following courses (numbered 400-499) are adjusted to individual needs:

- General Biology
- General Chemistry
- Organic Chemistry
- Biochemistry
- Physics
- Precalculus Math
- Calculus or Statistics
- Developmental Biology
- Vertebrate Zoology
- G e n e t i c s
- Human Physiology
- Microbiology
- Additional Courses

Refer to pages 112 for additional information.

Graduate Admission & Policies

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ADMISSION REQUIREMENTS & PROCEDURES

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 1.7 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 \$55 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 department chair or program director

Completion of prerequisite courses

Master of Arts in Counseling Psychology

Autobiographical statement

Interview with department chair or program director

Master of Arts in English

Writing sample

Interview with program director

Master of Arts in Gerontology

Autobiographical statement

interview with program director

Master of Arts in Teaching

Interview with program director

Master of Business Administration

Graduate Management Admission Test (GMAT)

Master of Education

Interview with program director

Teaching Credential for M.Ed. in Multicultural Education

Master of Music

Solo performance audition (tape acceptable)

Master of Public Administration

Interview with department chair

Multiple & Single Subject Credentials

California Basic Educational Skills Test (CBEST)

Appropriate subject matter examinations (PRAXIS and SSAT) or Undergraduate program of preparation

Interview with program director

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 director

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 \$55 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 department chair/program director may be required before acceptance for the following programs: Master of Arts in Art Therapy, Master of Arts in Marital & Family Therapy, Master of Arts in Counseling Psychology, Master of 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, or equivalent score on the computer-based TOEFL, for acceptance.
2. Conditions of Acceptance, and
3. Application for the I-20.

Step 7

If you are accepted, a Graduate Acceptance Notice will be sent. The I-20 form is issued when the tuition for the first semester (minimum of 9 units) plus a one-time only fee of \$520 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 may be admitted to Master's degree programs 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 may be 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 3 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, 3 units of the Graduate ESL Seminar course would replace the additional 3 units in one area.

The advisor of the fourth year program is the Graduate department chair or program director in collaboration with Undergraduate division and department 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 6 Graduate units for the degree or credential with a 3.0 GPA or better. An acceptance is valid for one year from the semester of acceptance. No files will be kept after that time.

Unclassified Graduate Students

For admission to unclassified Graduate status, a student shall hold a baccalaureate degree from a regionally accredited four-year college or university or have the equivalent of a United States bachelor's degree. Admission to the unclassified Graduate status does not constitute admission to a Graduate degree or credential program. Admission to and duration of unclassified Graduate standing shall be determined by appropriate college authorities for those students not pursuing a degree. A maximum of 6 units is allowed for students applying to a degree or credential program.

GRADUATE EXPENSES

Rates in effect as of Fall 1998

Application Fee (non-refundable)	\$ 55
Unclassified Application Fee (non-refundable)	25
International Student Fee (one-time only)	520
Late Registration Fee (non-refundable)	30
Tuition (per unit)	460
Credential Supervision (ED330A, ED330B per course)	125
Montessori Internship (ED338A, ED338B per course)	75
(Montessori candidates must pay \$150.00 to American Montessori Society prior to internship.)	
Music: Individual Instruction (per class)	\$415 - 470
Art Therapy, Chemical Dependency, Gerontology, CLAD, Health Services Administration, American Montessori Society, and Postbaccalaureate PreMedical Certificates (per unit)	\$230
Challenge Fee (per unit)	65
Reactivation Fee	25
Initial Research Reading Fee (addition to PY359B1/ED359)	105
Final Research Reading Fee (final project submitted)	260
Graduation Fee	55
Transcripts	4
Returned Check Fee	20
Lost Library Books	Replacement Cost + \$15.00 processing

Cost and fees subject to change without notice or obligation. For special fees not listed, students will be notified where appropriate.

Residence

Undergraduate students are given priority in the assignment of on-campus housing, but space is available to Graduate students. All residents must participate in the College food plan.

Reservation Deposit	\$ 160
Room & Board (per semester)	2500
Private Room (additional per semester)	825
Security Deposit	160

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 \$40 per semester is charged for participation in this deferred-payment plan.

Explanation of Special Fees

A Reactivation Fee of \$25 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. A Final Reading Fee is assessed at the time a student completes the research project. These fees are 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% prior to the first class;
- 75% before the second class meeting of the semester;
- 50% 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% 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), 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 144-149.

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 6 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 General Academic Policies & Procedures section beginning on page 243. In addition to the College Policies & 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. All certificate work must be completed within five years from the date of first enrollment. Graduate units of credit earned at another accredited institution which are transferred into a CND Master's program must fall within the 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 6 units from another Master's degree or credential into a 30-39 unit program, or 9 units into a 50-52 unit program. The transferability must be deemed appropriate and is at the discretion of the department chair or 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 department chair or program director and completing the appropriate form from the Graduate Office. The student pays \$65 per unit before taking the challenge exam. A student must pass the challenged course with a "B" (3.0) or better. Only successful results of challenge exams are recorded on the transcript.

Independent Study

Independent Study will be permitted only in special circumstances as outlined in the Guidelines for Independent Study. These Guidelines and the Independent Study Contract may be obtained in the Graduate Office; the Contract must be completed before a student can register for Independent Study. Students must also register for the Independent Study through the normal registration procedures. A maximum of 6 units of Graduate credit may be earned as Independent Study in a Master's degree.

In cases involving a combination of transfer and Independent Study units, no more than 6 units in either category may be granted nor more than 9 units in combination.

Transfer Credit

A maximum of 6 semester units of Graduate credit towards a 30-39 unit Master's program or nine semester units of Graduate credit towards a 50-52 unit Master's program may be transferred from other accredited institutions at the discretion of the department chair/program director/advisor. Only three of those semester units may be from Graduate extension courses. No continuing education or workshop units may be transferred. The student must earn a 3.0 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 department chair/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 241.) 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 continuing 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 1 for new students. Department chairs/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 department chair/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 \$25 reactivation fee. A student who wishes to withdraw completely from the College must submit a letter to the Graduate Office stating the existing circumstances.

Incompletes

An incomplete in any course indicates that although the work completed is of a passing grade, some portion of the course remains unfinished because of serious illness or for some other serious reason over which the student has no control. This grade is given by the instructor. It is the responsibility of the student to discuss with the instructor the possibility of obtaining an incomplete grade and to make arrangements for completing the work. The incomplete becomes either a terminal letter grade or a failure if the work is not completed within twelve months after the date the incomplete is assigned. In the case of 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:

GRADE POINTS PER UNIT

A+	4.0	B+	3.3	C+	2.3 ²	D+	1.3 ⁴	F	0.0 ⁴
A	4.0	B	3.0	C	2.0 ³	D	1.0 ⁴		
A-	3.7	B-	2.7 ¹	C	1.7 ⁴	D-	0.7 ⁴		

Grades not used in computing the grade point average:

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

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 less than 2.0 must be repeated. A course without 2.0 or higher, other than a reasearch course, may be repeated only once to improve the cumulative GPA. All grades, whether repeated or not, will appear on the student's permanent record, but only the higher grade will be used to compute the GPA. Courses which are transferred into a Graduate program or courses with 400 numbers are not computed in the cumulative GPA.

Grade reports are issued three times a year, at the end of the fall, spring, and summer semesters.

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 undergraduate students in their last semester and 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 department chair or 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.

¹Requires a B+ in another class of equal unit value.

²Requires an A- in another class of equal unit value.

³Requires an A in another class of equal unit value.

⁴Not acceptable.

Changing From One Graduate Program to Another

A student who wishes to transfer from the credential program to any Master's degree program or from one Master's program to another must indicate that change on his/her application form in the Graduate Office. New references may be required. The student will receive a notice of acceptance or rejection into the new program.

Program Termination

When enrollment in a program becomes too low and the College decides to phase out the program, a student may be redirected to another institution, asked to complete courses when they are offered at CND, or transfer in courses from another accredited institution.

Program Record

A program plan listing courses is set up for each Master's degree student by the Assistant to the Graduate Dean for Admissions and approved by the department chair or 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 and suitability 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 department chairs, reviews the department chair or program director's recommendation of applicants for candidacy upon completion of fifteen semester units of Graduate coursework. The recommendation of the department chair 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 course with a 1.7 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 catalogued in the CND Library and the others are distributed to the research instructor and the department chair 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 are as follows:

- A. Master's students may petition to participate in Commencement if they meet the following conditions:
 1. they have 3 or fewer units remaining to complete their program;
 2. these 3 units are not required Research units demanding multiple signatures; and
 3. the remaining units will be completed in the Summer sessions following graduation.
- B. Credential students may petition to participate in Commencement if they meet the following conditions: they have six or fewer units in statutory requirement classes remaining to complete their program; and the remaining units will be completed in the Summer sessions following graduation.

Students must submit completed petitions to the Graduate Office no later than February 1.

Satisfactory Performance

Only those applicants who show promise of success and fitness will be admitted to a Graduate degree program. Once admitted, students whose performance in a Graduate degree curriculum is judged to be unsatisfactory may be required to complete a remedial course of action, engage in a forced Leave of Absence, or Withdraw at the sole discretion of the College.

Academic Probation

1. Any student accepted on academic probation who fails to make a cumulative GPA of 3.0 or better in the first 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 will be placed on second academic probation.
4. Any student on second academic probation who subsequently, in any semester, 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 6 or fewer additional units in the following semester to regain clear standing. Failure to petition within 30 calendar days after grades are issued results in termination.
6. A student on probation may not transfer units to clear probation; clearance from probation must be achieved through coursework done at CND.

Disqualification

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

1. Evidence of academic failure in any semester;
2. Failure to regain clear standing after a period of academic probation. (See Academic Probation);
3. Failure to meet the standards set for candidacy;
4. Failure to complete the academic 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 I-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.

General Academic Policies & Procedures

Applicable to Both Undergraduate & Graduate Students

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CODE OF STUDENT CONDUCT

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

Student Academic Responsibilities

It is the responsibility of each student to:

1. Know and comply with the policies and procedures, deadlines, and graduation requirements found within this Catalog;
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		HU	Humanities
AC	Accounting	IB	International Business
AR	Art	LA	Latin American Studies
BA	Business Administration	LS	Liberal Studies
BY	Biology	MA	Mathematics
CD	Career Development	MG	Management
CH	Chemistry	MK	Marketing
CL	Culture & Language	MU	Music
CM	Communication	NS	Nutritional Science
CS	Computer Science	PA	Public Administration
CU	Cultural Diversity	PE	Physical Education
DA	Dance	PH	Physics
EC	Economics	PL	Philosophy
ED	Education	PS	Political Science
EI	English for International Students	PY	Psychology
EN	English	RS	Religious Studies
FC	Foreign Culture	SM	Science/Mathematics
FN	Finance	SO	Sociology
FR	French	SP	Spanish
GB	General Business	SY	Systems Management
HR	Human Resources	TA	Theatre Arts
HS	Human Services	TM	Technology Management
HY	History		

Course Numbering System

Course numbers are assigned according to the following classification:

001-099	Undergraduate lower-division courses
100-199	Undergraduate upper-division courses
200-299	Graduate courses leading to a CND Master's degree or credential
300-399	Graduate methods courses or practica leading to a CND Master's degree or credential
400-499	Post baccalaureate professional growth courses for academic credit not leading to a CND Master's degree or credential
500-599	Upper-division undergraduate courses which receive graduate credit when taken by a graduate student upon the prior approval of a graduate program director
900-998	Continuing Education Units (CEU) for which academic credit is not granted
099,199, 299,499	Independent Study

Academic Units

Each semester unit (credit) represents 15 hours of instruction, or the equivalent in laboratory, field work, or 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 associated with admission, employment or job placement;
2. Parents' financial information, including statements submitted in connection with scholarship, grant, and loan applications;
3. Records created or maintained by a physician, nurse, psychiatrist, psychologist, or therapist 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 (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, transcripts, and class schedules, 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 CPA 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 CPA 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 \$4.00 fee for each transcript requested (first copy free of charge). Please allow a minimum of five business 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.

Academic Calendar

ACADEMIC YEAR 1998 - 1999

FALL 1998

Aug 24-28	COLLEGE WEEK
Aug 24	College Day
Aug 27	Advising Workshop - Undergraduate
Aug 29	Residence Halls Open
Aug 29	Orientation - Undergraduate
Aug 30	Orientation - Graduate
Aug 30	Testing - Undergraduate & Graduate
Aug 31	Testing - Undergraduate
Aug 31 - Sept 1	Academic Advising/Final Registration for Fall 1998 - Undergraduate & Graduate
Sept 2	CLASSES BEGIN - Day Undergraduate
Sept 7	HOLIDAY - Labor Day
Sept 8	CLASSES BEGIN - Evening Undergraduate, Intensive Undergraduate, & Graduate
Sept 11	Last Day to Add - Term 1 Intensive Undergraduate & Graduate Courses
Sept 29	Last Day to Drop/Add - Undergraduate & Graduate Courses
Oct 19-24	Last Week of Classes -Term 1 intensive Undergraduate & Graduate Courses
Oct 19-24	Midterm Exams - Semester Courses
Oct 23	HOLIDAY - Midterm
Oct 26-31	Intensive Undergraduate & Graduate Program Term Break
Nov 2	CLASSES BEGIN -Term 2 Intensive Undergraduate & Graduate Courses
Nov 2-27	ACADEMIC ADVISING/ADVANCE REGISTRATION FOR SPRING 1999 Undergraduate
Nov 6	Last Day to Add - Term 2 Intensive Undergraduate & Graduate Courses
Nov 17	ADVANCE REGISTRATION FOR SPRING 1999 Deadline - Graduate
Nov 24	Last Day to Drop - Term 2 Intensive Undergraduate Courses
Nov 26-27	HOLIDAY -Thanksgiving
Dec 14-19	Last Week of Classes -Term 2 Intensive Undergraduate & Graduate Courses
Dec 14-19	FINAL EXAMS
Dec 18	Residence Halls Close
Dec 19	FALL SEMESTER ENDS

SPRING 1999

Jan 10	Residence Halls Open
Jan 10	Orientation - Graduate
Jan 10	Testing - Undergraduate & Graduate
Jan 8	PROFESSIONAL DEVELOPMENT DAY
Jan 11	Testing - Undergraduate
Jan 11-12	FINAL REGISTRATION FOR SPRING 1999 - Undergraduate & Graduate
Jan 12	Orientation - Intensive Undergraduate
Jan 13	CLASSES BEGIN - Day & Undergraduate
Jan 18	HOLIDAY - Martin Luther King Day

Jan 19	CLASSES BEGIN - Evening Undergraduate, Intensive Undergraduate, & Graduate
Jan 22	Last Day to Add -Term 1 Intensive Undergraduate & Graduate Courses
Feb 1	Filing Deadline for May or August Graduation
Feb 9	Last Day to Drop/Add - Undergraduate & Graduate Courses
Feb 15	HOLIDAY - President's Day
Mar 1-6	Last Week of Classes - Term 1 Intensive Undergraduate & Graduate Courses
Mar 1-6	Midterm Exams - Semester Courses
Mar 8-13	SPRING BREAK
Mar 8-13	Intensive Undergraduate & Graduate Program Term Break
Mar 15	CLASSES BEGIN - Term 2 Intensive Undergraduate & Graduate Courses
Mar 17	HONORS DAY - Undergraduate
Mar 19	Last Day to Add - Term 2 Intensive Undergraduate & Graduate Courses
April 2	ACADEMIC - Good Friday
April 5-29	ACADEMIC ADVISING/ADVANCE REGISTRATION FOR SUMMER & FALL 1999 Undergraduate
April 6	Last Day to Drop -Term 2 Intensive Undergraduate Courses
April 15	ADVANCE REGISTRATION FOR SUMMER & FALL 1999 - Graduate Deadline
April 26-May 1	Last Week of Classes - Term 2 Intensive Undergraduate & Graduate Courses
April 29-May 5	FINAL EXAMS - Graduate
May 3-8	FINAL EXAMS - Undergraduate
May 6	Ecumenical Celebration
May 7	Baccalaureate
May 7	Residence Halls Close
May 8	COMMENCEMENT
May 8	SPRING SEMESTER ENDS

SUMMER 1999

May 17	CLASSES BEGIN - Summer Session Term 1 - Undergraduate & Graduate
May 31	HOLIDAY - Memorial Day
June 1	Filing Deadline for December Graduation
June 28-July 3	Last Week of Classes - Summer Session Term 1
July 5	HOLIDAY - Independence Day
July 6	CLASSES BEGIN - Summer Session Term 2 - Undergraduate & Graduate
Aug 16-21	Last Week of Classes - Summer Session Term 2

ACADEMIC YEAR 1999 - 2000

FALL 1999

Aug 23-27	COLLEGE WEEK
Aug 23	College Day
Aug 26	Advising Workshop - Undergraduate
Aug 28	Residence Halls Open
Aug 28	Orientation - Undergraduate
Aug 29	Orientation - Graduate
Aug 29	Testing - Undergraduate & Graduate
Aug 30	Testing - Undergraduate
Aug 30-31	ACADEMIC ADVISING/FINAL REGISTRATION FOR FALL 1999 Undergraduate & Graduate
Sept 1	CLASSES BEGIN - Day Undergraduate
Sept 6	HOLIDAY - Labor Day
Sept 7	CLASSES BEGIN - Evening Undergraduate, Intensive Undergraduate, & Graduate
Sept 10	Last Day to Add - Term 1 Intensive Undergraduate & Graduate Courses
Sept 28	Last Day to Drop/Add - Undergraduate & Graduate Courses
Oct 18-23	Last Week of Classes -Term 1 Intensive Undergraduate & Graduate Courses
Oct 18-23	Midterm Exams - Semester Courses
Oct 22	HOLIDAY - Midterm
Oct 25-30	Intensive Undergraduate & Graduate Program Term Break
Nov 1	CLASSES BEGIN -Term 2 Intensive Undergraduate & Graduate Courses
Nov 1-26	ACADEMIC ADVISING/ADVANCE REGISTRATION FOR SPRING 2000 Undergraduate
Nov 5	Last Day to Add - Term 2 Intensive Undergraduate & Graduate Courses
Nov 16	ADVANCE REGISTRATION FOR SPRING 2000. Deadline - Graduate
Nov 23	Last Day to Drop - Term 2 Intensive Undergraduate Courses
Nov 25-26	HOLIDAY - Thanksgiving
Dec 13-18	Last Week of Classes -Term 2 Intensive Undergraduate & Graduate Courses
Dec 13-18	FINAL EXAMS
Dec 17	Residence Halls Close
Dec 18	FALL SEMESTER ENDS

SPRING 2000

Jan 9	Residence Halls Open
Jan 9	Orientation - Graduate
Jan 9	Testing - Undergraduate & Graduate
Jan 10	PROFESSIONAL DEVELOPMENT DAY
Jan 10	Testing - Undergraduate
Jan 10-11	FINAL REGISTRATION FOR SPRING 2000 - Undergraduate & Graduate
Jan 11	Orientation - Intensive Undergraduate
Jan 12	CLASSES BEGIN - Day & Undergraduate
Jan 17	HOLIDAY - Martin Luther King Day
Jan 18	CLASSES BEGIN - Evening Undergraduate, Intensive Undergraduate, & Graduate
Jan 21	Last Day to Add - Term 1 Intensive Undergraduate & Graduate Courses
Feb 1	Filing Deadline for May or August Graduation
Feb 2	Last Day to Drop/Add - Undergraduate & Graduate Courses
Feb 21	HOLIDAY - President's Day
Feb 28-Mar 3	Last Week of Classes - Term 1 Intensive Undergraduate & Graduate Courses

Feb 28-Mar 3	Midterm Exams - Semester Courses
Mar 6-11	SPRING BREAK
Mar 6-11	Intensive Undergraduate & Graduate Program Term Break
Mar 13	CLASSES BEGIN -Term 2 Intensive Undergraduate & Graduate Courses
Mar 15	HONORS DAY - Undergraduate
Mar 17	Last Day to Add -Term 2 Intensive Undergraduate & Graduate Courses
April 3-28	ACADEMIC ADVISING/ADVANCE REGISTRATION FOR SUMMER & FALL 2000 - Undergraduate
April 4	Last Day to Drop - Term 2 Intensive Undergraduate Courses
April 20	ADVANCE REGISTRATION FOR SUMMER & FALL 2000 - Graduate Deadline
April 21	HOLIDAY - Good Friday
April 24-29	Last Week of Classes - Term 2 Intensive Undergraduate
April 27-May 3	FINAL EXAMS - Graduate
April 24-29	FINAL EXAMS - Undergraduate
May 4	Ecumenical Celebration
May 5	Baccalaureate
May 5	Residence Halls Close
May 6	COMMENCEMENT
May 6	SPRING SEMESTER ENDS

SUMMER 2000

May 15	CLASSES BEGIN - Summer Session Term 1 - Undergraduate & Graduate
May 29	HOLIDAY - Memorial Day
June 1	Filing Deadline for December Graduation
June 26-July 1	Last Week of Classes - Summer Session Term 1
July 3	CLASSES BEGIN - Summer Session Term 2 - Undergraduate & Graduate
July 4	HOLIDAY - Independence Day
Aug 14-19	Last Week of Classes - Summer Session Term 2

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AFFILIATIONS

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Maureen Freschet, Director
Ralston Hall 101

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Christine Godfrey, Director
Ralston Hall 204

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Richard Glass, Director
St. Mary's 122

Physical Plant

George Mayer, Director of Facilities
Madison Art Center, Ground Floor

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Catherine Burger,
Associate Director of Development
Ralston Hall 205

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John Baldwin, Interim Director
Ralston Hall 100

Public Information Office

Debra Thomas, Director
Kristen McDonnell, Assistant Director
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David Mefford, Director
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The Oaks

Health Services

Julie Billiard Hall 140

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Virginia Spinelli, Coordinator
St. Mary's Hall 101

Student life

MaDonna Thelen, Director
Mark VanWarmerdam, Housing Coordinator
Student Affairs Offices

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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., Wilamette University; M.A., University of Oregon; Ph.D., St. Louis University

Sullivan, Mark W., Professor of Philosophy & 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;

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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,

Abrica, Ruben, Lecturer in Modern Languages, 1997

B.A., Occidental College, Los Angeles; M.A., Stanford University

Aced, Adele, Lecturer in Art Therapy Psychology, 1992

B.A., San Jose State University; A.T.M., College of Notre Dame

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

Altenberg, Jennifer, Reference/Catalog Librarian, 1994

B.A., University of California, Santa Barbara; M.L.I.S., University of Texas at Austin

Andersen, Frances, Lecturer in Art Therapy Psychology, 1985

B.A., St. Agnes Scott College; M.S., Ed.D., Indiana University

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

Arnold, Rocky, Lecturer in Master of Business Administration, 1993

B.S., University of Missouri; M.S., Massachusetts Institute of Technology

Arrington, Doris Banowsky, Professor of Art Therapy Psychology and Chair,

Department of Art Therapy Psychology, 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

Bader, Sharon, Lecturer in Natural Sciences, 1991

B.S., College of St. Rose; M.S., Florida Institute of Technology

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B.A., Tufts University; M.A., Santa Clara University

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Department of Evening Intensive Business Administration, 1990

B.A., California State University, Fullerton; M.B.A., Pepperdine University;

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B.S., State University of New York; M.S., Illinois State University; M.B.A., Golden Gate University

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B.A., M.A., D.A., University of Michigan

Bell, Susan, Lecturer in Education, 1988
B.A., University of California, Berkeley; M.A.T., College of Notre Dame

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B.S., North Carolina State University; M.B.A., Golden Gate University

Bennett, Christine Harvey, Professor of Latin American Studies and Chair,
Department of Modern Languages & Cultures, 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

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B.A., University of California, Berkeley; M.T.S., Jesuit School of Theology, Berkeley;
M.A., University of San Francisco

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B.S., Northwestern University; M.A., Hollins College; M.F.A.
University of Massachusetts, Amherst

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Department of Master of Business Administration, 1991
B.A., Pepperdine University; M.S., University of Southern California;
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B.A., Humboldt State University; M.S.W., San Diego State University

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Carolan, Richard, Assistant Professor of Art Therapy Psychology and Program Director,
Master of Arts in Art Therapy, 1993
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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.,
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B.A., M.A., Oakland University; Ed.D., University of San Francisco

Cattermole, George, Lecturer in Philosophy, 1974
B.A., Ph.D., Stanford 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

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B.A., University of International Business & Economics; M.A., California State University, Northridge; Ed.D., University of the Pacific

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B.A., Taiwan University; M.B.A., University of Toronto

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Cleary, Timothy, Lecturer in Business Administration, 1997
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Cohen, Elaine L., Professor of Education & 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
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Comstock, James, Lecturer in Counseling Psychology & Gerontology, 1989
B.A., University of Montana; M.Ed., Montana State University

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B.S.F.S., Georgetown University

Criscione, Mary, Lecturer in Religious Studies, 1995
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B.S., College of Notre Dame; M.S., Fordham University

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B.A., M.A., San Francisco State University; Ph.D., University of California, Santa Barbara

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B.A., University of Colorado, Boulder; M.A., University of Denver
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B.A., San Francisco State University; M.F.A., Pennsylvania State University

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B.A., J.D., Yale University
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B.S., Indiana University; M.A., Gonzaga University
- Friedman, Betty**, Assistant Professor of Art and Chair, Department of Art, 1995
B.F.A., M.F.A., California College of Arts & Crafts
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B.S., University of Maine; M.A., University of Connecticut; Ed.D., Harvard University
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B.S., California State University, Hayward; M.A.T., M.P.A., College of Notre Dame;
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