

2010-2011
COLLEGE CATALOG



FAITH. IN YOUR FUTURE.

Marymount College
PALOS VERDES, CALIFORNIA

Marymount College

Palos Verdes, California

MARYMOUNT COLLEGE Palos Verdes, California is an independent, Catholic, coeducational and residential college that offers a liberal arts program that leads to Associate and Bachelor degrees.

COLLEGE CATALOG
2010-2011

In accordance with requirements of DVB Circular 20-76-84, Appendix P, this is to certify that this school catalog is true and correct in content and policy.

Revised June 2010

The Catalog is periodically updated. For the most current version, please refer to our website:
www.marymountpv.edu

MARYMOUNT COLLEGE Palos Verdes, California is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges, (985 Atlantic Avenue, Suite 100, Alameda, CA 94501, 510-748-9001), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education.

Marymount College is a member of the:

- Association of American Colleges
- Association of Catholic Colleges and Universities
- Association of Independent California Colleges and Universities
- Council of Independent Colleges
- The College Board
- National Association of Independent Colleges and Universities
- National Association of Intercollegiate Athletics
- National Association of Student Financial Aid Administrators
- National Association of Student Personnel Administrators
- Western College Association
- American Association of Collegiate Registrars and Admissions Officers
- Pacific Association of Collegiate Registrars and Admissions Officers
- California Intersegmental Articulation Council

Catalog 2010-2011

This Catalog constitutes a statement of the College's policies, offerings and learning resources. It, along with the Student Handbook, is a definition of the agreement that exists between the individual student and the College community. The reader is directed to:

- Student Handbook issued by the Office of Student Development Services.
- Schedule of Classes and any official addenda for each term issued by the Office of the Registrar.
- Publications issued by the Admission Office.
- Publications issued by the Residential Life Office.
- www.marymountpv.edu

The provisions of this Catalog are subject to change without notice and do not constitute an irrevocable contract between any student and Marymount College Palos Verdes, California.

The content of the catalog is periodically updated, and the most current version supercedes prior versions. A student in good academic standing and continually enrolled at the college may opt to adhere to degree requirements and conditions as stated in the catalog in effect at the time of the student's matriculation. The college will honor the conditions in effect at matriculation if subsequent updates would entail undue hardship or loss of academic or co-curricular credits toward degree completion.

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Rancho Palos Verdes, California 90275-6299

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Family Educational Rights and Privacy Act of 1974

At Marymount College, all academic records of students who enroll are kept in accordance with the provisions of the Family Educational rights and Privacy Act of 1974, as amended. Copies of this Act are available to students in the Library and the Academic Affairs Office, Student Development Services Office, and the Registrar's Office during normal working hours.

Campus Non-Discrimination Policy

Marymount College does not discriminate on the basis of race, color, national and/or ethnic origin, sex, marital status, sexual orientation, disability, religion, veteran s status, or age in admission, employment or in any of its policies, programs or activities.

Drug-Free Campus and Workplace Policy

The unlawful possession, manufacture, distribution, use, sale or gift of alcohol or other illicit drug is prohibited in and on any Marymount College property, or as part of any College activity. This includes being under the influence of alcohol and/or any illicit drug. Illicit drugs include (but are not limited to) marijuana, cocaine, heroin, amphetamines, barbiturates, LSD, PCP and substances typically known as designer drugs or club drugs. Illicit drugs also include prescription drugs, except for the use of medication in accordance with the instructions of a licensed physician. Possession of paraphernalia associated with the use, possession or manufacture of illicit drugs is also prohibited. Any employee or student who violates this policy is subject to disciplinary action up to and including termination of employment, expulsion from the College, referral for prosecution, and/or referral to an appropriate evaluation or rehabilitation program.

Information regarding the health risks associated with the use or abuse of drugs and/or alcohol, or assistance dealing with these issues is available from Counseling Services, the Human Resources Department or the Marymount College Intranet. Additionally, educational programs are offered during the academic year by Student Development Services. The full text of the Drug-Free Campus and Workplace policy is available from the above sources.



Dear Students:

Our campus looks forward to your enrollment at Marymount College, and we invite you to review this catalog as you consider the many curricular, co-curricular and extracurricular offerings that we provide for our students. We are proud of the educational opportunities we have provided to thousands of students since our founding in 1932, and we look forward to working with you to ensure that you fulfill your potential and attain your academic goals.

With our faculty, staff, alumni, and donors, I share the responsibility for sustaining an educational tradition that promotes the social justice mission of the Religious of the Sacred Heart of Mary and a liberal arts experience that inspires a consideration of what it means to be human.

Our faculty and staff are here to assist and mentor you throughout your Marymount journey, and I am certain they want to hear about your hopes and dreams. Our campus needs to be responsive to your individual goals and aspirations, so I encourage you to dialogue with your professors and advisors during your time at Marymount. Our small liberal arts environment is designed and maintained to help you as you consider the many opportunities that present themselves to Marymount students upon graduation.

While this catalog contains very valuable information about Marymount, our campus website may provide additional up-to-date information of interest to you. Please consider these two resources as you proceed through your academic program, and know that our community is ready and able to support and challenge you as you fulfill our degree requirements. Please stop by my office if you have any questions or concerns about our campus. We want to make sure we meet your needs and expectations.

A handwritten signature in cursive script, reading "Michael S. Brophy". The signature is written in dark ink on a white background.

Michael S. Brophy, Ph.D., M.F.A.
President of Marymount College



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Marymount College

Mission Statement

Mission

Marymount College is a Catholic institution that welcomes students of all faiths and backgrounds into a quality, values-based education. We foster a student-centered approach to learning that promotes the development of the whole person. In the spirit of our founders, the Religious of the Sacred Heart of Mary, we challenge our students to pursue lives of leadership and service.

Vision

Marymount College empowers its students through an educational program that develops principled thinkers in the Catholic liberal arts tradition. We promote an open and welcoming campus that builds skills for lifelong learning. We assist students to reach their goals in higher education. We strive to graduate students who embody the virtues of integrity, respect for human dignity, and commitment to justice.

Core Values

Tradition

Rooted in the Catholic intellectual and faith tradition, we educate and challenge students to think critically and to grow spiritually.

Openness

We welcome freedom of inquiry and diversity of experience within a community of educators and learners who seek truth, moral wisdom and global understanding.

Integrity

We strive for academic and professional excellence in an educational experience that builds character and values the whole person.

Service

We encourage our students to seek a more just world and to lead lives of compassionate service to others.

Institutional Student Learning Outcomes (ISLOs)

- I. Effective written, verbal, and digital presentation skills
- II. Analysis using relevant conceptual, quantitative, and technology tools
- III. Evaluation of competing options and reflection on values to support reasoned and ethical decision-making
- IV. Recognition of multiple perspectives and global awareness
- V. Experiential learning and collaborative skills for personal, social, civic, and global responsibility



The College

History

Founded by the Religious of the Sacred Heart of Mary (RSHM), a Roman Catholic order devoted to the advancement of education, Marymount College is situated along the picturesque coastline of Rancho Palos Verdes and is one of two Los Angeles county, four-year co-educational Catholic colleges. The College provides a student-centered, culturally rich learning environment for students of all faiths who seek to transform their lives and achieve academic, professional and life goals.

Marymount is proud of our history, religious traditions and culture. Originally established in 1932 as a two-year women's college in the Westwood section of Los Angeles, Marymount 15 years later received accreditation as a four-year women's college. In 1960 we moved our campus south to the idyllic Palos Verdes Peninsula, and in 1968 we established an educational partnership with an all-male institution of higher learning, Loyola University, offering cross-enrollment of classes. Recognizing the value and importance of a first-rate two-year educational experience, we made the critical decision in 1972 to return to our origins as a two-year institution of higher learning—his time, however, offering a coeducational experience—and merged our upper division classes with Loyola to help form Loyola Marymount University. In 1975 we moved to our present location in Rancho Palos Verdes, a venue that offers a picturesque and panoramic view of the Los Angeles basin.

Today, Marymount College is highly regarded as an institution of higher learning that excels in educating students seeking both two- and four-year degrees. Beginning in Fall 2010, the College offers Bachelor of Arts Degrees in Business, Liberal Arts and Media Studies. This is in addition to its former offering of Associate Degrees in Art or Science. In 2010, the College also became a member of the National Association of Intercollegiate Athletes to develop student athletics.

Marymount's current students and alumni, who hail from more than 25 states and just as many countries around the globe, are grateful for the opportunity to study at a college dedicated to providing an outstanding liberal arts experience. They represent a wide cross section of academic interests and broad spectrum of religious traditions, national origins, and ethnic and racial heritages—assets that Marymount believes keep us strong and rich in diversity.

In turn, Marymount owes a debt of gratitude to the French priest, Father Jean Gailhac, who founded the RSHM, and to the religious community of sisters of that order, who inspire us and help us uphold the proud educational traditions that they established.

Location

The College is located on a picturesque 30-acre site overlooking the Pacific Ocean and Catalina Island and is only a short distance from the cultural, recreational and educational advantages of Los Angeles. See map on page 172.



Academic Calendar

FALL SEMESTER 2010

Aug. 2010						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 23 Opening of the year for faculty/staff
- 23 Residences open for unregistered *international* students
- 24 Residences open for unregistered *domestic* students
- 24-27 Orientation, registration, convocation
Placement testing for unregistered incoming students
Residence halls open for registered incoming students
- 29 Residence halls open for returning students
- 30 First day of fall semester classes

SEPT. 2010						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 6 Labor Day Holiday - College is closed
- 8 Last day to add/drop a class

Oct. 2010						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1-2 Family Weekend
- 11-15 Midterm exams
- 18-19 Fall Break - No classes

Nov. 2010						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 2 Group advising for students
- 8 Registration begins for winter session and spring semester
- 17 Last day to withdraw from a fall semester class
- 18-20 Theatre production
- 25-26 Thanksgiving holiday - College is closed

DEC. 2010						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 10 Last day of fall semester classes
- 13-17 Final exams
- 17 Residence halls close
- 20 Christmas vacation begins for students
- 24- an. 3 College is closed

WINTER SESSION 2011

JAN. 2011						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 2 Residences open
- 3 Registration/First day of winter session classes
- 4 Last day to add or drop winter session classes
- 17 Martin Luther King, Jr., holiday - College is closed
- 18 Last day to withdraw from a winter session class
- 21 Last day of winter session classes

SPRING SEMESTER 2011

JAN. 2011						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 22 Residence halls open for new *international* and overseas U.S. students
- 22 Orientation program for new *international* and overseas U.S. students
- 23 Residence halls open for new *domestic* students
- 24-25 Orientation for all new students (required)
- 25 Residence halls open for continuing students
- 26 First day of spring semester classes

FEB. 2011						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

- 3 Last day to add or drop spring semester classes
- 21 Presidents Day holiday - no classes
- 22 All College service day - no classes

MAR. 2011

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 Priority deadline for financial aid applications
- 7-9 Meid Mentorship
- 4 Graduation applications due
- 14-18 Midterm exams

APR. 2011

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 4-8 Spring Break
- 18-19 Group advising for students
- 21 Holy Thursday - no class after 4:00 p.m.
- 22 Good Friday - College is closed
- 25 Easter Monday - College is closed
- 28 Last day to withdraw from a spring semester class
- 28-30 Theatre production

MAY 2011

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2-3 Registration begins for summer session and fall semester
- 13 Last day of spring semester classes
- 16-20 Final exams
- 20 Residences close for students who are not graduating
- 20 Graduation Mass
- 21 Graduation and Reception
- 21 Residence halls close for graduating students
- 30 Memorial Day Observed - College is closed

SUMMER SESSION 2011 - 1 (THREE WEEKS)

MAY 2011						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 24 Residence halls open for summer session 1 students
- 25 First day of summer session 1 classes
- 26 Last day to add or drop summer session 1 classes
- 30 Memorial Day holiday - College is closed

JUNE 2011						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 9 Last day to withdraw from a summer session 1 class
- 14 Last day of summer session 1 classes
- 15 Residence halls close

SUMMER SESSION 2011 - 2 (SIX WEEKS)

JUNE 2011						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 19 Residence halls open for summer session 2 students
- 20 First day of summer session 2 classes
- 21 Last day to add or drop summer session 2 classes

JULY 2011						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 4 Independence Day holiday - College is closed
- 20 Last day to withdraw from a summer session 2 class
- 29 Last day of summer session 2 classes
- 29 Residence halls close



Academic Degree Programs

The academic program is a product of the Marymount College mission, vision and values statements and represents a belief in the value of the liberal arts and cross-disciplinary programs appropriate to our students and faculty. There are also programs and courses that emphasize learning through field work and through individual investigation and experience.

The close relationship between faculty and students enables advising to be an easy and integral part of the process and helps in the identification of additional academic options available to the student.

Marymount College offers the following degree programs:

- Associate in Arts
- Associate in Science
- Bachelor of Arts in Business
- Bachelor of Arts in Liberal Arts
- Bachelor of Arts in Media Studies

Degree programs are comprised of a common liberal education core plus degree-specific requirements. Each degree program also offers a choice of concentrations or emphases. (*see Academic Degree Requirements*)

All Bachelor degree programs also include co-curricular components and a senior capstone project that culminate in an electronic portfolio of work and reflection. (*See Capstone descriptions under course numbers 497-498 in corresponding disciplines; See co-curricular description under Academic Policies*)

Degree program learning outcomes represent embedded versions of the Institutional Student Learning Outcomes (ISLOs) at the level and in the disciplines appropriate to each degree. Each degree ensures achievement of learning outcomes via a coherent curriculum, robust assessment, and student reflection that forms a foundation for lifelong learning and the creation of meaning. (*See ISLOs listed on page iii and degree specific learning outcomes and curriculum under Academic Degree Requirements*)

Degree programs are enriched and supplemented by options that include study travel, service learning, internships, field practicum, independent study, and Honors.

Study Travel Programs

- **The London Semester program** at Marymount College was established in 1988 as a semester-abroad program with Regent s College in London, England. The Regent s College Program is offered through Webster University, which is accredited by the North Central Association of Colleges and Schools. The primary aim is to provide opportunities for international education and experience to students through study, research and social activities. Selected qualified students with a Marymount cumulative GPA

of 3.0 or higher, engage in coursework for academic credit. A listing of approved courses that Marymount students may take while at Regent's College is published annually. For more information, see Advising and Career Services.

- **Summer Session in London** began in Summer 2007 with Marymount Faculty in residence at Regent's College in London, England. Marymount students earn five units while taking courses with Marymount and Regent's College faculty.
- **Marymount College partners with Webster University** to offer additional study abroad options in Vienna (Austria), Leiden (Netherlands), Geneva (Switzerland), Cha-Am (Thailand) and Beijing (China). Courses taken through this study-abroad program may fulfill degree requirements or serve as electives. Courses taken at these sites will be reflected as Marymount courses on the Marymount transcript. Students interested in study abroad are encouraged to plan their course of study with their academic advisor.
- **Courses with a travel experience** are offered at various times throughout the year. Students travel with a team of faculty members on a predetermined itinerary. Tour and road trips supplement faculty lectures and assignments throughout the courses. Students can earn academic credit for the courses. Past courses have included trips to China, the former Soviet Union, Europe, Kenya, Egypt and Costa Rica.

Service Learning

Service is a key component in the College's mission statement and Institutional Student Learning Outcomes. Anchored by the core principles of our founders, the Religious of the Sacred Heart of Mary, our Marymount community makes a concerted effort to reflect the RSHM call to "respond to the needs of our time and to work with others in action for evangelical justice. Each year Marymount students, faculty and staff perform hours of service in the greater Los Angeles community in order to help others while applying what they learn to the classroom curriculum. This powerful form of education benefits all involved.

The Marymount Service Learning Program serves as a resource that assists faculty in integrating mission-related service projects into the classroom curriculum. This creates dynamic classroom communities focused on helping students apply the core educational concepts to the real world in a meaningful way. The Office of Service Learning also assists clubs and individual students desiring to connect to local service agencies to pursue volunteer work. Marymount students make a world of difference as they learn and grow.

Internships

INTERNSHIP (Cooperative Education) (291, 391, 491 courses) - is a working partnership between Marymount College, Palos Verdes, and a company/organization. Students combine study at Marymount with structured work experience under the supervision of the Internship Coordinator or faculty mentor.

Field Practicum

FIELD PRACTICUM (Service Learning) (296, 396, 496 courses) - provides the opportunity for students to enhance their classroom experience by devoting additional time in assisting other students, such as serving as a teaching assistant, or performing service with a community organization in connection with the course content in which students are currently enrolled.

Independent Study

INDEPENDENT STUDY (295, 395, 495 courses) An independent study answers the need for individual research and expression in special areas of interest that are NOT included in the regular course offerings. It provides training for life-long learning by providing experience in selecting a study project, mastering the necessary library and research techniques for assembling data and devising suitable means of evaluation. In independent study the student has the responsibility for planning, implementing, and presenting the project, where applicable. The faculty sponsor approves the project, meets with the student several times in the term, and evaluates the final results.

Honors Program

The Honors Program is designed for those students with superior academic backgrounds who are highly motivated. Greater challenges are provided by the extensive reading and research requirements of Honors classes, which encourage students to articulate and defend their ideas by engaging in discussions and disciplined research. Honors courses in the College Catalog are designated with an H. After submission of an application to the Phi Theta Kappa Honors Program committee, and upon provisional acceptance to the Program, students are eligible to take Honors courses while maintaining an overall 3.30 GPA. Full membership in the Marymount College Honors Program may then be offered to the student. The College is a member of the Alpha Omega Kappa chapter of the Phi Theta Kappa International Honors Society.

Pre-Registration into Honors courses is limited to Phi Theta Kappa members, candidates and students permitted to take an Honors course prior to re-application. Students outside of Phi Theta Kappa may add the class only during the add/drop period with permission of instructor and only if course limits have not been reached.

Academic Degree Requirements

MARYMOUNT LIBERAL EDUCATION CORE (36-44 UNITS)

This core provides a common foundation for all Marymount degrees.

1. Skills Core (12-13 units)

Development of the reading, writing, listening, speaking and analytical thinking skills necessary to communicate with confidence, clarity, sensitivity, efficiency and precision.

One course from each of the following:

Expository Writing: 3 units

English 112

Analytical Writing: 3 units

English 114

Speech: 3 units

Communication Arts 105, 125, 130, 145, 200, 250 or

Speech 105, 125, 130, 145, 200, 250

Logical Thinking: 3-4 units

Computer Science 183 or above, Math 060, 090 (not 090I)

or above, Philosophy 130, or Anthropology/Psychology/Sociology 235

2. Humanities Core (13-15 units)

A focus on the world condition in which the primary purpose is to assist the student with discovering and developing his/her/humanity as a person, and thus with developing the knowledge, wisdom and values that emphasize why and how this humaneness ought to be critically applied to personal, social, vocational, environmental and spiritual life.

One course from each of the following:

The Art of Being Human: 1-3 units

Interdisciplinary Studies 117, 117H or ID217 by placement

Literature: 3 units

English 120 through 260

Philosophy: 3 units

Philosophy course

Religion: 3 units

Religion course

Fine Arts: 3 units

AM 100, 101, 111, 121, 131, 201, 211, 231

Art 104 through 110, 115, 125, 130, 221,

Communication Arts 110, Music 100, 101, 115, 116,

Theater 100, 110, 120, 121

3. **Natural Sciences Core (3-5 units)**

A focus on the world condition in which the primary purpose is to assist the student with appreciating quantitative empirical methodologies and developing skills for the systematic analysis of data, from which natural phenomena and the behavior of living organisms can be described and explained.

One course:

Natural Sciences: 3-5 units
Any Science course, Anthropology 110, Geography 108

4. **Behavioral and Social Sciences Core (6 units)**

A focus on the world condition in which the primary purpose is to assist the student with appreciating the application of both quantitative and qualitative empirical methods to the description and explanation of human behavior.

One course from each of the following:

Behavioral/Social Sciences: 3 units
Anthropology (except 235), Economics, Education 110, 140, 220,
Geography, Political Science, Psychology (except 100, 235, or 285),
Sociology (except 235)

History: 3 units
Any History course

5. **Physical Health Core (2-5 units)**

An appreciation for the knowledge and good habits associated with the development of healthful lifestyles.

One course from each of the following:

Health Education: 1-3 units
Any Health course, Physical Education 104, or Psychology 230

Physical Education: 1-2 units
Any Physical Education course

6. **Cross-Cultural/Cross-Disciplinary**

(This is a course requirement; not a unit requirement). Students must earn 2-3 units in a CC/CD course to meet graduation requirements, unless the graduation requirement was met by another course.

An appreciation for the value of understanding diverse cultures and diverse disciplinary methodologies.

One course from the designated list on page 8

Requirements for the Associate in Arts and Associate in Science Degrees

Marymount College, incorporated under the laws of the state of California and empowered by these laws to grant academic degrees, confers the Associate in Arts or Associate in Science degree upon candidates who fulfill the following conditions:

1. Earn a minimum of 60 units; no more than 3 units of developmental coursework may be applied to the 60 unit minimum.
2. Complete the Marymount liberal education core requirements as outlined in preceding pages.
3. Meet all concentration requirements if applicable. AA students may opt for a concentration. AA concentrations are comprised of a minimum of 9 units of coursework. AS students must complete a concentration. AS concentrations are comprised of a minimum of 18 units. Preparation for major concentration sheets are available in the Advising and Career Center and at www.marymountpv.edu
4. Achieve a minimum cumulative grade point average of 2.00 in all work attempted.
5. Satisfy the residency requirements.
 - a. Earn a minimum of 30 units at Marymount College; no more than 3 units of developmental coursework may be applied to the 30 unit minimum.
 - b. Once matriculated, a student may transfer in a maximum of 7 units from another institution.

Requirements for the Bachelor of Arts Degrees

Marymount College, incorporated under the laws of the state of California and empowered by these laws to grant academic degrees, confers the Bachelor of Arts degree upon candidates who fulfill the following conditions:

1. Earn a minimum of 120 units; no more than 3 units of developmental coursework may be applied to the 120 unit minimum.
2. Complete the Marymount liberal education core requirements as outlined in preceding pages.
3. Meet all program requirements including Senior Capstone and e-portfolio.
4. Satisfy 120 co-curricular hours (pro-rated for class standing at matriculation) as recorded on the co-curricular transcript.

5. Achieve a minimum cumulative grade point average of 2.00 in all work attempted.
6. Satisfy the residency requirements.
 - a. Minimum of 30 units completed at Marymount. No more than 3 units of developmental coursework may be applied to the 30 unit minimum.
 - b. Once matriculated, a student may transfer in a maximum of 7 units from another institution.
 - c. Capstone completed through Marymount (497 and 498, 6 units).

Important Notes to the Student

1. Students may participate in the Associate degree commencement ceremony if they have completed a minimum of 53 units and have no more than 2 non-sequential degree requirements left to fulfill.
2. No course can fulfill more than one Liberal Education Core course requirement, except for the CC/CD Themed Course required for graduation. This course may be simultaneously used to fulfill a Liberal Education Core course requirement. **(Please see the list of CC/CD Themed Courses on page 8.)**
3. For any course that satisfies a specific degree requirement, the corresponding cross-listed course will also satisfy the same requirement.
4. A limit of four units from any one course numbered 279 through 299 will be counted toward the Associate degree requirements.
5. A maximum of eight total units from any combination of courses numbered 279 through 299 will be counted toward the Associate degree requirements.
6. Four or five unit courses with a compulsory, built-in lab may not be split between the general education core and concentration areas. However, a three-unit course with a one-unit optional lab (3+1) may be split between the general education core and the concentration area.

Continuous Enrollment

Students who did not file a graduation application and who did not submit an approved leave-of-absence form and did not maintain continuous enrollment at the College are bound by the graduation requirements of the current year catalog. If a student is within seven units of degree completion, they do not need to re-apply with the Office of Admission. Students who do not meet the degree requirements and are missing more than seven units will be required to re-apply with the Office of Admission in order to return to Marymount College.

COURSES THAT SATISFY THE CROSS-DISCIPLINARY (CD)
AND CROSS-CULTURAL (CC) CORE THEME REQUIREMENT

Students must earn 2-3 units in a CC/CD course to meet the degree requirement.

Cross-Disciplinary (CD): Courses study topics that are relevant to two or more academic disciplines (fields of study)

ART 185

AM 202

AS 200

CAR 148

ECO 135

EDU 130*, 140* (EDU 130 & 140 are instructor specific)

ENG 117*, 140*, 170*

GS 135

HIS 135

ID 107, 123*, 123H*, 126, 133, 140, 142, 146, 147, 148, 149, 185

MUS 112, 185

PHI 150*

PSY 123*, 123H*

REL 142, 210*

SCI 170

SOC 140*

THE 110*, 185

Cross-Cultural (CC): Courses compare two or more distinct cultures either across nations (international) or within the United States (domestic)

AM 211 (formerly Art 107)

ANT 120, 140

ART 108

CAR 140

ECO 135

ENG 104, 250, 260

FRE 200*, 201*

GEO 100, 120

GS 135

HIS 135, 270

ID 180, 191

JPN 200*, 201*

POL 220

PSY 280

REL 130, 130H

SOC 100*, 100H*, 125, 175*, 250

SPA 200*, 201*

Notes:

1. ID 117 cannot fulfill the CC/CD requirement because it fulfills the Freshman Seminar graduation requirement.
2. * Courses with this designation that are completed by a comparable course at another college or university must be petitioned to the Vice President of Academic Affairs for course evaluation (course syllabus must accompany petition).

BACHELOR OF ARTS IN BUSINESS DEGREE PROGRAM

Business at Marymount: Create Value for Self and Society

Program Mission

The Marymount College Business Program offers a flexible curriculum that emphasizes learning by doing, effective communication, decision-making through analysis, and the creation of value for self and society. True to our global perspective and our Catholic heritage, we seek to promote respectful collaboration and ethical relationships, and are committed to providing students a program that is relevant, individualized, and supportive.

Program Student Learning Outcomes

After completion of the Business Core courses, one concentration, and a capstone project, students will be able to:

1. Read financial statements, interpret business news, use appropriate business and economic terminology, prepare effective management reports, and deliver convincing verbal and digital presentations.
2. Use economic and business concepts, models, and quantitative data to interpret, analyze, and plan.
3. Evaluate competing options and reflect on ethical implications to support management decisions.
4. Recognize and articulate the perspectives of multiple constituencies in a global context with a focus on the creation of value.
5. Apply conceptual tools to management situations and collaborate to meet joint project goals.

A Solid Business Core

Core business and foundation courses in Accounting, Economics, Management, Marketing, Business Law and Finance are supplemented by distinctive Marymount classes that promote interdisciplinary approaches to Business. These include Perspectives on Global Development, Management for Sustainability, and Business Ethics.

A Choice of Concentrations

Entrepreneurship

The Entrepreneurship concentration allows students to learn through a case-study approach in a seminar setting, with guest speakers from both successful and struggling organizations. Students have the opportunity to critique one another's business plans, laying the foundation for the development of their own capstone project.

Management Science

Management Science students develop mathematical modeling skills for problem-solving with business applications in finance, marketing, and management, including extensive analysis using commercial software, with a focus on case-studies and team projects.

Business Communication

The Business Communication concentration develops an understanding of the communication needs within organizations and with diverse constituencies, with a focus on practice, feedback, leadership, and respect for cultural context.

The Global Economy

The Global Economy concentration develops an understanding of the global and institutional context in which organizations operate, with an examination of social and economic institutions, the business enterprise as locus of innovation and agent of change, the role of government, and the identification of regional strengths and challenges.

A Capstone that Opens Doors

Every BA student completes a senior capstone project through Marymount College. Capstone students are enrolled in 497-498 level courses and receive faculty mentoring. Enrollment in any 497-498 capstone requires senior standing and approval of the corresponding Division Chair. Satisfactory completion of the capstone is based on successfully demonstrating attainment of all five institutional student learning outcomes and program student learning outcomes, as demonstrated through the project and the accompanying e-portfolio, and as evaluated by the capstone committee. Capstone committees may be comprised of faculty and relevant professionals. Capstone students have multiple opportunities as detailed in the syllabus to receive guidance and feedback before final evaluation.

Marymount College BA in Business Required Courses

LIBERAL EDUCATION CORE REQUIREMENTS: GE (Lower Division 36 to 44 units)	
ANALYTICAL WRITING: ENG 114	
BEHAVIORAL/SOCIAL SCIENCE: ANT (NOT 235)/ECO*/EDU (NOT 125, 130)/GEO/GS/POL/PSY (NOT 100 OR 235)/SOC (NOT 235)	
EXPOSITORY WRITING: ENG 112	
HEALTH EDUCATION: HED 100, 130, 150, 170/PED 104/PSY 230	
FINE ARTS: ART 104, 105, 106, 107, 109, 110, 115, 125, 130, 221/ CAR 110/MUS 100, 101, 115, 116/THE 100, 110, 120, 121/AM 100, 101, 111, 121, 131, 201, 211, 231	
HISTORY: ANY HIS*	
LITERATURE: ENG 120 THROUGH 260	
LOGICAL THINKING: CS 183, 195, 196, 210/PHI 130/MTH 60 OR ABOVE (NOT 90!)/ANT/PSY/SOC 235*	
NATURAL SCIENCES: ANT 110/GEO 108/ANY SCI	
PHILOSOPHY*	
PHYSICAL EDUCATION	
RELIGIOUS STUDIES	
SPEECH	
THE ART OF BEING HUMAN: ID 117 OR ID 217 (by placement)	
CROSS-CULTURAL/CROSS DISCIPLINARY†	
†CROSS-CULTURAL/CROSS-DISCIPLINARY: May be double counted with one other Liberal Education Core Requirement. *Course taken for Liberal Arts Education may also be used to satisfy Business degree.	
ALL BUSINESS BA MAJORS: PREPARATION (5-6 courses: 16-19 units)	
BUSINESS 150: Financial Accounting I (2 or 3 units)	} For 5-6 Units Total or BUS 151
BUSINESS 200: Financial Accounting II (3 units) or BUSINESS 151: Financial Accounting (4 units)	
BUSINESS 201: Managerial Accounting (3 units)	
ECONOMICS 220: Microeconomics (3 units)	
ECONOMICS 221: Macroeconomics (3 units)	
MATH: 105, 110, 115, 120, 130, 131, 132, or 270	
REQUIRED BUSINESS CORE COURSES (31 units)	
ECO/GS/HIS 135	Perspectives on Global Development (3 units)
BUS/PHI 240	Business Ethics (3 units)
BUS 260	Business Law (3 units)
BUS 300	Principles of Management (3 units)
BUS 301	Management for Sustainability (3 units)
BUS 350	Principles of Marketing (3 units)
BUS 360	Business Information Systems (3 units)
BUS 380	Principles of Finance (4 units)
BUS 497-498	Capstone (6 units - 3 units/course)
CONCENTRATION: CHOOSE ONE (1) OUT OF FOUR (4)	
Concentration 1: Entrepreneurship (SEE CONCENTRATION CHECKLIST)	
Concentration 2: Management Science (SEE CONCENTRATION CHECKLIST)	
Concentration 3: Business Communication (SEE CONCENTRATION CHECKLIST)	
Concentration 4: The Global Economy (SEE CONCENTRATION CHECKLIST)	
ELECTIVES	
UNIT TOTALS	
TOTAL NUMBER OF UNITS TO GRADUATE MUST EQUAL 120+	

Updated July 23, 2010

Marymount College BA in Business Required Courses

Business students are encouraged to choose more than one concentration and add business electives to their program. Two or more concentrations will be offered each year in multi-year rotation.

CONCENTRATION 1: ENTREPRENEURSHIP (3 courses = 9 units)

3 of the following 5 courses:

BUS 215	Retail Management (3 units)
BUS 270	Small Business Management (3 units)
BUS 315	Entrepreneurship I (3 units)
BUS 316	Entrepreneurship II (3 units)
BUS 415	Entrepreneurship for Social Change (3 units)

CONCENTRATION 2: MANAGEMENT SCIENCE (3 courses = 10-11 units)

3 of the following 4 courses:

BUS 370	Decision Making for Management (3 units)
BUS 371	Decision Making for Management II (3 units)
BUS 460	Project Management (4 units)
MTH 270	Statistics* (4 units)

*Math 270 counts for concentration if not already used to meet College or prep for major Math requirement.

CONCENTRATION 3: BUSINESS COMMUNICATION (3 courses = 9 units)

3 of the following 4 courses:

BUS 325	Organizational Behavior (3 units)
BUS 330	Communication and Leadership (3 units)
BUS 331	The Art of Negotiation (3 units)
BUS 332	Multicultural Communication (3 units)

CONCENTRATION 4: THE GLOBAL ECONOMY (3 courses = 9 units)

3 of the following 4 courses:

ECO 300	Business, Government, and Society (3 units)
ECO 301	Comp. Economic Systems and Institutions (3 units)
ECO 302	California in the Global Economy (3 units)
ECO 400	People, Profit, Planet (3 units)

Note: Course substitutions in the Business program, are handled by petition and require approval of the Division Chair and may not exceed a maximum of 6 units. Courses transferred in will be accepted according to articulation agreements or by equivalency as determined and approved by the Division Chair.

The following is recommended for graduate-school bound business students:
Mathematics 130-131 - Calculus I and II (8) or Mathematics 120 - Business Calculus (4).

Updated July 23, 2010

BACHELOR OF MEDIA STUDIES DEGREE PROGRAM

Program Mission

The Bachelor of Arts (BA) major in Media Studies strives to be a sophisticated four-year educational experience to prepare the next generation of fine artists, graphic designers, filmmakers, video artists, graphic designers, filmmakers, video artists, animators, and interactive artists for rewarding careers in a myriad of visual arts industries. The major is designed to allow students to choose from one of four programs of study that share many common courses to create both a Multidisciplinary and Interdisciplinary educational experience. The major will provide students with a traditional theoretical education in Arts & Media studies while also providing hands on training in state-of-the-art digital studios including Apple Macintosh workstations, Adobe Creative Suite and Apple Final Cut Studio software.

Program Student Learning Outcomes

After completion of the Media Studies program in one area of emphasis and senior capstone project, students will be able to:

1. Use critical thought to analyze and critique professional and academic forms of art and design.
2. Discuss and write about creative design and media elements in historical and contemporary context to visual culture.
3. Research and develop visual planning strategies for creative solutions related to adaptive design competence and will learn basic business practices and professional standards of various digital media industries.
4. Demonstrate the ability to design and create professional level artwork using industry standard digital technologies including Apple Macintosh and Apple Final Cut Studio and Adobe Creative Suite software applications.
5. Exhibit leadership and self-promotion capacity skills related to visual art and media design.
6. Demonstrate outcomes of their design and/or multimedia creative skills projects with a Senior Exhibition of the best work during their academic career.

A Choice of Concentrations

Digital Art & Design

The Digital Art & Design program primarily focuses on Fine Art, Photography, Digital Art and Graphic Design for printed media. This is a foundational program that provides students with a liberal education in Digital Arts & Media with a traditional theoretical background in Art History and Design.

Digital Video & Film Production

The Digital Video & Film program is designed to prepare students for creative careers in the Television and Motion Picture industries. Traditional media

studies theory courses are coupled with digital production studio environments to provide students with a well rounded education in industry standards as well as contemporary digital production skills.

Animation & Motion Graphics

This program also focuses on the Television & Film industries but is specifically designed for the aspiring animator and special effects artist. Emphasis is placed on traditional Art & Design theory coursework as well as digital studio courses with industry standard design and animation software.

Web Design & Interactive Media

This program focuses on the Internet and Interactive Media disciplines that have begun to dominate the visual arts industries in contemporary times. The program is designed to prepare students to become creators of art, design and new media for our digital age. Emphasis is placed on technical literacy of the Internet and emerging technology.

Marymount College BA in Media Studies Required Courses

LIBERAL EDUCATION CORE REQUIREMENTS: GE (Lower Division 36 to 44 units)	
ANALYTICAL WRITING: ENG 114	
BEHAVIORAL/SOCIAL SCIENCE: ANT (NOT 235)/ECO/EDU (NOT 125, 130)/GEO/GS/POL/PSY (NOT 100 OR 235)/SOC (NOT 235)	
EXPOSITORY WRITING: ENG 112	
HEALTH EDUCATION: HED 100, 130, 150, 170/PED 104/PSY 230	
FINE ARTS: ART 104, 105, 106, 107, 109, 110, 115, 125, 130, 221/ CAR 110/MUS 100, 101, 115, 116/THE 100, 110, 120, 121/AM 100, 101, 111, 121, 131, 201, 211, 231**	
HISTORY	
LITERATURE: ENG 120 THROUGH 260	
LOGICAL THINKING: CS 183, 195, 196, 210/PHI 130/MTH 60 OR ABOVE (NOT 90)/ANT/PSY/SOC 235	
NATURAL SCIENCES: ANT 110/GEO 108/ANY SCI	
PHILOSOPHY	
PHYSICAL EDUCATION	
RELIGIOUS STUDIES	
SPEECH	
THE ART OF BEING HUMAN: ID 117 OR ID 217 (by placement)	
CROSS-CULTURAL/CROSS DISCIPLINARY†	
†CROSS-CULTURAL/CROSS-DISCIPLINARY: May be double counted with one other Liberal Education Core Requirement. ** Note: AM or ART classes listed may double as 'Core Courses for All Media Studies' or 'Concentration' requirements.	
REQUIRED CORE COURSES FOR ALL MEDIA STUDIES BA MAJORS (18 units)	
AM 100	Fundamentals of Arts and Media (3 units)
AM 204	Website Design I (3 units)
AM 241	Digital Photography & Imaging (3 units)
AM 304	History of Multimedia (3 units)
AM 497	Arts and Media Senior Seminar (3 units)
AM 498	Arts and Media Senior Project and Exhibition (3 units)
Students Have A Choice Of One (1) of Four (4) Concentrations in Media Studies.	
CONCENTRATIONS: (48 units)	
1. Animation & Motion Graphics (AM-AMG) (SEE CONCENTRATION CHECKLIST)	
2. Digital Art and Design (AM-DAD) (SEE CONCENTRATION CHECKLIST)	
3. Digital Video & Film Production (AM-DVFP) (SEE CONCENTRATION CHECKLIST)	
4. Web Design & Interactive Media (AM-WDIM) (SEE CONCENTRATION CHECKLIST)	
ELECTIVES	
10-21 UNITS	
UNIT TOTALS	
TOTAL NUMBER OF UNITS TO GRADUATE MUST EQUAL 120+	

Updated July 23, 2010

Marymount College BA in Media Studies Required Courses

ANIMATION & MOTION GRAPHICS (AM-AMG)

CONCENTRATION 1: ANIMATION & MOTION GRAPHICS (AM-AMG) (48 units)

REQUIRED THEORY:

AM 101	Western Civilization Art to the Renaissance (3 units)
AM 102	History of Broadcast Media (3 units)
AM 201	Western Civilization Art Since the Renaissance (3 units)
AM 211	Asian Art and Architecture (3 units)
AM 221	History of Graphic Design (3 units)

REQUIRED STUDIO:

AM 111	Drawing (3 units)
AM 151	Digital Photography & Printmaking (3 units)
AM 203	Digital 3d Modeling (3 units)
AM 213	Digital Video Motion Graphics (3 units)
AM 231	Three Dimensional Design (3 units)
AM 252	Digital Video Editing 1 (3 units)
AM 261	Digital Typography (3 units)
AM 271	Digital Illustration (3 units)
AM 303	Digital 3d Animation (3 units)
AM 312	Digital Video Editing 2 (3 units)
AM 314	Interactive Motion Graphics (3 units)

Updated July 23, 2010

Marymount College BA in Media Studies Required Courses

DIGITAL ART & DESIGN (DAD)

CONCENTRATION 2: DIGITAL ART & DESIGN (DAD) (48 units)

REQUIRED THEORY:

AM 101	Western Civilization Art to the Renaissance (3 units)
AM 201	Western Civilization Art Since the Renaissance (3 units)
AM 211	Asian Art and Architecture (3 units)
AM 221	History of Graphic Design (3 units)
AM 301	Contemporary Art (3 units)

REQUIRED STUDIO:

AM 111	Drawing (3 units)
AM 121	Digital Color (3 units)
AM 131	Painting (3 units)
AM 141	Digital Page Layout (3 units)
AM 151	Digital Photography & Printmaking (3 units)
AM 231	Three Dimensional Design (3 units)
AM 251	Digital Publication Design (3 units)
AM 261	Digital Typography (3 units)
AM 271	Digital Illustration (3 units)
AM 311	Digital Advertising Design (3 units)
AM 321	Digital Package Designn (3 units)

Updated July 23, 2010

Marymount College BA in Media Studies Required Courses

DIGITAL VIDEO & FILM PRODUCTION (AM-DVFP)

CONCENTRATION 3: DIGITAL VIDEO & FILM PRODUCTION (AM-DVFP) (48 units)

REQUIRED THEORY:

AM 102	History of Broadcast Media (3 units)
AM 112	History of Journalism (3 units)
AM 202	History of Film (3 units)
AM 212	Television & Film Production Business Practices (3 units)
AM 302	Scriptwriting (3 units)

REQUIRED STUDIO:

AM 121	Digital Color (3 units)
AM 122	Video Production Methods 1 (3 units)
AM 132	Film Production Methods 1 (3 units)
AM 151	Digital Photography & Printmaking (3 units)
AM 213	Digital Video Motion Graphics (3 units)
AM 222	Video Production Methods 2 (3 units)
AM 232	Film Production Methods 2 (3 units)
AM 242	Digital Audio Production & Editing (3 units)
AM 252	Digital Video Editing 1 (3 units)
AM 312	Digital Video Editing 2 (3 units)
AM 314	Interactive Motion Graphics (3 units)

Updated July 23, 2010

Marymount College BA in Media Studies Required Courses

WEB DESIGN & INTERACTIVE MEDIA (AM-WDIM)

CONCENTRATION 4: WEB DESIGN & INTERACTIVE MEDIA (AD-WDIM) (48 units)

REQUIRED THEORY:

AM 101	Western Civilization Art to the Renaissance (3 units)
AM 104	Introductory HTML & PHP Programming (3 units)
AM 201	Western Civilization Art Since the Renaissance (3 units)
AM 221	History of Graphic Design (3 units)
AM 301	Contemporary Art (3 units)

REQUIRED STUDIO:

AM 111	Drawing (3 units)
AM 121	Digital Color (3 units)
AM 141	Digital Page Layout (3 units)
AM 213	Digital Video Motion Graphics (3 units)
AM 214	Website Design 2 (3 units)
AM 252	Digital Video Editing 1 (3 units)
AM 261	Digital Typography (3 units)
AM 271	Digital Illustration (3 units)
AM 314	Interactive Motion Graphics (3 units)
AM 324	Interactive Website Designs (3 units)
AM 334	Website Technologies (3 units)

Updated July 23, 2010

BACHELOR OF ARTS IN LIBERAL ARTS DEGREE PROGRAM

Program Mission

The Marymount College BA in Liberal Arts degree will enable students to design an interdisciplinary program in preparation for a variety of careers and graduate programs. Liberal Arts majors will work with their advisor to select courses and combine areas of emphasis from American Studies, Arts & Media, Business, Global Studies, and Psychology for a powerful learning experience. Mentoring, research, reflection, and capstone experiences will provide students with the opportunity to earn a degree that provides a breadth of learning and the opportunity to apply critical thinking and research in different disciplines.

Program Student Learning Outcomes

After completion of the Liberal Arts core, two areas of emphasis, and an interdisciplinary capstone project, students will be able to:

1. Utilize the vocabulary and thought patterns of at least two different academic disciplines.
2. Apply the analytic methodology of at least two disciplines to an issue.
3. Select the most appropriate disciplinary approaches to the understanding of an issue.
4. Recognize and analyze the ethical implications of a given issue, and, where appropriate, articulate a personal position.
5. Engage in collaborative study of an issue with representatives of various disciplines.

Students combine two Areas of Emphasis out of the following options. The minimum upper division unit requirements are listed for each emphasis.

American Studies (24 units, at least 15 upper division)

Interdisciplinary focus on United States history and culture. Choice of courses includes US History; Race, Ethnicity and Gender; Religion in America; Music in America; American Literature; Business, Government and Society; Adulthood & Aging in America; The American Dream; Food in America.

Arts & Media (24 units, 9 units of theory, 15 units of studio courses)

Flexible exposure to the arts, with a mix of lecture and studio classes ranging from Art History to Drawing, Design, Digital Media, Music, Film and Theater.

Business (22-24 units, including at least 9 units upper division)

Strong emphasis on fundamental concepts in Accounting and Economics, grounding in ethical and global perspectives, and a flexible choice of upper division Business courses. Choices include Marketing, Entrepreneurship, Management for Sustainability, Communication and Leadership, The Art of Negotiation, California in the Global Economy, Finance, among others.

Global Studies (27 units, at least 15 upper division)

Interdisciplinary approach to develop awareness and understanding of global issues, with courses ranging across World Geography; Perspectives on Global Development, World Religions; Peace and Conflict Studies; Folk Roots and World Music; California in the Global Economy; Topics in Global Health; Water; and Energy.

Psychology (22 units, at least 9 units upper division, one unit of internship)

Foundation in the study of human behavior, with courses in a variety of areas including General Psychology, Research Methods, Social Psychology, Psychobiology, Child and Adolescent Development, Organizational Behavior, and Intercultural Psychology.

Marymount College BA in Liberal Arts Required Courses

LIBERAL EDUCATION CORE REQUIREMENTS: GE (Lower Division 36 to 44 units)
ANALYTICAL WRITING: ENG 114
BEHAVIORAL/SOCIAL SCIENCE: ANT (NOT 235)/ECO/EDU (NOT 125, 130)/GEO/GS/POL/PSY (NOT 100 OR 235)/SOC (NOT 235)
EXPOSITORY WRITING: ENG 112
HEALTH EDUCATION: HED 100, 130, 150, 170/PED 104/PSY 230
FINE ARTS: ART 104, 105, 106, 107, 109, 110, 115, 125, 130, 221/ CAR 110/MUS 100, 101, 115, 116/THE 100, 110, 120, 121/AM 100, 101, 111, 121, 131, 201, 211, 231
HISTORY*
LITERATURE: ENG 120 THROUGH 260
LOGICAL THINKING: CS 183, 195, 196, 210/PHI 130/MTH 60 OR ABOVE (NOT 90I)/ANT/PSY/SOC 235*
NATURAL SCIENCES: ANT 110*/GEO 108/ANY SCI
PHILOSOPHY*
PHYSICAL EDUCATION
RELIGIOUS STUDIES*
SPEECH
THE ART OF BEING HUMAN: ID 117 OR ID 217 (by placement)
CROSS-CULTURAL/CROSS DISCIPLINARY†
†CROSS-CULTURAL/CROSS-DISCIPLINARY: May be double counted with one other Liberal Education Core Requirement.
REQUIRED CORE COURSES FOR ALL LIBERAL ARTS BA MAJORS (17-18 units)
COLLEGE LEVEL MATHEMATICS: MTH 105-270, or ANT/PSY/SOC 235 (3-4 units)
INFORMATION LITERACY: ID 130 (1 unit)
PERSONAL, ACADEMIC & CAREER DEVELOPMENT: ID 217 (1 unit)
PHILOSOPHY: PHI 300 or 400* LEVEL (3 units)
RELIGION: REL 300 or 400* LEVEL (3 units)
ID 497: Capstone (3 units)
ID 498: Portfolio (3 units)
NOTE: ANT/PSY/SOC 235 may double as a 'Core for Liberal Arts Majors' and a 'Liberal Education Requirement'.
AREA OF EMPHASIS: CHOOSE 2 OUT OF 5 (46 to 51 units)
American Studies (SEE EMPHASIS CHECKLIST)
Arts And Media (SEE EMPHASIS CHECKLIST)
Business (SEE EMPHASIS CHECKLIST)
Global Studies (SEE EMPHASIS CHECKLIST)
Psychology (SEE EMPHASIS CHECKLIST)
ELECTIVES
UNIT TOTALS
TOTAL NUMBER OF UNITS TO GRADUATE MUST EQUAL 120+
*Courses with asterisks may fill both a liberal education and an emphasis requirement. Up to nine units of liberal education core can also apply to Liberal Arts emphases. One course may not be applied to more than one emphasis. Math 270 or ANT/PSY/SOC 235 is required for the American Studies, Global Studies, and Psychology emphases, but the units may be applied to only one emphasis.

Updated July 23, 2010

Marymount College BA in Liberal Arts Required Courses

EMPHASIS 1: AMERICAN STUDIES (minimum 24 units, 15 upper division units)	
REQUIRED:	
AS 200	Introduction to American Studies (3 units)
MTH 270* or ANT/PSY/SOC 235	Statistics or Statistics for the Study of Psy. (3-4 units)
Note: MTH 270 or ANT/PSY/SOC 235 also required for the Psychology and Global Studies emphases. Units may be counted to only one emphasis.	
1 Course From The Following:	
Lower Division:	
HIS 120* or 121*	US History I or US History II (3 units)
HIS 270* or 275*	Women's History or Ethnic History (3 units)
SOC 100*	Intro to Sociology (3 units)
ENG 260* or SOC 250*	Ethnic Lit. or Race, Ethnicity, Gender, & Class (3 units)
MUS 101* or 112	Music in America or American Musical Theatre (3 units)
REL 142* or 225*	Rel. in America or Rel. & Society (3 units)
POL 100* or 110*	American Institutions or Intro to Pol. Science (3 units)
ID 185	Backstage with the Arts (3 units)
5 Courses From The Following:	
Upper Division:	
ANT/GEO/SOC 320	Human Migration (3 units)
AS 333	Food in America (3 units)
CAR 332	Multicultural Communication (3 units)
ECO 300	Business, Government, and Society (3 units)
ECO 302	California in the Global Economy (3 units)
ENG 304	The American Novel (3 units)
ENG 310	American Catholic Authors of the 20th Century (3 units)
PHIL 320	American Philosophy (3 units)
PSY 380	Applied Intercultural Psychology (3 units)
REL 342	Religion in American Popular Culture (3 units)
Minimum of 24 units, 15 upper division units: at least 1 required class, 1 course from second grouping, and 5 upper division classes from third grouping.	
*Courses with asterisks may fill both a liberal education and an emphasis requirement. Up to nine units of liberal education core can also apply to Liberal Arts emphases. One course may not be applied to more than one emphasis. Math 270 or ANT/PSY/SOC 235 is required for the American Studies, Global Studies, and Psychology emphases, but the units may be applied to only one emphasis.	

*Courses with asterisk fulfill Liberal Education Core Requirements

Updated July 23, 2010

Marymount College BA in Liberal Arts Required Courses

EMPHASIS 2: ARTS & MEDIA (minimum 24 units, 9 units in Theory & 15 units in Studio)	
Theory Course REQUIRED:	
AM 100	Fundamentals of Arts and Media (3 units)
AM 201	West. Civilization Art Since the Renaissance (3 units)
1 of the following 5 courses:	
AM 202	History of Film (3 units)
AM 212	Television & Film Production (3 units)
AM 221	History of Graphic Design (3 units)
AM 301	Contemporary Art (3 units)
AM 304	History of Multimedia (3 units)
Studio Courses REQUIRED:	
AM 111	Drawing 1 (3 units)
AM 121	Digital Color (3 units)
1 of the following 4 courses:	
AM 122	Video Production Methods (3 units)
AM 132	Film Production Methods (3 units)
AM 141	Digital Page Layout (3 units)
AM 151	Digital Photography & Printmaking (3 units)
1 of the following 7 courses:	
AM 204	Website Designs 1 (3 units)
AM 213	Digital Video Motion Graphics (3 units)
AM 222	Video Production Methods (3 units)
AM 232	Film Production Methods 2 (3 units)
AM 241	Digital Photography & Imaging (3 units)
AM 251	Digital Publication Design (3 units)
AM 252	Digital Video Editing 1 (3 units)
1 of the following 6 courses:	
AM 242	Digital Audio Production & Editing (3 units)
AM 261	Digital Typography (3 units)
AM 271	Digital Illustration (3 units)
AM 311	Digital Advertising Design (3 units)
AM 312	Digital Video Editing 2 (3 units)
AM 321	Digital Package Design (3 units)
Total of 8 classes: 2 required theory, 2 required studio, 1 elective theory class*, and 3 elective studio classes*. Minimum 24 units: with 9 units in theory and 15 units in studio courses: *(From appropriate area selections)	
*Courses with asterisks may fill both a liberal education and an emphasis requirement. Up to nine units of liberal education core can also apply to Liberal Arts emphases. One course may not be applied to more than one emphasis. Math 270 or ANT/PSY/SOC 235 is required for the American Studies, Global Studies, and Psychology emphases, but the units may be applied to only one emphasis.	

*Courses with asterisk fulfill Liberal Education Core Requirements

Updated July 23, 2010

Marymount College BA in Liberal Arts Required Courses

EMPHASIS 3: BUSINESS (minimum 22-24 units, at least 9 units upper division)

REQUIRED:

BUS 150	Financial Acct. I (2 or 3 units)	} For 5-6 Units Total or BUS 151
BUS 200	Financial Acct. II (3 units)	
or BUS 151	Financial Acct. (4 units)	
BUS 240 or 260	Business Ethics or Business Law (3 units)	
ECO 220* or 221*	Microeconomics or Macroeconomics (3 units)	
ECO/HIS/GS 135*	Perspectives on Global Development (3 units)	

3 courses from the following upper division classes:

BUS 300	Management (3 units)
BUS 301	Management for Sustainability (3 units)
BUS 315	Entrepreneurship I (3 units)
BUS 316	Entrepreneurship II (3 units)
BUS 325	Organizational Behavior (3 units)
BUS 330	Communication and Leadership (3 units)
BUS 331	The Art of Negotiation (3 units)
BUS 332	Multicultural Communication (3 units)
BUS 350	Principles of Marketing (3 units)
BUS 360	Business Information Systems (3 units)
BUS 370	Decision-Making for Management I (3 units)
BUS 371	Decision-Making for Management II (3 units)
BUS 380	Finance (4 units)
BUS 415	Entrepreneurship for Social Change (3 units)
BUS 460	Project Management (4 units)
ECO 300	Business, Government, and Society (3 units)
ECO 301	Comparative Economic Systems (3 units)
ECO 302	California in the Global Economy (3 units)
ECO 400	People, Profit, Planet (3 units)

**7 to 8 classes: All required business, and 3 selected upper division courses from list.
Minimum 22-24 units, at least 9 units upper division:**

*Courses with asterisks may fill both a liberal education and an emphasis requirement. Up to nine units of liberal education core can also apply to Liberal Arts emphases. One course **may not** be applied to more than one emphasis. Math 270 or ANT/PSY/SOC 235 is required for the American Studies, Global Studies, and Psychology emphases, but the **units may be applied to only one** emphasis.

*Courses with asterisk fulfill Liberal Education Core Requirements

Updated July 23, 2010

Marymount College BA in Liberal Arts Required Courses

EMPHASIS 4: GLOBAL STUDIES (minimum 27 units, at least 15 upper division units)	
REQUIRED:	
ECO/HIS/GS 135*	Perspectives on Global Development (3 units)
MTH 270* or ANT/PSY/SOC 235*	Statistics or Statistics for the Study of Psy. (3-4 units)
Note: One if MTH 270 or ANT/PSY/SOC 235 counted to the Psychology or American Studies emphases. Units may be counted to only one emphasis.	
2-3 courses (at least 6 units) from the following:	
ANT 120* or GEO 100*	Cultural Anthro. or Cultural Geography (3 units)
ID 180 or ID 191	Comparative Culture or Western Culture (3 units)
POL 110* or POL 240*	Intro to Pol. Sci or International Relations (3 units)
PSY 280*	Intercultural Psychology (3 units)
REL 130*	World Religion (3 units)
SCI 140* or SCI 170*	Plants & Civilization or Ecology of Humans (3-4 units)
Language 200 or above	(4 units)
Note: Only 2 classes are needed if Math 270 or ANT/PSY/SOC 235 counted to Global Studies.	
At least 5 courses from the following:	
Upper Division:	
ANT/GEO/SOC 320	Human Migration (3 units)
CAR 301	International Journalism (3 units)
CAR 332	Multicultural Communication (3 units)
ECO 301	Comparative Economic Systems (3 units)
ECO 302	California and the Global Economy (3 units)
ECO 400	People, Profit, Planet (3 units)
ENG 340	Literature of Global Empire (3 units)
MUS 310	Roots, Folk, and World Music (3 units)
PSY 380	Applied Intercultural Psych (3 units)
REL 310	Catholic Social Teaching (3 units)
REL 330	Religion, Peace, and War (3 units)
SCI 301	The Thirsty Planet: The Science of Politics and War (3 units)
If Math 270 or ANT/PSY/SOC 235 counted for the Global Studies emphasis use the box below:	
Total of 9 classes: 2 required classes from second grouping, and 4 classes from last grouping. Minimum of 27 units, at least 15 upper division:	
If Math 270 or ANT/PSY/SOC 235 was not counted for the Global Studies emphasis use the box below:	
Total of 9 classes: 1 required class from second grouping, and 4 classes from last grouping. Minimum of 27 units, at least 15 upper division:	
*Courses with asterisks may fill both a liberal education and an emphasis requirement. Up to nine units of liberal education core can also apply to Liberal Arts emphases. One course may not be applied to more than one emphasis. Math 270 or ANT/PSY/SOC 235 is required for the American Studies, Global Studies, and Psychology emphases, but the units may be applied to only one emphasis.	

*Courses with asterisk fulfill Liberal Education Core Requirements

Updated July 23, 2010

Marymount College BA in Liberal Arts Required Courses

EMPHASIS 5: PSYCHOLOGY (minimum 22 units, at least 9 upper division units)

REQUIRED:

PSY 123	Psychobiology (3 units)
PSY 150*	General Psychology (3 units)
MTH 270*or ANT/PSY/SOC 235	Statistics or Statistics for the Study of Psy. (3-4 units)
PSY 240	Research Methods (3 units)
PSY 296 or 396	Internship (1+ units)

Note: Only 4 classes are required if ANT/PSY/SOC 235 counted to the Global Studies or the American Studies Emphasis. Units may be counted to only one emphasis.

4+ courses from the following: (at least 3 upper division)

Lower Division:

PSY 200	Child Psychology (3 units)
PSY 205	Child and Adolescent Development (3 units)
PSY 220	Human Life-Span Development (3 units)
PSY 228	Abnormal Psychology (3 units)
PSY 230	Drug Use and Abuse (3 units)
PSY 280	Intercultural Psychology (3 units)

Upper Division:

PSY 320	Aging in America (3 units)
PSY 325	Organizational Psychology (3 units)
PSY 328	Personality Theory (3 units)
PSY 345	Social Psychology (3 units)
PSY 380	Applied Intercultural Psychology (3 units)
PSY 385	Psychological Perspectives of the Arts (3 units)

If ANT/PSY/SOC 235 counted for the Psychology Emphasis use this box:

**Total of 9 classes: 5 required classes, 4 classes from second group
(3 at least upper division).
Minimum of 22 units at least 9 units upper division:**

If ANT/PSY/SOC 235 **was not** counted for the Psychology Emphasis use box:

**Total of 8 classes: 4 required classes, 4 classes from second group
(3 at least upper division).
Minimum of 22 units at least 9 units upper division:**

*Courses with asterisks may fill both a liberal education and an emphasis requirement. Up to nine units of liberal education core can also apply to Liberal Arts emphases. One course **may not** be applied to more than one emphasis. Math 270 or ANT/PSY/SOC 235 is required for the American Studies, Global Studies, and Psychology emphases, but the **units may be applied to only one** emphasis.

Updated July 23, 2010



Academic Policies

The academic requirements and policies of Marymount College are published in this official Catalog and in *The Anchor*, the student handbook. It is the student's responsibility to understand and act in accordance with these requirements and policies. The student's advisor and other campus personnel will make every effort to assist students in compliance with campus regulations, but the ultimate responsibility lies with the student.

The Academic Calendar

The Academic Calendar at Marymount is comprised of two 16-week semesters, a three-week Winter Session, a three-week and a six-week Summer Session. Fall semester begins in late August and ends before the Christmas break. Spring semester starts in late January or early February and extends until mid-May. Winter Session gives students the chance to engage in one course in greater depth. Winter Session also affords students the opportunity for extended field trips and study travel courses that provide intensive investigation into areas of particular academic interest and that are not practical during conventional semesters. Finally, Winter Session provides a welcome and important change of pace for both the students and the faculty. Summer Session is an excellent opportunity for regularly enrolled college students, high school graduates, high school students who have completed their sophomore year, students from other colleges and universities, and community residents to gain college credit in a nurturing atmosphere that is unique among institutions of higher learning. Summer Session courses will build sound academic skills and fulfill basic general education requirements at Marymount as well as at other colleges and universities. Liberal arts and sciences courses are offered for three and six weeks during the summer session.

Academic Integrity

We take it as self-evident that the College is a moral community with ethical convictions. Academic integrity is essential to collegial pursuit of truth and knowledge and gives the College community credibility. The principles of academic integrity demand the commitment of all persons of the College. Academic dishonesty is viewed at the College as a serious offense and will not be tolerated.

The College expects the highest standards of integrity from its students in the performance of academic assignments. Moreover, the College requires the cooperation of its students in creating a college-wide environment that is conducive to everyone's learning. Creating this conducive environment includes but is not limited to:

- arriving and departing class on time;
- attending class regularly;
- being prepared for class work and class discussion;
- participating in discussions in a way that does not discriminate against or harass peers or professors, and that respects the free inquiry of others;

- refraining from disruptive behavior (e.g., talking, noises from electronic devices, coming and going during class, sleeping during class);
- refraining from attending class under the influence of alcohol or illegal substances; and
- adhering to specific classroom standards set forth by the professor.

Academic dishonesty usually refers to forms of cheating that result in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work that is not their own.

Dishonesty in work, whether it is in quizzes, laboratory work, term papers, examinations, etc., is regarded as a serious offense and may result in failure in the course and dismissal from the College. Anyone who willfully assists another in the breach of integrity is held equally responsible and subject to the same penalty.

Academic dishonesty is any act of cheating, fabrication, plagiarism, abuse of resources, forgery of academic documents, dissimulation, or sabotage, and any act of aiding and abetting academic dishonesty. The College assumes the academic integrity of its students. In cases where academic integrity is in question, the following definitions and policies will apply:

1. Cheating is using or attempting to use unauthorized materials, information or study aids in any academic exercise. Examples of cheating are: copying homework, copying someone else's test, using an unauthorized cheat sheet, etc.
2. Fabrication is the falsification or invention of any information or citation in any academic exercise such as: making up a source, giving an incorrect citation, misquoting a source, etc.
3. Plagiarism is the representation of the words and ideas of another as one's own in any academic exercise. Plagiarism includes failing to give a citation for using work from another person or source. Modifications and rephrasing do not reduce the requirement for giving a citation. This also applies to information obtained electronically, such as from the Internet.
4. Dissimulation is the disguising or altering of one's own actions so as to deceive another about the real nature of one's actions concerning an academic exercise. Examples include: fabricating excuses for such things as missing classes, postponing tests, handing in late papers, turning in a paper for one class that was originally written for another class (when original work is requested), etc.
5. Abuse of resources is the damaging of any resource material or inappropriately limiting access to resource material that is necessary for academic work. Abuse includes: hiding library materials, removing non-circulating material from the library, hiding or stealing another person's textbook, notes or software, failure to return library materials when requested by the library, defacing library materials, etc.
6. Forgery of academic documents is the unauthorized changing or construction of any academic document such as: changing transcripts,

changing grade books, changing grades on papers which have been returned, forging signatures, etc. Other examples include: completion of an application for any academic program that omits or falsifies any requested information. Such violations can result in the revocation of the application, even if approval was previously granted on the basis of fabricated information.

7. Sabotage is the damaging or impeding of the academic work of another student. Sabotage includes: ruining another student's lab work, moving pointers or microscope slides during a laboratory practical exam, destroying another student's term paper, etc.
8. Aiding and abetting academic dishonesty are knowingly facilitating any act defined above.

Refer to the student handbook, *The Anchor*, for details of violation procedures.

Academic Probation

Students are placed on academic probation when the semester or Marymount cumulative GPA is below 2.00 and/or the student is not making satisfactory progress toward completion of the degree or preparation for transfer. Terms of probation are explicitly stated in the probation letter sent to the student. The course load of probationary students may be limited to 12 to 13 units in order to permit the students to concentrate on raising the GPA.

Academic Renewal

Inasmuch as past performance does not always accurately reflect a student's ability, Marymount has established a policy of academic renewal without course repetition. Academic renewal shall apply to Marymount graduation eligibility only.

Under the following circumstances, Marymount may disregard previously recorded coursework taken at any college in computation of the GPA:

1. The student has demonstrated academic ability by earning a GPA of 2.00 or higher in the last 30 units, or a GPA of 3.00 or higher in the last 15 units of graded work at Marymount.
2. At least two years have elapsed since the most recent substandard work was completed.

The College will act upon only one petition to disregard substandard semesters. Course work disregarded may not be used to meet degree requirements. The permanent record (transcript) shall be annotated in such a manner that all grades assigned remain legible, ensuring a true and complete academic history.

Acceptance of Transfer Credit

Marymount College recognizes college-level academic work completed at regionally accredited institutions. To earn a degree, students must satisfy all Marymount requirements for that degree.

The college accepts a maximum of 90 units of courses passed with a C or better from regionally accredited institutions. A limit of 3 developmental units may be applied.

Official transcripts for college course work must be submitted to the Registrar. Course placement is determined on the basis of transcripts received by the end of the Add/Drop period. The decision on which courses will receive credit is made by the Registrar in consultation with the appropriate Division chair.

Marymount accepts distance learning courses from regionally accredited institutions if the course is accepted toward a degree at that institution. Courses that primarily require classroom participation such as science labs, physical education and public speaking courses may not be taken online.

Once matriculated, a student may transfer in a maximum of 7 units of coursework completed at another regionally accredited institution. Courses taken through the Regents program or the Webster global alliance are considered Marymount courses.

For students who transfer into the Bachelor of Arts degree programs, IGETC or CSU certification will be accepted in lieu of the Marymount College lower division Liberal Education Core Requirements. Students who are partially certified (maximum of two courses remaining) may complete the remaining two courses at Marymount College to meet the lower division Liberal Education Core Requirements. Certification must be received before the end of the first term of attendance; otherwise, students are required to complete the Marymount Liberal Education Core.

The official Marymount transcript reflects all Marymount and transfer coursework. Marymount term and Marymount cumulative GPAs reflect grades earned while enrolled at Marymount.

Adding/Dropping Courses

After students have registered for classes, there is a short period when they may change their schedules (generally during the first week of the weekday semester and during the first teaching weekend of the weekend term) without penalty. Classes that have been dropped do not appear on transcripts. The exact deadline for adding and dropping classes is published in the Schedule of Classes for each term. Students may not enroll for a term after the Add/Drop deadline has passed.

Audit

Auditing allows a student to attend a class to absorb the course information without turning in assignments, taking exams, receiving a grade and earning unit credit. Laboratory, physical education, studio arts and performing arts courses are not available for audit because they require and are graded on participation. Students may request permission to audit a class by filing an Academic Petition to Audit in the Registrar's Office and paying the fees prior to registration. Priority in class

enrollment is given to students taking the course for credit. No academic credit is given for an audit, but it will be recorded on the student's permanent record. Once the semester has begun, a student will not be permitted to change enrollment to receive credit for the course.

A student enrolled for credit may elect to change to Audit if the audit petition is filed prior to the end of the third week of the semester; however, no refund will be given for the change. The petition to change to an Audit will only be granted if the instructor, advisor and Academic Dean believe there is a compelling reason to grant the change. Students who audit a course are subject to regular attendance requirements. Failure to do so rescinds the Audit and permits the instructor to assign a W. A student may not apply for Credit by Examination after auditing a course.

Capstone

Every BA student completes a senior capstone project through Marymount College. Capstone students are enrolled in 497-498 level courses and receive faculty mentoring. Enrollment in any 497-498 capstone requires senior standing and approval of the corresponding division chair. 497 is normally a prerequisite for 498. Satisfactory completion of the capstone is based on successfully demonstrating attainment of all five institutional learning outcomes and program learning outcomes, as demonstrated through the project and the accompanying e-portfolio, and as evaluated by the capstone committee. Capstone committees may be comprised of faculty and relevant professionals. Capstone students have multiple opportunities as detailed in the syllabus to receive guidance and feedback before final evaluation.

Class Attendance

To ensure enrollment in a class, students are expected to attend the first class meeting, and attend subsequent class sessions through final exam week regularly and punctually. Attendance and other course requirements are set by the instructor. Students will be informed of these requirements at the beginning of each course. Accumulation of an inordinate number of absences generally results in a grade of F for that class. Refer to individual course outline or syllabus for attendance requirements.

Class Standing

Freshman: Under 30 units*

Sophomore: Completion of 30 units*

Junior: Completion of 60 units*

Senior: Completion of 90 units* plus 90 hours of co-curricular work as recorded on a co-curricular transcript**

(* up to 3 developmental units can be included)

(** pro-rated for class standing upon matriculation to Marymount College)

Continuous Enrollment

Students who are continuously enrolled at Marymount College may elect to follow the degree requirements in the catalog that is current for the semester of their matriculation or in subsequent catalogs. However, students may not mix requirements from different catalogs. Unless otherwise approved via petition the most current catalog applies.

A student who is unable to complete coursework and must withdraw during a term is required to submit a withdrawal form and will receive grades of W for that term's courses.

Veterans Readmission

A student who leaves Marymount College to perform military service and wishes to return within 5 years is readmitted with the same academic status he or she had when last in attendance. For more information, please contact the Admission office.

Course Load

The normal course load for fall and spring semesters is 12 to 17 units. To enroll in more than 17 units in one semester, prior approval must be obtained via academic petition under the following guidelines:

1. If no prior college credit has been earned, students must have the Academic Dean's approval.
2. Students who have a GPA of less than 3.0 must have the Academic Dean's approval.
3. Students wishing to enroll in 19-21 units, regardless of GPA, must have the Academic Dean's approval.
4. Students who have a minimum GPA of 3.0 may enroll in a maximum of 18 units with the signature of a Registrar provided they have no history of academic probation.

Students will be charged extra tuition for each unit over 17. Students accepted on academic qualification, or who are on probation may be limited in units during the probationary term.

A student carrying 12 or more units during the fall and spring semesters is considered a full-time student. Students carrying fewer than 12 units are classified as part-time students.

Course Repetition

A course in which a student receives a grade of C- or lower may be repeated for credit. A course in which a student receives a grade of C or higher may not be repeated for credit, with the exception of PED courses and others as noted in the Catalog. The most recent grade for the course repeated will be used in calculating the GPA. The permanent record (transcript) shall be annotated in such a manner that original grades remain legible. Policies on repeated course work at other institutions may differ from Marymount College policy.

Course Substitution

Students who believe that a course they have taken at another institution may be appropriate to their program and that this course could substitute for a specified course requirement may request substitution by petition. The Division Chair must grant final approval of the petition.

Courses Taught at Local High Schools (Outreach)

1. College level courses offered on high school campuses must be taught by faculty approved by the Office of Academic Affairs and the respective Division Chair according to the standards for adjunct faculty at Marymount College. High school faculty will be mentored by a Marymount faculty member in the corresponding division.
2. Each course offered must use the Marymount College syllabus for that course.
3. Changes in texts and/or readings for courses must be approved by the respective Marymount College Division Chair.
4. All course prerequisites must be clearly stated and adhered to on the course outline/syllabus.
5. The faculty must provide evidence of evaluation and assessment of the student learning outcomes as stated on the course syllabus.
6. When necessary, testing of the students to assess a placement level must be offered.

Courses Used for High School Credit

Students who are in the 11th and 12th grade may be eligible to take college-level courses through Marymount College. A college transcript will be issued to the student upon completion, which the student is free to carry forward to other institutions of higher education. However, transferability of courses taken at Marymount College will be determined by those institutions, and Marymount College makes no guarantee about whether and how credits earned at Marymount College may be applied.

Taking college coursework in high school may impact both athletic and financial aid eligibility. High school students should contact the counselors at the institutions of higher education to which they are applying to find out their limits.

Course Waiver

Students who believe that previous training (i.e. previous course work, career or life experience) has sufficiently prepared them in a certain area may request a waiver by petition of a specific course requirement for subject credit only, not unit count. The student will be required to justify the request to the faculty member with final

approval by the Division Chair. A waiver of specific course requirement does not reduce the total number of units required for the major or the degree.

Credit by Examination

Listed below is the policy for students wishing to challenge a course for credit by examination:

1. A student wishing to take credit by examination must be regularly enrolled and a full-time student.
2. A student must complete an academic petition requesting the exam and explain a rationale for the request. The petition must have a supporting or dissenting comment and signature from the student's advisor.
3. The petition is approved or denied by the chair of the division for the course or courses in question and by the Academic Dean. The individual department will decide whether or not to grant a student's request to create credit by examination tests.
4. The exam must be completed prior to the add/drop deadline if the course for which credit is being earned is needed as a prerequisite course for that semester.
5. Laboratory, physical education, studio arts and performing arts courses are not available for credit by examination because these courses require and are graded on performance and participation.
6. There is a \$350 charge per exam regardless of course unit credit. These fees must be paid before the test is administered and they are non-refundable.
7. A maximum of 15 units of coursework may be taken for credit by examination. Units earned will count toward graduation requirements.
8. No letter grade is assigned. Acknowledgment for credit by examination is noted by a CR (credit) grade. If a student does not successfully pass the examination, a notation of NC (no credit) will be made on the transcript.
9. Students may not challenge a course that is a prerequisite to or which sequentially precedes a course or courses already completed. (For example, a student who takes Math 110 could not request credit by examination for Math 105).
10. A student cannot take credit by examination for any course for which he/she has received a W, I, C- or below, or AU grade on a college-level transcript at Marymount College or elsewhere. (All official transcripts must be received by the Associate Registrar and Transfer Evaluator before the academic petition can be issued and the examination is taken).

Credit/No Credit

Certain courses may be taken on a CR/NC (Credit/No Credit) basis. The student selecting this option must file a petition signed by the instructor and the appropriate Division Chair before the end of the third week of the semester.

A student earning a CR grade will receive unit credit, but these units will not be calculated into the GPA. No more than 12 units may be taken for CR/NC (Credit/No Credit), with a maximum of 4 units in any one semester/term. A CR grade denotes a grade of C or above.

Note: English 104, 105, 106, and 108 are offered for a grade of A, A-, B+, B, B-, C+, C or No Credit. All other courses in the English Division must be taken for a letter grade.

Dean s List

To qualify for the Dean s List, a student must, in any one semester, complete a full-time class load of 12 or more units of college-level course work with a GPA of 3.50 or higher. No course can be graded C- or lower, and students who receive an incomplete for any course are not eligible for the Dean s List.

Students are also acknowledged at graduation for scholarly achievement. They will be listed in the commencement program based on their overall GPA. The categories are: highest distinction 3.9 to 4.0 GPA, high distinction 3.7 to 3.89 GPA, and distinction 3.5 to 3.69 GPA.

Degree Dates

Marymount College has six official degree dates each year: the final day of exams in fall semester, winter session, spring semester, summer session 1 and summer session 2; and the final weekday in August.

Dismissal

Dismissal from Marymount may occur for academic or for disciplinary reasons. The College reserves the right to dismiss any student whose academic standing is unsatisfactory or whose conduct does not conform to the goals and standards of Marymount College. Students on academic probation continuously for two semesters may be dismissed.

Examinations

Final examinations in all courses may be required at the discretion of each instructor. Final examinations may not be taken at other than scheduled times. During the last five class days of the fall and spring semesters, no field trips or student activities other than study sessions may be scheduled. Students are expected to take their exams at the pre-assigned time and date. Students should not plan to travel until after the posted exam periods.

External Exams

Advanced Placement

Marymount College recognizes the high level of achievement of those students who have successfully completed Advanced Placement Examinations (AP) with a score of 3, 4 or 5. Students must submit official AP scores from Educational Testing Service (ETS) to the Registrar's Office prior to registration to receive appropriate course credit. Students with scores of 3 and higher in English and/or 3 or higher in Calculus AB or BC are exempt from placement testing in the respective subject area. Students with a score of 4 or higher in statistics are exempt from Math placement testing.

Advanced Placement Credit (with a score of 3, 4 or 5)

Art History	AM 101/201 (formerly Art 105/106) - 6 units
Biology	Science 240/241 - 8 units
Calculus-AB	Math 130 - 4 units
Calculus-BC	Math 131 - 4 units
Chemistry	Science 220/221 - 10 units
Computer Science	3 elective units
Economics (Microeconomics)	Economics 220 - 3 units
(Macroeconomics)	Economics 221 - 3 units
English Composition and Literature	Score 3 - elective units
	Score 4 - English 112 - 3 units
	Score 5 - English 112 - 3 units and
	3 elective units - 6 units
English Language and Composition	Score 3 - elective units
	Score 4 or 5 - English 112 - 3 units
Environmental Science	Science 170 - 4 units
French	Score 3 - 100 level - 4 units
	Score 4 - 100/101 level - 8 units
	Score 5 - 100/101/200 level - 12 units
Geography, Human	Geography 100 - 3 units
Government and Politics, Comparative	Political Science 220 - 3 units
Government and Politics, U.S.....	Political Science 100 - 3 units
History, European	History 100/101 - 6 units
History, United States	History 120/121 - 6 units
History, World	Score 3 - 6 elective units, which may be
	applied to history to meet
	MC graduation requirements.
Music Theory	Music 115/116 - 6 units
Physics	Physics B - Science G.E. credit - 3 units
	Physics B + C (Mechanics) Sci 230 - 5 units
	Physics B + C (Magnetism) Sci 231 - 5 units
Psychology	Psychology 150 - 3 units
Spanish	Score 3 - 100 level - 4 units
	Score 4 - 100/101 level - 8 units
	Score 5 - 100/101/200 level - 12 units
Statistics	Score 3 - 3 elective units

Does not satisfy quantitative reasoning requirement and math placement exam required.

Score 4 Math 270 - 4 units

Score 5 Math 270 - 4 units

May enroll in Math 105, Math 107, Math 109 or Math 115 or take placement exam to determine next higher level.

Studio Art-Drawing.....AM 111 (formerly Art 110) - 3 units

Studio Art-2D.....AM 121 (formerly Art 115) - 3 units

Studio Art-3D.....AM 231 (formerly Art 125) - 3 units

CLEP (College Level Examination Program)

Elective credit will be given for CLEP exams with a score of 50 or higher. For subject credit, a petition must be approved by a faculty member in the appropriate discipline and the corresponding Division Chair.

International Baccalaureate

The College will award six semester units of elective credit for International Baccalaureate (IB) work to students who have successfully passed individual higher level examinations with scores of 4 or higher. An official IB diploma is required before enrollment in the College. The decision to grant credit will be made by the Registrar's Office in consultation with the appropriate department chairperson. Students are required to take Marymount College placement exams.

Marymount College's awarding of credit for AP, IB, or CLEP does not guarantee transfer of these courses to other institutions.

Grade Disputes

In response to an instructor's academic evaluation that the student disagrees with, the student is entitled to two levels of appeal after review by the instructor:

1. An appeal to the instructor's Division Chair
2. An appeal to the Vice President of Academic Affairs

The burden of proof, in cases of disputed grades, rests with the student. The procedure for students to challenge a grade is as follows:

3. The student requests a review by the instructor. Every effort should be made to resolve the matter at this level.
4. If the student is not satisfied with the instructor's response, the student may appeal in writing to the Division Chair responsible for the course in question. Such an appeal must be received by the Division Chair by the end of the following semester (excluding summer or winter session) after the

student has received the disputed grade or evaluation. The Division Chair will review the matter and then provide a written decision to the student.

5. The final level of appeal rests with the Vice President of Academic Affairs. If the student is not satisfied with the Division Chair's decision, the student may submit all of the above materials, along with an explanation of the reason for the student's dissatisfaction with the decision, to the Vice President of Academic Affairs. The Vice President of Academic Affairs will review the action and respond to the request.

Grading System

Grade	Interpretation of Grade	Quality Points Earned
A	Excellent	4.00
A-		3.70
B+		3.30
B	Superior/Good	3.00
B-		2.70
C+		2.30
C	Average	2.00
C-		1.70
D+		1.30
D	Substandard	1.00
D-		.70
F	Failure	0.00
IN	Incomplete	0.00
W	Official Withdrawal	0.00
CR	Credit (Grade of C or above)	0.00
NC	No Credit	0.00
NG	Not Graded	0.00
AU	Audit	0.00

Incomplete Grades

An incomplete grade may be given when a student is at a grade level of C or higher and has completed 80% of the course work for the semester up to the time of an extended absence due to circumstances entirely beyond the control of the student. Appropriate documentation to verify the reason for the absence must be presented by the student. The student must petition his or her faculty member for the incomplete grade and also must complete the appropriate forms in the Registrar's Office.

If a student meets the above criteria, the instructor will assign an incomplete to the student and identify the default grade. An IN is recorded on the student's transcript and will be changed upon the completion of the work, which must be submitted by a specified date or time, normally before the midterm of the following semester. If the work is not completed the incomplete will revert to the default grade.

It is the student's responsibility to apply for an incomplete and to make arrangements with the instructor to complete the assigned coursework.

Students receiving an incomplete grade in a sequential class must complete all coursework before enrolling in the next level of the class.

Students who receive an incomplete grade are not eligible for the Dean's List.

Leave of Absence

A student who wishes to take a leave of absence from the College must submit a leave-of-absence request before separating from the College. Students forfeit the opportunity to petition for a leave-of-absence if one has not been submitted to the registrar prior to the start date of the next academic term following their departure.

Submitting a leave-of-absence form will enable the student to maintain continuous enrollment status for up to two semesters. A maximum of two leaves-of-absence may be requested during a student's enrollment. Students who break their continuous enrollment without filing a leave-of-absence form must reapply for admission to the College and will be subject to the degree requirements as stated in the catalog for the term of their re-admission.

Return to Marymount College after a break in status is not guaranteed.

An official transcript of all coursework taken while away from Marymount College must be submitted to the Registrar's Office prior to return to the curriculum to ensure proper course registration. Returning students who submit coursework taken elsewhere with a grade point average less than 2.0 will be referred to the Office of Admission for review and possible denial of readmission to the College.

A leave-of-absence will be granted for a maximum of one academic year. Special circumstances (beyond the student's control) may occasionally call for a longer leave, which may be granted through an academic petition to the Vice President of Academic Affairs. Students who have experienced an interruption in enrollment at the college (leave of absence, etc.) must be approved to return to the curriculum by the Vice President of Academic Affairs or designee.

Minors

Any area of emphasis defined in the Liberal Arts BA program may be added to another Bachelor degree as a minor. A minor added to the Liberal Arts BA means completion of a third emphasis, since the Liberal Arts BA itself requires two emphases. Courses may not be applied to more than one area of emphasis. A minor consists of a minimum of 23 units.

Placement Testing

The College Board's *Accuplacer* scores are considered valid for placement in the current or following semester term. That is, testing that occurs in summer (June and July) and in fall (August orientation week), is effective for fall placement and valid through the end of that school year. Testing that occurs at spring orientation is effective for spring placement and is valid until the following fall. Any request to retest needs to be approved by the Testing Coordinator or *Accuplacer* Implementation Specialist. Any subsequent *Accuplacer* scores approved on appeal will override original *Accuplacer* placement results up to the end of the relevant semester's Add/Drop period.

All incoming students who have not completed a college-level mathematics or English class must take placement testing or provide SAT or PSAT scores at or above the following levels:

SAT Writing score \geq 520 ENG 112

SAT Critical Reading score \geq 440 No Reading class needed

SAT quantitative reasoning between 530 and 680 College-level Math (105, 107, 115, 270)

SAT quantitative reasoning above 680 Math 110 or 120

ACT scores are also accepted with equivalencies to SAT scores as determined by the College Board.

ACT Writing score \geq 22 ENG 112

ACT Math between 23 and 30 College-level Math (105, 107, 115, 270)

ACT Math above 30 Math 110 or 120

PSAT scores will be accepted scores for placement as follows:

PSAT Writing score \geq 52 ENG 112

PSAT Critical Reading score \geq 44 No Reading class needed

PSAT quantitative reasoning between 53 and 68 Math (105, 107, 115, 270)

PSAT quantitative reasoning above 68 Math 110 or 120

Students without SAT or ACT scores or with SAT or ACT scores below these cutoffs, take the Accuplacer placement test, unless college-course transcripts are on file that allow us to determine placement. **SAT or ACT scores and/or transcripts supersede placement results if received prior to the end of the Add/Drop period.**

1. In cases where multiple test scores are reported, the highest score is chosen in each section.
2. SAT and ACT scores are valid for placement for 2 years after test date. If scores are older, we administer our Accuplacer placement test, unless transcripts are available to determine placement.

Returning students who have previously taken placement tests do **not** need to retake the tests.

In the case of incoming transfer students for whom complete transcripts have not been received by testing time, placement tests will be administered. Transcripts received subsequently will override testing results up to the Add/Drop deadline.

Scores from recent *Accuplacer* testing from another institution are interpreted in the context of Marymount courses by the Testing Coordinator or *Accuplacer* Implementation Specialist. Additional testing may be required.

Accuplacer scores will be released to any prospective student who requests them. Once a student has matriculated to Marymount College, the *Accuplacer* scores

will be considered part of the student's academic record, and policies regarding release of records will be applied.

Prerequisites

Many courses have prerequisites. These are intended to ensure that students enrolling in a class have the appropriate content and skill preparation to be successful in the class. For many lower division courses, the prerequisites also ensure comparability with articulated courses at transfer institutions. Prerequisites must have been completed prior to the start of class, and with a C or better unless otherwise specified. Any exception or waivers of prerequisites need to occur by formal petition, with approval from both the instructor and the corresponding Division Chair.

Registration

All tuition and housing fees must be paid and Health Center clearance secured before students may attend classes. The dates of registration are listed in the Academic Calendar. Students must follow registration procedures as established by the Registrar. Students not officially registered by the add/drop date will not be allowed to remain in classes.

Students with outstanding health requirements and/or account balances will not be allowed to register for a subsequent term at Marymount.

Any course that does not have a sufficient number of students may be cancelled.

Residency Requirement

To earn a Marymount degree, students must complete a minimum of 30 units toward their degree while enrolled at Marymount. No more than 3 units of developmental course work may be applied to the 30-unit minimum. Once matriculated, a student may transfer in a maximum of 7 units. BA students must also complete their capstone while enrolled at Marymount.

Satisfactory Degree Progress

Satisfactory degree progress means that a student is

1. Maintaining a term and Marymount GPA of 2.0 or higher.
2. Making progress toward completion of degree requirements.

Second Bachelor's Degree

A student who has earned a Bachelor's degree from a regionally accredited institution may earn a second Bachelor by completing the degree-specific requirements of the second BA. Such a student is granted senior class standing. The residency requirement applies.

Sequential Courses

Certain elements of the curriculum require courses to be taken in sequence. Courses taken out of sequence may be accepted as elective credit by Marymount but

may not fulfill the Liberal Education core requirements. Final grades for prerequisite courses taken at other Colleges must be received prior to registration for the next course in a sequence.

Student Transcripts

A student may request transcripts by completing a written application. The first copy is free and subsequent official copies are \$5.00 (unofficial copies are \$1.00 each). The fee for same-day service is \$10.00. The fee should accompany the written request. Transcripts cannot be released without the student's signature and until all fees to the College have been paid and holds are cleared.

Supplemental Educational Opportunities

DIRECTED STUDY

A directed study is a course that appears in the Marymount College catalog but is NOT being offered in the semester or session the student wishes to take it. The student can register and receive credit for such a course by working independently under the supervision of a faculty sponsor. In a directed study the faculty member shares the responsibility with the student, generally planning readings and/or projects and meeting with the student regularly to ensure that minimum contact hours and content requirements are met. Information, applications and hour requirements are available in the Registrar's Office and the Advising and Career Services.

FIELD PRACTICUM (Service Learning) (296, 396, 496 courses) - provides the opportunity for students to enhance their classroom experience by devoting additional time in assisting other students, such as serving as a teaching assistant, or performing service with a community organization in connection with the course content in which students are currently enrolled.

INDEPENDENT STUDY (295, 395, 495 courses)

An independent study answers the need for individual research and expression in special areas of interest that are NOT included in the regular course offerings. It provides training for life-long learning by providing experience in selecting a study project, mastering the necessary library and research techniques for assembling data and devising suitable means of evaluation. In independent study the student has the responsibility for planning, implementing, and presenting the project, where applicable. The faculty sponsor approves the project, meets with the student several times in the term, and evaluates the final results.

INTERNSHIP (Cooperative Education) (291, 391, 491 courses) - is a working partnership between Marymount College, Palos Verdes, and a company/organization. Students combine study at Marymount with structured work experience under the supervision of the Internship Coordinator or faculty mentor.

Total Unit Limitation

Marymount places no limit on the total number of units a student may accumulate while enrolled. However, most four-year colleges/universities limit the

number of units a student may transfer in. Therefore, each student is responsible to work closely with his/her academic advisor to establish and complete a program of study at Marymount that will enable the student to accumulate an optimal number of units relative to degree and/or transfer goals.

Transcript Holds

Transcripts will be placed on hold when there is an outstanding obligation to the College. These obligations include but are not limited to an outstanding balance due the College; outstanding library or other loaned instructional materials; outstanding parking violations; and incomplete sanctions imposed as a result of violations of the College's Student Code of Conduct and Academic Integrity Policies. This hold will remain until the account balance is paid in full and/or until the obligation has been satisfied.

Wait-listing a Course

Classes at Marymount have limited enrollment. Students who try to preregister for a class that has reached its limit will need to register for another section of the same course. If there are no open sections available, the student may ask to be put on the wait list for that class. A wait-listed course will be indicated by a **W** rather than a **C** on the printout of the class schedule. Students on a wait list must attend the first meeting of the class. At the instructor's discretion, students may be permitted to add the course. If an enrolled student does not attend the first class meeting, the instructor may give that student's place in class to a student who wishes to add the course. A student is not enrolled into a course until he/she brings an Add Form with the instructor's signature to the Registrar's Office before the deadline for adding courses.

Instructors have the discretion to determine the order in which students will be admitted from the wait list. For example, upper division students may be given priority over lower division.

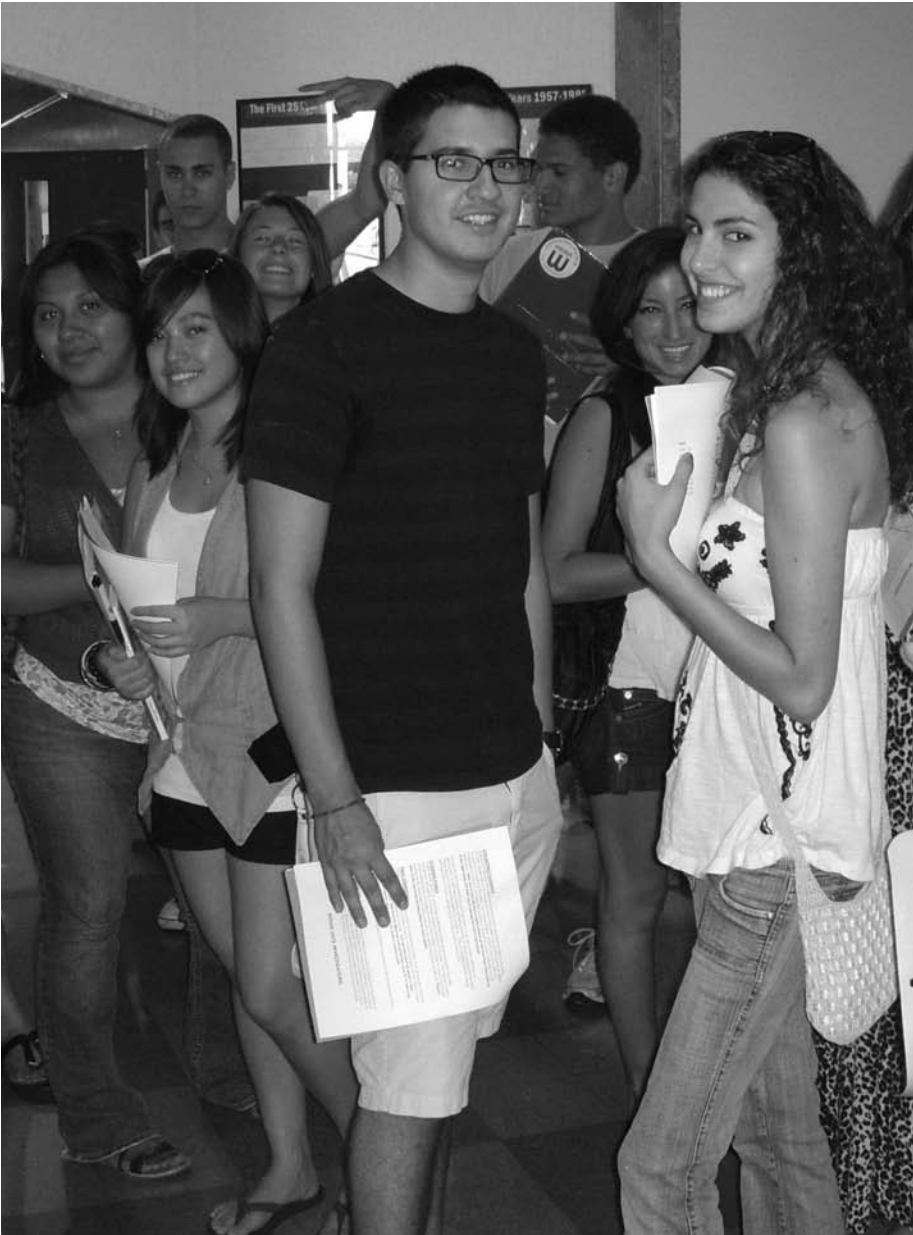
Withdrawing from a Course

After the add/drop deadline, a student may withdraw from a course until the established deadline to withdraw, published in the Schedule of Classes. A course from which a student has withdrawn will remain on the transcript with a grade of **W**. A grade of **W** does not affect the student's GPA. If unit load drops below 12, athletic eligibility, health insurance, financial aid, F1 Visa and residential status may be jeopardized. Students considering withdrawing below 12 units must consult with their advisor.

Withdrawal from the College

A student who wishes to completely withdraw from the College must secure a withdrawal form from the Registrar and obtain the specified signatures. The completed form must be returned to the Registrar by the last day of the semester prior to finals week. Only then does the withdrawal become official. Failure to follow the prescribed procedure will result in an **F** for all courses in progress. Please refer to page 153 for the schedule of refunds. A student who withdraws from the College

during a term will receive grades of W for that term's courses. In keeping with the refund schedule on page 153, a student who leaves the College during the add/drop period will receive a grade of W for all coursework registered. However, grades already recorded (e.g. for half-semester classes) will remain on the transcript. Withdrawal from the College does not relieve the student from any account balance that remains. Please reference the Schedule of Refunds for refund policy and amounts.



Admission

Marymount College welcomes applicants who are committed to learning and holistic development, and who can benefit from the College's educational programs. Admission to Marymount is a highly personalized process that weighs past academic performance with current academic potential.

Careful consideration is given to the selection of applicants with greatest emphasis placed upon the applicant's grades and the quality of academic preparation (curriculum). Although not required for admission consideration, Marymount College strongly recommends the completion of the following college preparatory curriculum pattern: 4 years of English, 3 years of Mathematics (Algebra 1, Geometry and Intermediate Algebra), 2 years of History/Social Sciences, 2 years of Natural Science, 2 years of Foreign Language and 1-2 years of Academic Elective courses.

In addition, the following credentials, although not required, can influence the Admission Committee's decision: standardized testing (SAT I, ACT and/or TOEFL), letters of recommendations and personal statements/essay.

The College invites applications from the following:

- Students who have graduated from an American high school or foreign secondary school.
- Students who wish to transfer from another college or university.
- Students who have successfully completed the California High School Proficiency Examination (CHSPE) or the General Equivalency Diploma (GED).
- Students who have completed three or more years of high school and wish to seek early admission through Marymount's Early College Program (see explanation in this section).

We receive many qualified applications, so we urge you to apply as early as possible. Please note the following application dates for fall consideration:

Priority Consideration..M	arch 1
Regular Consideration..M	ay 1
Late ConsiderationJ	uly 1

After July 1, applications will be considered on a space-available basis.

ADMISSION AND APPLICATION PROCEDURES

Freshman Admission

The following documents are required in order to apply for admission as a freshman:

1. A completed admission application accompanied by a non-refundable application fee of \$40.00 or an official College Board Fee Waiver form. Official fee waiver forms are distributed by high school counselors.
2. An official high school transcript.

The following documents are recommended, but not required, for admission consideration:

3. An academic letter of recommendation from a teacher, counselor or advisor. Applicants not currently enrolled in studies may submit an employer or personal reference.
4. Personal statement, essay or writing samples.
5. Standardized testing results from any of the following: SAT I (Scholastic Assessment Test), SAT II Subject Tests, ACT (American College Test), and/or TOEFL (Test of English as a Foreign Language).
6. Interviews may be requested of some candidates.

International Admission

The following documents are required in order to apply for admission as an international freshman (applicants who have completed high school/secondary education outside of the United States or applicants who are not United States citizens):

1. A completed admission application accompanied by a non-refundable application fee of US \$40.00 or an official College Board Fee Waiver form. Official fee waiver forms are distributed by high school counselors.
2. Official high school (secondary school) records, including transcripts and/or mark sheets and official reports of scores from national school-leaving examinations. These records, if not officially issued in English, must be accompanied by professionally certified English translations.
3. Official transcripts from all colleges, universities or other post-secondary institutions attended, if applicable. These records, if not officially issued in English, must be accompanied by professionally certified English

translations. Coursework completed at non-U.S. institutions of higher education that are recognized by the appropriate agency (Ministry or Department of Education) in that country may be submitted for evaluation of credit. All documents must be certified by the appropriate educational authorities and be accompanied by certified English translations. It should be noted that differences in national systems of higher education often make it difficult to establish equivalencies and grant credit.

The following documents are recommended, but not required, for admission consideration:

4. An academic letter of recommendation from a teacher, counselor, career advisor or headmaster. Applicants not currently enrolled in studies may submit an employer or personal reference.
5. Personal statement, essay or writing samples.
6. Standardized testing results from any of the following: SAT (Scholastic Assessment Test), SAT II Subject Tests, ACT (American College Test), IB Program (International Baccalaureate), and/or TOEFL * (Test of English as a Foreign Language).
7. Interviews may be requested of some candidates.

* While the TOEFL is not required for admission to the Associate or Bachelor degree programs, submission of a TOEFL or IELTS score report will allow the Admission Committee to determine placement into the Intensive English Program or the degree programs. A minimum TOEFL score of 61 (internet-based test) or an IELTS score band of 5 will be considered for admission to the degree programs. SAT or ACT score reports may also be considered for placement purposes. Students not able to submit scores prior to enrollment will take the FLS International or Marymount College placement test to determine enrollment into the appropriate program.

Transfer Admission

The following documents are required in order to apply for admission as a transfer student (applicant who has attended another college, university or other post-secondary institution):

1. A completed admission application accompanied by a non-refundable application fee of \$40.00 or an official College Board Fee Waiver form.
2. An official high school transcript.
3. Official transcripts from all colleges, universities or other post-secondary institutions attended.

The following documents are recommended, but not required, for admission consideration:

4. An academic letter of recommendation from an instructor, counselor or advisor. Applicants not currently enrolled in studies may submit an employer or personal reference.
5. Personal statement, essay or writing samples.
6. Interviews may be requested of some candidates.

SPECIAL ADMISSION PROGRAMS

Admission with Academic Honors

Admission with Academic Honors is a program designed to identify applicants who have been determined to possess special academic potential. Admission with Academic Honors is determined by the Honors Committee and is by invitation only. Continuing Marymount College students may apply to the Honors Program after earning a grade point average (GPA) of 3.30 or higher in a minimum of 12 units of college-level classes, and demonstrating character, service and readiness for leadership.

Part-time Admission

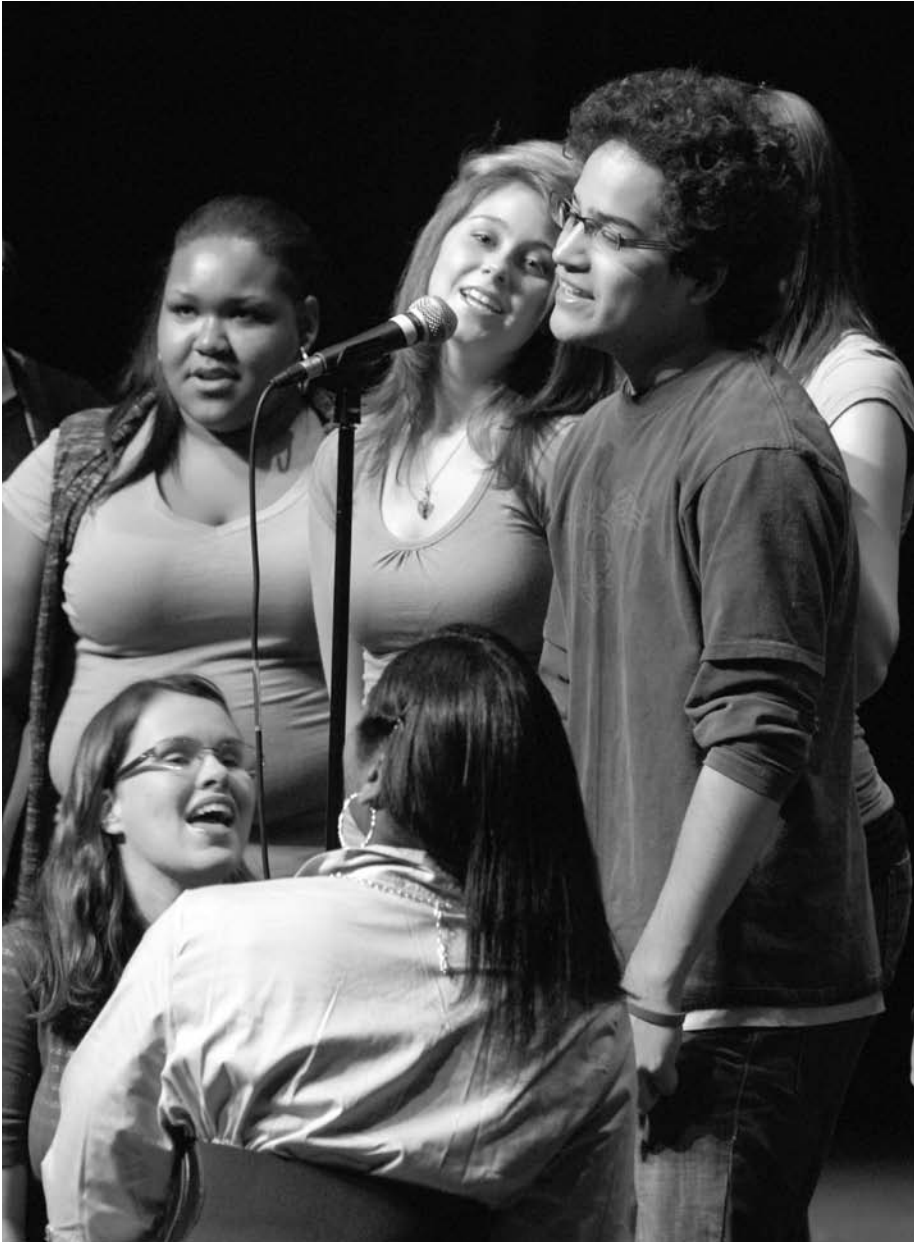
An applicant who wishes to follow a part-time schedule (11 units or less) may take courses on a credit or audit basis. Part-time applicants are required to follow the same application procedures as students seeking full-time admission.

Early Admission

Applicants of superior academic ability will be considered for admission through the Early College Program after completing a minimum of three years of high school. The following documents are required:

1. A completed admission application accompanied by a non-refundable application fee of \$40.00 or an official College Board Fee Waiver form. Official fee waiver forms are distributed by high school counselors.
2. Results from any of the following standardized admission examinations: SAT (Scholastic Assessment Test), ACT (American College Test), SAT II Subject Tests. Please note that the SAT or ACT is required of all candidates seeking early admission through the Early College Program.
3. An official high school transcript.

4. Two letters of recommendation from an instructor, counselor and/or high school principal supporting the decision to seek early admission.
5. Personal statement or essay.
6. Interviews may be requested of some candidates.





Advising and Career Services

Mission Statement

The mission of Marymount College academic and career advising services is to provide a high quality, caring, student centered advising experience that promotes the educational, career, and personal development of each student.

Vision Statement

The vision of academic and career advising services at Marymount College is to develop men and women with maturity, intellectual curiosity, and the skills to succeed. We strive to help students learn to take a proactive role in the academic and career advising process, and thereby empowering themselves to become capable of making informed decisions regarding their future.

Values

Academic and career advising at Marymount College reflects the college's commitment to student learning, persistence, and success by:

- Promoting an ethical, intentional, and respectful partnership between students and their academic advisors.
- Striving to provide vital information and connections that lead to successful achievement of degree and career goals.
- Promoting an intentional teaching-learning process; one that assists the student to learn critical thinking skills, problem solving skills, and decision making skills.
- Developing intentional partnerships where academic advisors are accessible, knowledgeable, and take a personal interest in the student.

Goals of Advising and Career Services

Marymount College's academic and career advising program reflects the institutional goal of development of the whole student. It is focused on developmental advising models in which advising is an intentional teaching process. Resources and programs offered through the Office of Advising and Career Services enhance student ability to explore educational goals (including selection of a major, possible transfer to four-year institution, attainment of associates and/or baccalaureate degree, and development of career interests). The advising program, through respectful partnership between students, academic advisor, and Office of Advising and Career Services, strives to:

- **Assist** students to develop critical thinking, problem solving, and reflective decision making skills.
- **Teach** students to use these critical thinking skills to evaluate potential short

and long-term outcomes of their choices, including selection of an academic major, transfer institution, graduate school, and eventual career path.

- **Educate** students about Marymount College academic policies, procedures, programs, support services, and student life activities.
- **Advise** students in the development of a realistic education plan, reflecting courses that fulfill requirements for major and degree attainment, internship opportunities, co-curricular and service learning requirements, and transfer requirements.
- **Develop** relationships with external educational and professional communities to achieve successful transitions between Marymount College and other institutions and organizations.

Student Learning Outcomes of Advising and Career Services

Cognitive Elements

1. Students will know where to access the general education requirements for Marymount College.
2. Students will know where to access the preparation for major (concentrations) requirements and major degree requirements for Marymount College.
3. Students will know where to access college educational policies and procedures.
4. Students will know where to access college support services and activities.
5. Students will know how and where to access information about internships and career planning resources.

Skills Elements (Behavioral)

1. Students will be able to research and create a realistic education plan, selecting appropriate courses required for degree attainment.
2. Students will be able to register for appropriate classes meeting their degree requirements and education plans.
3. Students will be able to develop the technical skills to access their Marymount College student portals and websites for information regarding policies, procedures, deadline dates, degree requirements, activities & programs, and contact with advisors.
4. Students will be able to run an electronic degree audit and complete a Graduation Application.
5. Students will be able to identify and participate in appropriate internships and career planning activities.

Affective Elements

1. Students will appreciate the development of personal goals based on their skills, abilities, aptitudes, interests, and practical experiences in partnership with their academic advisor and advising and career service staff.
2. Students will feel empowered by learning to make decisions based on research and critical thinking.

3. Students will appreciate being able to access information about graduation requirements, major requirements, internships, careers, and graduate education.
4. Students will value their decisions and accept the consequences of their choices.
5. Students will understand that, ultimately, they are responsible for their academic success.

Advising, Career, Internship, and Transfer Services Available at Marymount

Academic Advising

Advising and Career Services support students through academic advising, career information, internship coordination, and transfer assistance. Personal guidance helps the student to identify their interests and goals and to create plans to help in the successful attainment of those goals. Each student is assigned an academic advisor upon admission to Marymount. The academic advisor will provide information on policies, procedures and programs at Marymount; assist in choosing educational and career objectives well-suited to individual interests and abilities; help explore possible short and long-range consequences of choices; increase awareness of the wide range of services at Marymount; and act as a mentor in providing guidance, support and advocacy.

Students should see their advisor a minimum of four-five times a semester to plan courses, review progress and discuss other academic issues. Students are offered the opportunity to change advisors based on their changing interests, goals and needs. Change of Advisor forms are available in the Office of Advising and Career Services (C-210).

Career Advising

The primary mission of career services at Marymount College is to provide opportunities for career exploration in order to assist students in developing their career plans. To fulfill this mission, career services will provide career counseling, resources, programs, workshops, job search and interview preparation, self-assessment tools, graduate school information, and recruiting activities.

Internship Coordination

Internships are a structured learning experience in a work setting that involves partnership between a student, Marymount College, and a particular company/organization. In an internship, a student will bridge and strengthen the connection between education and career. Through the involvement in an internship experience, the student will be able to BEGIN their career exploration through the following:

- **Bridge** the gap between academic classroom experience and career experience.
- **Explore** interests, skills, and future career and academic paths.
- **Gain** further understanding of the **big picture** in what he or she is studying.

- Integrate classroom theories and concepts with the internship experience.
- Network within the acquired community of personal, institutions, and local services.
- Specific internship criteria for qualification are available through Advising and Career Services and the Registrar’s Office.

Transfer Advising

For acceptance of transfer credit, see page 30. Students considering transfer to another four-year institution are advised to access the catalogs and web sites of the colleges and universities which they plan to apply. Developmental courses in English (104, 105, 106, 108) and Mathematics (50, 60, 90) do not generally transfer. Marymount College maintains articulation agreements with many institutions. Please refer to our website for updated information.

Articulation Agreements

Independent Colleges and Universities

Marymount has articulation agreements, general education transfer worksheets and transfer partnerships with many independent colleges and universities. Some of these colleges and universities include:

Carroll College (MT)	Pepperdine University (Seaver College)
California Lutheran University	Scripps College
Chapman University	St Mary’s College of California
Concordia University	University of La Verne
Fashion Institute of Design & Merchandising	University of the Pacific
Hawaii Pacific University	University of Redlands
Loyola Marymount University	University of San Diego
Mount St. Mary’s College	University of San Francisco
Notre Dame de Namur University	University of Southern California
Occidental College	Whittier College
Pacific Oaks College	Woodbury University

Marymount College’s policy is to develop and maintain articulation agreements with regionally accredited not-for-profit colleges and universities. Students should obtain a copy of the school catalog and consult with their advisor and the Advising and Career Services staff in preparation for transfer to one of these colleges and universities.

California State University System Certification

“Certification” means that Marymount College has verified that a student has completed the lower-division general education requirement for the California State University System. Certification from a community or two-year college is important because without it, students will be held to the general education requirements specific to the CSU campus to which they are transferring.

Full certification is more advantageous than partial certification in assisting students to complete a bachelor’s degree in a timely manner. The courses which

are acceptable for CSU General Education can be found on the following pages. Additionally, these lists are available in Advising and Career Services, the website, and with academic advisors.

Once matriculated, students may transfer back a maximum of 7 units or 2 non-sequential, general education courses to complete their Marymount College degree requirements and/or CSU certification (this includes repeated courses). Marymount College will accept transfer courses with a C- or better. However, Marymount College cannot certify a grade of C- areas in areas A1, A2, A3 and B4 for CSU certification. Please consult www.ASSIST.org for more information and details.

University of California/California State University Intersegmental General Education Transfer Core Curriculum

Transfer students are able to fulfill the lower division breadth and general education requirements for the University of California system by completing the Intersegment General Education Transfer Core Curriculum (I.G.E.T.C.). The curriculum consists of a series of subject areas and types of courses which, if completed prior to transfer, will satisfy the breadth and general education requirements at any campus of the University of California system. There are two ways for a student to complete general education requirements for the UC system: 1) complete the GE pattern specific to a particular UC campus, or complete the IGETC, GE pattern accepted by all 10 UC undergraduate campuses.

Full certification is more advantageous than partial certification in assisting students to complete a Bachelor s degree in a timely manner. The courses which are acceptable for IGETC can be found on the following pages. Additionally, these lists are available in the Advising and Career Services, the website, and from academic advisors.

Once matriculated, students may transfer back a maximum of 7 units or 2 non-sequential, general education courses to complete their Marymount College degree requirements and/or IGETC certification (this includes repeated courses). Marymount College cannot certify a grade of C- for University of California certification. Please consult www.ASSIST.org for more information and details regarding requirements for specific majors at individual U.C. campuses.

Out-of-State Colleges and Universities

Students interested in transfer to colleges and universities outside of California should obtain copies of catalogs for schools of interest and consult with their advisor and the Advising and Career Services staff as soon as possible after entrance into Marymount. Some public and independent colleges and universities accept CSU certification and/or I.G.E.T.C. in lieu of their lower division general education requirements, including the University of Arizona, Oregon State University, and the Colorado State University system.

Guaranteed Admission Partnerships

Marymount College has developed guaranteed admission partnerships with the following:

American University (Rome)

Carroll College (MT)

Gonzaga University

Hawaii Pacific University

Notre Dame de Namur University

St. Mary's College of California

St. Mary's University College

(Twickenham, London)

Suffolk University (Boston)

University of San Francisco

Completion of specific coursework (as outlined in these agreements) and achievement of a specific grade point average will guarantee admission to these baccalaureate programs. Please consult with the Office of Advising and Career Services for more information.



MARYMOUNT COLLEGE
INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM
CERTIFICATION FORM
EFFECTIVE FALL 2010

Student's Name _____
Last First Middle Birthdate

Directions: Circle courses taken at your college, list courses taken at other colleges, indicate name of test if requirement was met with AP. NOTE: All courses must be completed with a grade of "C" or better ("C-" is not acceptable.) Courses may not be used in more than one area.	
AREA 1 — ENGLISH COMMUNICATION UC – 2 courses required, one each from Group A and B. Group A: English Composition, 1 course, 3 semester units English 112 Course from other college _____ Advanced Placement _____ Group B: Critical Thinking – English Composition, 1 course, 3 semester units English 114 Course from other college _____ Advanced Placement _____	Completed _____ _____
AREA 2 — MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING 1 course, 3 semester units Math 105*, 107#, 110*, 130*, 115, 120, 131, 210, 270; Anthropology 235; Psychology 235; Sociology 235 (*credit limit on Math 105/110 sequence) (#does not clear high school deficiency) Course from other college _____ Advanced Placement _____	_____ _____
AREA 3 — ARTS AND HUMANITIES At least 3 courses, with at least one course from the Arts and one course from the Humanities. 9 semester units Arts & Media: AM 100, 101, 201, 211; Arts: Art 104, 105, 106, 107, 108, 109; Music 100, 101, 115, 116; Theater 110 Course(s) from other college(s) _____ Advanced Placement _____ Humanities: English 116, 120, 125, 220H, 130, 130H, 140, 150, 160, 170, 175, 208, 210, 230, 231, 240, 250, 260; Philosophy 100, 110, 120, 220H, 121, 150; Religious Studies 102, 103, 125, 130, 130H, 142, 225 Course(s) from other college(s) _____ Advanced Placement _____	_____ _____
AREA 4 — SOCIAL AND BEHAVIORAL SCIENCES At least 3 courses from at least 2 disciplines or an interdisciplinary sequence. 9 semester units Anthropology 120; Economics 135, 220, 221, 221H; Geography 100, 120; History 100, 101, 120, 121, 125, 135, 200, 201, 210H, 220, 220H, 270, 275; Interdisciplinary 135; Political Science 100, 110, 220, 240; Psychology 123, 123H, 150, 150H, 200, 205, 220, 225, 228, 280; Sociology 100, 100H, 125, 175, 250 Course(s) from other college(s) _____ Advanced Placement _____	_____ _____
AREA 5 — PHYSICAL AND BIOLOGICAL SCIENCES At least 2 courses, one Physical Science course and one Biological Science course; at least one must include a laboratory (underlined courses indicate courses with labs). 7-9 semester units Physical Sciences: Geography 108, 108H, 108L; Science <u>100</u> , 102, <u>110</u> , 120, 120L, <u>220</u> , <u>221</u> , 224, 230, <u>231</u> , <u>250</u> Course from other college _____ Advanced Placement _____ Biological Sciences: Anthropology 110; Science <u>130</u> , <u>132</u> , <u>133</u> , <u>135</u> , 140, 145, <u>145H</u> , 145L, <u>150</u> , 155, <u>160</u> , 170, 170L, <u>240</u> , <u>241</u> ; Psychology 123, 123H Course from other college _____ Advanced Placement _____	_____ _____
LANGUAGE OTHER THAN ENGLISH (UC Requirement Only) Proficiency equivalent to two years of high school study in the same language. Completed at high school _____ Course(s) from other college(s) _____ Exam _____ American Sign Language 101; French 101; Japanese 101; Spanish 101	

IGETC COMPLETED: University of California Full Partial (**Maximum, 2 courses remaining**)

Area(s) Remaining: Area 1 Area 2 Area 3 Area 4 Area 5 L.O.T.E.

College Evaluator _____ Date _____
Name/Title

MARYMOUNT COLLEGE
CALIFORNIA STATE UNIVERSITIES & COLLEGES
CERTIFICATION FORM
EFFECTIVE FALL 2010

Student's Name _____
Last First Middle Birthdate

<p>DIRECTIONS: Circle courses taken at your college, list courses taken at other colleges, indicate name of test if requirement was met with AP.</p> <p>NOTE: Thirty-nine units of General Education course work may be certified by Marymount College, Palos Verdes, California as acceptable toward the Bachelor degree. The student will have to complete additional units in General Education at the upper division level.</p> <p>NOTE: Courses may not be used in more than one area.</p>	
<p>AREA A — ENGLISH LANGUAGE COMMUNICATION & CRITICAL THINKING (9 units minimum) 3 courses required, one each from Group A1, A2, and A3. Grade of "C" or better required in Area A.</p> <p>Group A1: Oral Communication, 1 course, 3 semester units Communication Arts 105, 125, 130, 145, 250; Speech 105 (formerly Speech 110), 125, 130, 145, 250</p> <p>Course from other college _____ Advanced Placement _____</p> <p>Group A2: Written Communication, 1 course, 3 semester units English 112</p> <p>Course from other college _____ Advanced Placement _____</p> <p>Group A3: Critical Thinking – 1 course, 3 semester units English 114, Philosophy 130, and Speech 250</p> <p>Course from other college _____ Advanced Placement _____</p>	<p><u>Completed</u></p>
<p>AREA B — SCIENTIFIC INQUIRY & QUANTITATIVE REASONING (10 units minimum) 1 course from each group is required. Grade of "C" or better required in Area B4.</p> <p>Group B1: Physical Universe, 1 course, 3 semester units Science 100, 102, 110, 120, 220, 221, 224, 230, 231; Interdisciplinary 125; Geography 108, 108H</p> <p>Course from other college _____ Advanced Placement _____</p> <p>Group B2: Life Forms, 1 course, 3 semester units Science 130, 132, 133, 135, 140, 145, 145H, 150, 155, 160, 170, 240, 241; Anthropology 110; Psychology 123, 123H</p> <p>Course from other college _____ Advanced Placement _____</p> <p>Group B3: Laboratory Activities Science 100, 110, 120L, 130, 132, 133, 135, 140, 145L, 150, 160, 170L, 220, 221, 230, 231, 240, 241; Geography 108L</p> <p>Course from other college _____ Advanced Placement _____</p> <p>Group B4: Mathematical Concepts, 1 course, 3 semester units Mathematics 105, 107, 109, 110, 115, 120, 130, 131, 210, 270, Anthropology 235; Psychology 235; Sociology 235</p> <p>Course from other college _____ Advanced Placement _____</p>	
<p>AREA C — ARTS AND HUMANITIES (9 units minimum) At least 3 courses, with at least one course from the Arts and one course from the Humanities. (9 semester units minimum)</p> <p>Group C1: Arts, Dance, Music, Theatre, 3 units minimum Arts & Media 100, 101, 201, 211; Art 104, 105, 106, 107, 108, 109, 110, 115, 120, 125, 130, 221; Communication Arts 100, 101, 110, 114, 8; Interdisciplinary 148; Music 100, 101, 112; Theatre Arts 100, 110, 120, 121</p> <p>Course from other college _____ Advanced Placement _____</p> <p>Group C2: Humanities, 3 units minimum English 116, 120, 125, 130, 130H, 140, 150, 160, 170, 175, 208, 210, 220H, 230, 231, 240, 250, 260; Philosophy 100, 110, 120, 121, 130, 145, 150, 220H; Religious Studies 102, 103, 125, 130, 130H, 142, 200, 210, 225; Interdisciplinary 140, 142, 143, 146, 147, 149; French 100, 101, 200, 201; Japanese 100, 101, 200, 201; Spanish 100, 101, 200, 201</p> <p>Course from other college _____ Advanced Placement _____</p>	

Directions: Circle courses taken at your college, list courses taken at other colleges, indicate name of test if requirement was met with AP.

Area D — SOCIAL SCIENCES (9 units minimum)

3 courses to be in at least two disciplines, 9 semester units.

Group D1: Anthropology
Anthropology 110, 120

Course from other college _____ Advanced Placement _____

Group D2: Economics
Economics 135, 220, 221, 221H

Course from other college _____ Advanced Placement _____

Group D3: Ethnic Studies
History 270, 271; Sociology 250

Course from other college _____ Advanced Placement _____

Group D4: Gender Studies
History 275

Course from other college _____ Advanced Placement _____

Group D5: Geography
Geography 100, 108, 108H, 120

Course from other college _____ Advanced Placement _____

Group D6: History
History 100, 101, 120, 121, 135, 200, 201, 210H, 220, 220H, 260, 270, 275

Course from other college _____ Advanced Placement _____

Group D7: Interdisciplinary Social, or Behavioral Science
Interdisciplinary 123, 123H, 135, 180, 191

Course from other college _____ Advanced Placement _____

Group D8: Political Science
Political Science 100, 110, 220, 240

Course from other college _____ Advanced Placement _____

Group D9: Psychology
Psychology 123, 123H, 150, 150H, 200, 205, 220, 225, 228, 280

Course from other college _____ Advanced Placement _____

Group D10: Sociology
Sociology 100, 100H, 125, 140, 175, 220, 250

Course from other college _____ Advanced Placement _____

Completed

Area E — Lifelong Understanding and Self Development (3 semester units minimum) Maximum of 1 unit from Physical Ed.

Interdisciplinary 117; Health Education 130, 150, 170; Psychology 220, 230; Physical Education 100, 101, 104, 121, 122, 124, 125, 126, 141, 142, 143, 144, 146, 147, 148, 160, 161, 162, 163, 170, 182, 183, 184, 185, 186, 295

Course from other college _____ Advanced Placement _____

CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION & AMERICAN IDEALS
(May be completed prior to transfer)

6 semester units, one course from Group 1 and one course from Group 2: (1) History 120, 121 (2) Political Science 100.

**Total
Units
Certified**

CHECK ALL THAT APPLY: FULL CERTIFICATION PARTIAL CERTIFICATION AREAS COMPLETED A B C D E
(Maximum, 2 courses remaining)

College Evaluator _____

Date _____

Name/Title _____

06-10-10 #2033 Effective Fall 2010

Learning Resources

Learning Resources include Educational Technology, the Library, and the Learning Center, all of which support the curriculum, aid independent study and enrich the college experience.

Educational Technology

STUDENT PORTAL AND EMAIL ACCOUNTS

Students are required to use their Marymount assigned email account. This email account is a tool for you to communicate with faculty and staff and for Marymount to communicate with you. Your email address is your first initial followed by your last name followed by @marymountpv.edu. For example, if your name was John Doe your Marymount email address would be:

jdoe@marymountpv.edu (this is exactly how you would enter your username, as an email address)

Password: last six digits of your ID number

Your email can be accessed using a web browser by entering the URL:
<https://webmail.marymountpv.edu>

Students are expected to use the student portal to obtain information about academic records, access class documentation, receive course updates, as well as general information about the college. The student portal can be accessed from a computer and browser with internet access. Your student portal username is your first initial and last name. Your portal password is the last six digits of your Marymount ID number.

The student portal address: <https://estudents.marymountpv.edu>

TECHNOLOGY SUPPORT

IT professionals are available to provide instruction on how to gain access to the campus-wide network and Internet for e-mail and research requirements. Instructional labs provide a state-of-the-art environment with Pentium-based Intel computers. The media labs offer iMacs and MacPro to support the digital arts programs.

Wireless Internet Connectivity is provided across the campus including the Student Center, the Cafe and in every classroom. Students use their network login to gain access to the wireless network.

Student e-portfolios are supported by the Director of Educational Technology.

LAPTOP SUPPORT POLICY

Marymount supports problematic connections between laptop computers and the Marymount network. Within this framework, the Institutional Technology helpdesk

staff support a core set of hardware and software relating to network connectivity for computers meeting ALL of our requirements.

Please note: **Marymount helpdesk staff support connectivity only**. We do not provide support for applications, operating systems, hardware or other issues. Our helpdesk support technicians will make every effort to support connectivity for any English version of Windows 7, Windows Vista/XP Professional and Mac OSX. **For further technical assistance, contact your notebook vendor.**

- **Supported Laptop Computer**
Any Windows compatible PC such as IBM, Dell, Compaq, Toshiba or Sony. Mac laptops.
- **Supported Laptop Adapters**
Any make or model such as Linksys, D-Link or Cisco or Mac Airport.
- **Supported Wireless Adapters**
Any make or model that supports 802.11b, 802.11g or 802.11n wireless networking standard. Manufacturers include Linksys, D-Link, Cisco, IBM, Intel.
- **Supported Operating Systems (English Versions Only)**
Windows XP Professional (strongly recommended), Windows Vista or Mac OSX.
- **Unsupported Operating Systems (Including any non-English OS Version)**
Windows XP Home edition, Windows 95/98/ME, Linux, Windows NT, Windows 3.1, DOS, or any Windows Server Edition.

Marymount Technology staff will NOT provide the following service:

- Data backup and retrieval (we can recommend data retrieval companies).
- Hardware repair and depot (shipping and receiving) service.
- Connectivity with home or work wired and wireless networks.
- Support for third party peripherals (e.g. PDAs, cell phones, digital cameras, MP3 players, etc.). We will give our best effort to assist with connecting to Marymount webmail using cell phones and PDAs.

Students with a laptop meeting the Minimum Configuration will receive Basic Support. Basic Support provides best-effort assistance to access basic Marymount resources including webmail, wireless network, web applications and printing to Marymount networked printers. The quality of the wireless access depends on the quality and condition of the wireless card. ITS will not provide hardware assistance, including assistance to repair broken, disabled or faulty computers or computer components.

Laptop Recommendations

General Recommendations for students all students (Not BA specific)

Recommended Laptop Configuration

[Use as a Guide]

Features	XP	Vista/7	Apple
Operating System	Windows XP Professional SP3	Windows Vista Ultimate/7 (any version)	Mac OS X 10.4.11 or later
Processor (computer speed)	Dual-core or higher 1.66 GHz+	Dual-core or higher 2 GHz	
Memory (RAM)	1 GB	4 GB	2 GB
Hard Drive (storage space)	Min 80 GB		
Removable Storage	USB Flash drive ¹		
Wireless (internal)	IEEE 802.11a/b/g/n, IEEE 802.11 a/b/g or IEEE 802.11b/g ²		
Optical Drive	CD/DVD-RW Combo		
Software	Microsoft Office 2007		Office 2008 for Mac
Virus Protection	AVG http://free.avg.com/us-en/download-avg-anti-virus-free		Sophos (download free from U-M)
Warranty	3-yr labor & parts (complete care)		
Printer	Laserjet or Inkjet ³		

1 A 4GB flash drive is recommended for backing up your important data.

2 Most newer laptop computers are equipped with a built-in IEEE 802.11a/b/g/n, IEEE 802.11a/g/b, or IEEE 802.11b/g wireless network card.

3 We recommend that you have a personal printer for your residence to supplement the Marymount printers.

Apple Related Recommendations

Apple's Boot Camp technology offers added flexibility for users who need to occasionally use Windows 7 or Windows Vista Service Pack 2. It **should not** be used

to turn a Macintosh into a full time Windows system. Boot Camp also requires that both the Windows and the Mac OS operating systems be patched and maintained. For additional Information: <http://www.apple.com/support/bootcamp/>

Laptop Purchasing

Software:

Microsoft and Adobe software available

<http://www.uscollegebuy.com/s.htm>

Dell Laptop Discounts

Up to \$650 savings!

Up to \$1000 savings when comparing to a similar MacBook

<http://delllounge.com/delluniversity/school.aspx?id=516>

Apple Discounts

Pricelist attached

<http://www.apple.com/education/pricelists/>

Media Studies recommended hardware and software

Digital Video – Final Cut, Animation and Motion Graphics

Hardware

MacBook Pro, 17 inch

2.8GHz Intel Core 2 Duo

8GB 1066MHz DDR3 SDRAM – 2X 4GB

500GB Serial ATA Drive @ 7200 rpm

SuperDrive 8x (DVD+RW/CD-RW)

MacBook Pro 17-inch Hi-Resolution Glossy Widescreen Display

Backlit Keyboard (English) / User's Guide

Accessory Kit

Software

Adobe Creative Suite 4 Design Premium – Academic

Final Cut Studio – Academic

Microsoft Office Suite 2007

Support

AppleCare Protection Plan for MacBook Pro

Web Design recommended hardware and software

Hardware

MacBook Pro, 15 inch

2.53 GHz Intel Core 2 Duo

4GB 1066MHz DDR3 SDRAM – 2x2GB

250GB Serial ATA Drive @ 5400 rpm

SuperDrive 8x (DVD+R DL/DVD+/CD-RW)

MacBook Pro 15-inch Glossy Widescreen Display

Backlit Keyboard

Software

Adobe Creative Suite 4 Design Premium

Microsoft Office Suite 2007

Support

AppleCare Protection Plan for MacBook Pro

Business Studies recommended hardware and software

Operating System: Windows 7

Processor: Dual Core

Memory: 2Gb minimum, 4Gb recommended

Storage: 250Gb 7000rpm drive

Display: 15 inch or larger display

Optical Drive: DVD±R/CD-RW drive

Wireless: Internal 802.11b/g/n (Wi-Fi)

Learning Center

The Learning Center is a campus-wide support service that enhances the educational experience of our students through supportive and individualized learning assistance. The Learning Center serves students of all levels, developmental through honors, including those with disabilities. The goals of the Learning Center are to improve students' learning efficiency, to enhance accessibility to the curriculum, to increase students' confidence, to foster independent learning, to improve retention, and support the College's Mission.

As part of student tuition, the Learning Center supports all students by providing peer tutoring in a wide variety of disciplines and a limited amount of faculty tutoring in English and math. Students may also access materials to improve study skills and time management, and faculty and peer tutors are available to assist students individually in these areas. The Peer Partner Program is designed to help students stay on track by meeting with a peer mentor on a weekly basis throughout the semester. Students are welcome to use the Learning Center for both collaborative and independent study.

Students with disabilities (attention, learning, physical, and sensory) access support services in the Learning Center through the Coordinator of Disability Resources. The Coordinator receives and evaluates documentation, and determines eligibility for services. Students request reasonable accommodations (e.g., extended-time for testing, note takers, and alternate text format) through the Coordinator, who serves as a liaison between students and faculty by request.

The Mariner Learning Community (MLC) is a teaching and learning cohort for students who place into three developmental courses (reading, writing, and math) upon entrance. MLC faculty support successful transition during the freshman year through block scheduling, supplemental instruction in math, open communication with faculty and linked course curriculum. Peer mentoring is also an important component of the MLC. Students are invited to participate in the MLC on the basis of placement testing results.

The Mariner Academic Strategies & Techniques (MAST) Program is a new value-added program introduced in fall 2010. The MAST Program has been designed for highly motivated students with disabilities who will benefit from an intensive coaching model of support. MAST students will meet with a learning specialist on a weekly basis to concentrate on cognitive learning skills, guided study, assistive technology, and self-advocacy. This fee-based program extends over two sixteen-week semesters.

Also new for fall 2010, the Learning Center introduces the Mariner Academic Assistance Program (MAAP). Students may apply for this fee-based program which provides consistent tutorial support in a particular subject area (math, English, or reading). Students select the level of support they need (two, three, or four appointments per week) with faculty tutors.

These standing appointments are exclusively reserved, and student-tutor interaction covers course content, discipline concepts, discipline-specific vocabulary, and study strategies appropriate for mastery of the coursework. Students enroll in MAAP for one semester to address a particular course/area of study.

The Learning Center is staffed by the Director, the Coordinator of Disability Resources, the Coordinator of Learning Enhancement, the Coordinator of Peer Mentoring, and MAST Learning Specialists. Adjunct faculty tutors are available in math, reading, and English. The professional staff is augmented by well-qualified and trained peer tutors and mentors.

Library

The Library provides books, journals and other resources in support of the curriculum and the personal growth and enrichment of members of the College Community. The collection includes 22,000 books, 120 journal subscriptions and more than 30 online resources, including many full-text databases. The Library also offers an interlibrary loan service to facilitate access to materials not owned by the College.

The Library offers lectures and hands-on classes in the use of its resources, searching the Internet and the research process. Classes are provided by librarians at the request of faculty, campus departments or student organizations.

Computers in the Library provide access to online resources, the Internet and productivity applications and any campus computer can be used to access the Library's electronic resources via the Library intranet. In addition, students can access the Library's resources from their residences through the virtual private network connection (VPN).

Marymount College

Courses

Discipline	Abbreviation
AMERICAN SIGN LANGUAGE.....	ASL
AMERICAN STUDIES.....	AS
ANTHROPOLOGY.....	ANT
ART.....	ART
ARTS & MEDIA.....	AM
BUSINESS.....	BUS
COMMUNICATION ARTS.....	CAR
COMMUNITY SPECIAL PROGRAMS.....	CSP
COMPUTER SCIENCE.....	CS
ECONOMICS.....	ECO
EDUCATION.....	EDU
ENGLISH.....	ENG
FRENCH.....	FRE
GEOGRAPHY.....	GEO
GLOBAL STUDIES.....	GS
HEALTH EDUCATION.....	HED
HISTORY.....	HIS
INTERDISCIPLINARY STUDIES.....	ID
JAPANESE.....	JPN
MATHEMATICS.....	MTH
MUSIC.....	MUS
PHILOSOPHY.....	PHI
PHYSICAL EDUCATION.....	PED
POLITICAL SCIENCE.....	POL
PSYCHOLOGY.....	PSY
RELIGIOUS STUDIES.....	REL
SCIENCE.....	SCI
SOCIOLOGY.....	SOC
SPANISH.....	SPA
SPEECH.....	SPE
THEATRE ARTS.....	THE

Key for Course Listings:

- UC = transfers to University of California System.
CSU = transfers to California State University System. (See page 60)
IND = transfers to most private/independent colleges/universities.
IGETC = Intersegmental General Education Transfer Curriculum
(See page 59)

Please consult with your advisor and/or the Advising and Career Center for more specific information on transferability to specific campuses and for general education or elective credit.

** Independent Study (1-3)

Individual research under the direction of a faculty member in areas not an integral part of any regular course. Written report is required.
200 level = UC/IND/CSU

** Internships (1-4)

Supervised Internship on and/or off campus, in community and institutional settings. Application of core concepts in an academic field with a faculty sponsor. 200 level = IND/CSU

** Selected Topics (1-3)

Topics of special interest selected for intensive study. Topics to be announced
200 level = UC/IND/CSU

** Field Practicum (1-4)

Prerequisite: Consent of instructor and completion of practicum application.
Pre- or corequisite: Completion of or concurrent enrollment in the discipline area in which the units are to be granted.
Student placement off- or on-campus for in-depth study. Focus of practicum/field experience and credits arranged between student and faculty sponsor.
200 level = IND/CSU

**** Transferability varies from institution to institution and from department to department. Unit limitations may apply.**

American Sign Language

- ★ Open to students of any ESL/English level
- ★★ Placement in English 104 or higher
- ★★★ Placement in English 108 or higher
- ★★★★ Placement in English 112 or equivalent
- ★★★★★ Completion of English 112 or equivalent
- ★★★★★★ Completion of English 114 or equivalent

American Sign Language 100 -E lementary Sign Language I (3) ★ Basic course to develop receptive, expressive and conversational skills in finger-spelling and ASL symbols for use in functional settings. Course includes basic information about the deaf community and culture. UC/IND/CSU

American Sign Language 101 -E lementary Sign Language II (3) Prerequisite: ASL 100 with a grade of C or better, or satisfactory score on the placement test, or credit by examination. Continues the development of ASL vocabulary and more complex linguistic features. Emphasis is on receptive skills and secondarily expressive and conversational skills. Student will continue to learn about the deaf community as well as learn about the physiology of hearing. UC/IND/CSU; IGETC area 6

**** American Sign Language 290 - Selected Topics (1-3).**

**** American Sign Language 291 - Internship (1-4).**

**** American Sign Language 295 - Independent Study (1-3).**

**** American Sign Language 296 - Field Practicum (1-4).**

American Studies

- ★ Open to students of any ESL/English level
- ★★ Placement in English 104 or higher
- ★★★ Placement in English 108 or higher
- ★★★★ Placement in English 112 or equivalent
- ★★★★★ Completion of English 112 or equivalent
- ★★★★★★ Completion of English 114 or equivalent

American Studies 200 -I ntroduction to American Studies (3) ★★★★★ This course provides students with an introduction to interdisciplinary considerations of the depth, pluralism, and complexity of American culture. Through the study of literature, historical writing, music, art, film, architecture, and political economy in the United States, American Studies 200 will reflect on various themes in American culture. Articulation pending.

American Studies 333 -F ood in America (3) ★★★★★ This course will examine various ethnic influences and history on food in America as well as food and gender; the politics of food; food preferences and beliefs by culture, geographical region, and religion; effects of globalization on food choices; environmental threats to foods

and food production; and nutrition and the American diet. Research, discussion and student participation will be emphasized.

**** American Studies 290, 390, 490 - Selected Topics (1-3).**

**** American Studies 291, 391, 491 - Internship (1-4).**

**** American Studies 295, 395, 495 - Independent Study (1-3).**

**** American Studies 296 - Field Practicum (1-4).**

Anthropology

★ Open to students of any ESL/English level

★★ Placement in English 104 or higher

★★★ Placement in English 108 or higher

★★★★ Placement in English 112 or equivalent

★★★★★ Completion of English 112 or equivalent

★★★★★★ Completion of English 114 or equivalent

Anthropology 110 -B iological Anthropology and Archaeology (3) ★★★

Prerequisite: English 106. Introduction to methods and theories of physical anthropology and archaeology; human origins, adaptations and evolution, and contemporary variations within and between human populations; a survey of the development of prehistoric cultures in major regions around the world.

UC/IND/CSU area B2, D1; IGETC area 5

Anthropology 120 -C ultural Anthropology (3) ★★★ Prerequisite: English 106.

The concept of culture and the evolution of cultural systems. The relevance of the concept of culture to modern life with a framework for understanding the theories, methods and applications of anthropology as a discipline. UC/IND/CSU area D1; IGETC area 4

Anthropology 140 -I ntercultural Communication (3) ★★★

A course which examines the role of communication in a multicultural context. Through lectures and problem solving exercises, students explore ways in which cultural differences impact the communication event. It will enhance intercultural awareness and communication competency to facilitate the student s ability to function more effectively in a pluralistic society. (Same as Communication Arts 140)

UC/IND/CSU

Anthropology 235 – Introduction to Statistics for the Study of Behavior (4)

★★★★ Prerequisite: Math 60 or 90/90I with credit (CR) or C or higher ; completion of Anthropology 120. Application of descriptive and inferential statistical techniques for summarizing research data in the behavioral sciences including levels of measurement, frequency distributions, central tendency, variability, normal distributions, Central Limit Theorem and applications of a variety of statistical tests. (Same as Psychology 235 and Sociology 235) UC/IND/CSU area B4; IGETC area 2

Anthropology 240 -R esearch Methods for the Study of Behavior (3)

Prerequisite: Anthropology 235 or Math 270. An introduction to scientific inquiry and research in the social sciences, including experimental and non-experimental designs. Includes data collection strategies, hypothesis testing, analyzing tests of measurement and use of computer aids. (Same as Sociology 240 and Psychology 240) UC/IND/CSU

For students planning to major in the behavioral/social sciences, Statistics is the first component of a recommended two-course sequence and should be followed by ANT 240/PSY 240/SOC 240

Anthropology 310 -R oots, Folk and World Music (3) ★★★★★★ Prerequisite:

Previous coursework in anthropology. A cross-cultural survey of indigenous, traditional, and world music genres. The course emphasizes the varying socio-cultural contexts of musicw ho performs, for whom, at what times and places, with what message or purpose. The course will also discuss essential features of music, such as rhythm, melody, harmony, and instrumentation. Same as MUS 310

Anthropology 320 -H uman Migration (3) ★★★ Prerequisites: At least one prior course in behavioral/social science, and in history. An overview of past, present, and projected future patterns of human migration from local to national and global levels, and their social, cultural, economic, political, and environmental impacts. (Same as GEO/SOC 320) *Title modified Oct 2010*

**** Anthropology 290 -S elected Topics (1-3).**

**** Anthropology 291 -I nternship (1-4).**

**** Anthropology 295 -I ndependent Study (1-3).**

**** Anthropology 296 -F ield Practicum (1-4).**

Arts & Media

★ Open to students of any ESL/English level

★★ Placement in English 104 or higher

★★★ Placement in English 108 or higher

★★★★ Placement in English 112 or equivalent

★★★★★ Completion of English 112 or equivalent

★★★★★★ Completion of English 114 or equivalent

AM 100 -F undamentals of Arts & Media (3) ★★★ Class hours: 3 lecture. This art appreciation course improves the human ability to understand the language and cultural functions of art and media. It presents methods for analyzing, criticizing and evaluated various art forms and their content. The vocabulary of art and media criticism is emphasized. (Same as Art 104) UC/IND/CSU area C1; IGETC area3

AM 101 – Western Civilization Art to the Renaissance (3) ★★★ Class hours: 3 lecture. This history course surveys the painting, sculpture and architecture of Western

civilization from prehistoric times to the Renaissance. Analysis, evaluation and the interpretation of major themes in the development of the visual arts in Western Culture are explored. (Same as Art 105) UC/IND/CSU area C1; IGETC area 3

AM 102 – History of Broadcast Media (3) ★★★ Class hours: 3 lecture.

This course examines the history of Radio and Television in the 20th Century. The course explores the development of broadcast media technologies as well as the evolution of the content of these medium including the news, entertainment genres, sports and advertising. (Replacing CAR 100) UC/IND/CSU area C1

AM 104 – Introductory HTML & PHP (3) ★★★ Class hours: 3 lecture. Students learn the basics of reading and writing HTML. Basic hand coding skills are acquired using Adobe Dreamweaver. Students will also learn introductory PHP scripting skills. Website administration methods and server technologies are also explored. Articulation Pending.

AM 111 – Drawing 1 (3) ★ Class hours: 2 lecture; 4 laboratory. An introductory drawing class for Arts & Media and Non Art Majors emphasizing the principles of visual forms using a variety of traditional and nontraditional drawing tools and media. Emphasis is placed on visual literacy and vocabulary of the elements and principles of design. (Same as Art 110) UC/IND/CSU area C1

AM 112 – Introduction to Journalism (3) ★★★★★ This course introduces the student to the art of journalism. Students explore the different writing styles of radio, television and newspaper reporting. Students examine the social and political forces that shape the news and that have defined journalism during the 20th century. Students will also examine the legal and ethical issues related to the profession. Internet journalism and blogging are also discussed. (Same as CAR/ENG 118) CSU/IND/UC

AM 121 – Digital Color (3) ★ Class hours: 2 lecture, 4 laboratory. Principles of color theory in two-dimensional design. Students explore the elements of design, including Line, Shape, Value, as they apply to color theory using Adobe Photoshop© software. Students apply the principles of design including, Harmony, Variety, Balance, Proportion, Dominance and Movement to communicate visual ideas effectively. Emphasis is placed on traditional and digital color literacy. \$150.00 lab fee required. (same as ART 115) UC/IND/CSU area C1

AM 122 – Video Production Methods 1 (3) ★ Class hours: 2 lecture, 4 laboratory. ENG (Electronic News Gathering) style digital video production methods using portable cameras, basic field lighting techniques and audio recording. Students learn the pre-production and post-production process of creating videos including the development of production outlines, scripts and editing to create an original short video. Emphasis is placed on technical proficiency with basic portable video equipment. \$150.00 lab fee required. (Same as ART/CAR 175) IND/CSU

AM 131 - Painting (3) ★ Class hours: 2 lecture, 4 laboratory. An introductory course in painting for Arts & Media and Non Art Majors using a variety of painting techniques emphasizing color theory and image composition using opaque media. Approaches to painting different subject matter are explored. \$50.00 lab fee required. (Same as ART 130) UC/IND/CSU area C1

AM 132 - Film Production Methods 1 (3) ★ Class hours: 2 lecture, 4 laboratory. This course introduces the student to traditional film production methods including the use of handheld 16mm film cameras, basic field lighting techniques and audio recording. Students will learn how to go through the pre-production, production and post-production process of creating short films including the development of film scripts and storyboards to create and edit an individual short film. Emphasis is placed on creative expression in the art of filmmaking. \$150.00 lab fee required. (Same as ART/CAR 173) UC/IND/CSU

AM 141 - Digital Page Layout (3) ★ Class hours: 2 lecture, 4 laboratory. Print design course in the preparation of digital mechanicals for common layout designs. Students learn to prepare digital mechanicals for designs with Adobe Creative Suite®. Traditional commercial printing and digital printing industry standards and vocabulary are emphasized. \$150.00 lab fee required. (Same as Art 120) UC/IND/CSU area C1

AM 151 - Digital Photography & Printmaking (3) ★ Class hours: 2 lecture, 4 laboratory. This course introduces the student to photography and the basic methods of using a digital SLR camera including manual camera settings and custom lighting conditions for creative photographic expression. Students explore various photographic disciplines including portrait, landscape, commercial and abstract photography and learn traditional darkroom and digital methods for photographic printmaking. Basic vocabulary of photography is also covered. \$150.00 lab fee required. (Same as Art 170) UC/IND/CSU

AM 201 – Western Civilization Art Since the Renaissance (3) ★★★ Class hours: 3 lecture. This history course surveys the painting, sculpture and architecture of Western civilization from the Renaissance through the 19th Century. The course explores the religious, philosophical, social and political ideas that have influenced artists and art movements throughout this period. (Same as Art 106) UC/IND/CSU area C1; IGETC area 3

AM 202 - History of Film (2-3) ★★★ This course surveys the evolution of filmmaking in the 20th and 21st centuries. The course exposes students to a wide range of film genres and explores how the cultural, political and ideological values have influenced filmmakers and the art of filmmaking. Critical analysis of film scriptwriting, cinematography, direction, acting and style are emphasized. (Same as CAR/ID 148) UC/IND/CSU area C1

AM 203 - Digital 3d Modeling (3) ★ Prerequisite: AM 111 or ART 110 Class hours: 2 lecture, 4 laboratory. Students will gain a basic proficiency in Autodesk

Maya 3d©. Emphasis will be placed on principles of 3d design techniques for illustration and animation. Autodesk Maya s relationship to peripheral software such as Adobe Photoshop and After Effects will also be explored. \$150.00 lab fee required. Articulation pending.

AM 204 – Website Design 1 (3) ★ Prerequisite: AM 121 or Art 115 Class hours: 2 lecture, 4 laboratory. *Introduces students to Adobe Dreamweaver© to create basic Web page layouts. Students learn the basics of HTML, CSS and Adobe Photoshop to prepare photography and create graphics for Websites. Emphasis is placed on technical proficiency, content development and design style. Basic Internet vocabulary and industry standards are covered. \$150.00 lab fee required. Articulation pending.

AM 211 – Asian Art & Architecture (3) ★★★ Prerequisite: AM 201 or ART 106. *Beginning Spring 2011, no AM/ART prerequisite.* Class hours: 3 lecture. This history course surveys the painting, sculpture and architecture of Non-Western cultures including China, Japan, India and Southeast Asia. The course explores of how the ideals, values and religious beliefs of Non-Western cultures have influenced the art and artists of Asia. (Replacing Art 107) UC/IND/CSU area C1; IGETC area 3 Can t x-list since pre-req is different.

AM 212 – Television & Film Production Business Practices (3) ★★★ Prerequisite: AM 102 or CAR 100. Class hours: 3 lecture Students learn to develop production treatments and budgets for commercials, music videos, animations, series pilots, documentaries, and independent and feature films. Students will explore the different roles and responsibilities of executives and professionals in the television and film industries and develop promotional materials and distribution plans. Articulation pending.

AM 213 -D igital Video Motion Graphics (3) ★ Prerequisite: AM 121 or ART 115. Class hours: 2 lecture, 4 laboratory; Students learn to create motion graphics using Adobe After Effects© and its peripheral support applications, Adobe Photoshop©, Adobe Illustrator© and Apple Sound Edit Pro©. Students will learn how to integrate 2d and 3d graphics, video, text and sound to create engaging animations. Emphasis placed on the original design solutions and technical proficiency. \$150.00 lab fee required. Articulation pending.

AM 214 – Website Design 2 (3) ★ Prerequisite: AM 204; Class hours: 2 lecture, 4 laboratory. Studio course covers intermediate through advanced design and production methods for developing and publishing CSS Websites with Adobe Dreamweaver© software. Students generate custom CSS code for Website and incorporate dynamic media into Web pages. Students learn how to generate dynamic content for Web pages with XML and acquire basic PHP scripting skills. Website promotion and SEO will also be explored. \$150.00 lab fee required. Articulation pending.

AM 221 -H istory of Graphic Design (3) ★★★ Prerequisite: AM 201 or ART 106 Class hours: 3 lecture. This history of typography, graphic design and illustration.

Students will acquire foundational knowledge of the history of design beginning with the early forms of writing and graphic designs such as cuneiform and illuminated manuscripts. Examines how these early forms of design evolved over time into the various disciplines that have become the foundations for visual communications in contemporary times. Articulation pending.

AM 222 – Video Production Methods 2 (3) ★ Prerequisite AM 122 or ART/CAR 175; Class hours: 2 lecture, 4 laboratory. Advanced video production methods including studio cameras, studio lighting techniques and studio audio recording. Students learn professional studio procedures for the pre-production, production and post-production process to create a full-length video or studio television pilot by working in teams that share roles and responsibilities. Emphasis on teamwork and developing technical proficiency with studio video production equipment. \$150.00 lab fee required. Articulation pending.

AM 231 – Three Dimensional Design (3) ★ Class hours: 2 lecture, 4 laboratory. A studio course in the elements and principles of visual order as they relate to three-dimensional forms for Arts & Media and Non-Art students using a variety of media and construction techniques. Explores the relationship between form and meaning in the visual arts. (Same as ART 125) UC/IND/CSU area C1

AM 232 – Film Production Methods 2 (3) ★ Prerequisite: AM 132 or ART/CAR 173 Class hours: 2 lecture, 4 laboratory. This course provides the student the opportunity to create a more ambitious short film from concept to creation by working in teams. Student teams choose a subject of mutual interest and develop a production treatment and script for the film. Students share different production responsibilities and learn how to direct and coordinate a film crew, talent and equipment. Students then edit their film into a finished short feature for critique. \$150.00 lab fee required. (Same as ART/CAR 174) IND/CSU

AM 241 – Digital Photography & Imaging (3) ★ Prerequisite: AM 121 or ART 115 and AM 151 or ART 170; Class hours: 2 lecture, 4 laboratory. Intermediate course explores how to use Adobe Photoshop© for the retouching, manipulation and composition of digital photographs. Students prepare photography for print, web and video applications. Students explore photographic image editing and manipulation methods including selection and masking techniques. Emphasis on technical proficiency and creative expression. Resolution standards and digital color models are also covered. \$150.00 lab fee required. (Same as ART 117) UC/IND/CSU

AM 242 -D igital Audio Production & Editing (3) ★★★ Class hours: 2 lecture, 4 laboratory. Prerequisite: AM 122 or ART/CAR 175; This studio course provides an overview of various methods of audio recording for video, film and multimedia projects. Students learn the basics of digital recording and monitoring methods using field and studio audio equipment. Students learn how to record voice over talent, announcers and performers in the field and sound booth settings. Students also learn how to record sound effects and create basic music theme soundtracks with Apple

Garage Band© software. \$150.00 lab fee required. (Replacing ART 176, same as CAR 176) IND/CSU

AM 251 -D Digital Publication Design (3) ★ Prerequisite: AM 141 or ART 120
Class hours: 2 lecture, 4 laboratory. Print design to prepare digital mechanicals for editorial and publication designs intended for commercial printing applications. Students prepare special printing effects with Adobe Creative Suite© software including die cutting, embossing and spot varnishing for different types of designs. Traditional commercial printing and digital printing industry standards and vocabulary are emphasized. \$150.00 lab fee required. Articulation pending.

AM 252 -D Digital Video Editing 1 (3) ★ Prerequisite: AM 121 or ART 115
Class hours: 2 lecture, 4 laboratory. Students acquire basic digital video production skills in Apple Final Cut Pro Studio©. Students will learn how to log and capture, and edit digital video. Students learn the basics of Final Cut Pro© and its peripheral software Sound Track Pro©, Sound Track Pro©, Color©, Motion©, to create narratives and commercial video content. Students learn how to composite titles and motion graphics and develop multiple audio tracks. \$150.00 lab fee required. Articulation pending.

AM 261 -D Digital Typography (3) ★ Prerequisite: AM 121 or Art 115 and AM 141 or Art 120; Class hours: 2 lecture, 4 laboratory. This intermediate studio course provides the student with in-depth knowledge of the history, design and application of Typography in communication arts. Students will learn how to effectively use Type for a variety of graphic design applications with Adobe Creative Suite© Software. Vocabulary of Typography is emphasized. \$150.00 lab fee required. Articulation pending.

AM 271 -D Digital Illustration (3) ★ Prerequisite: AM 111 or Art 110
Class hours: 2 lecture, 4 laboratory. This intermediate course explores Adobe Illustrator© software for creating illustration and graphic designs. Students create spot illustration, technical illustration, logos and info-graphics. Technical standards for the print industry are examined. Emphasis is placed on the principles of two-dimensional design and illustration style. (Replaces Art 121) \$150.00 lab fee required. Articulation Pending.

AM 301 -C Contemporary Art (3) ★★★ Prerequisite: AM 201 or Art 106;
Beginning Spring 2011, no AM/ART prerequisite. Class hours: 3 lecture. This history course surveys the painting, sculpture and architecture of contemporary art from the 20th and 21st Centuries. Analysis, evaluation and the interpretation of major themes in the development of the visual arts in Western Culture are explored. The course explores the philosophical, social and political ideas that have influenced contemporary artists and art. (Replaces Art 109).

AM 302 -S Scriptwriting (3) ★★★★★ Prerequisite: AM 222 or ART/CAR 175;
Class hours: 3 lecture. This course introduces the student to the craft of scriptwriting as a tool for communication and the expression of creative ideas in film and

broadcast media. Students acquire the basic knowledge of the vocabulary, methods and styles of scriptwriting for different genres of media. (Replaces CAR/ENG 119).

AM 303 -D igital 3d Animation (3) ★ Prerequisite: AM 203 Class hours: 2 lecture, 4 laboratory. Advanced techniques in digital 3d modeling and animation as it applies to cinema, games and interactive media. Students learn Autodesk Maya 3d© and peripheral applications to design and create sophisticated environments, particle systems and animated characters for animation. Students will be versed in composite techniques with Adobe After Effects© and Apple Final Cut Pro©. \$150.00 lab fee required.

AM 304 History of Multimedia (3) ★★★ Prerequisite: AM 221 or AM 102 Class hours: 3 lecture. Explores how traditional forms of media including radio; film, photography and television evolved and have begun to converge into new digital forms of media in contemporary times. Students learn the history of the personal computer and the World Wide Web to understand the evolution of digital technologies as a catalyst for new and emerging media.

AM 311 -D igital Advertising Design (3) ★ Prerequisite: AM 261 Class hours: 2 lecture, 4 laboratory. Advanced digital design studio course provides the student experience in creating creative advertising designs for a variety of printed applications. Students will learn how to effectively combine typography, illustrations and photography to create compelling advertisements with Adobe Creative Suite© software. \$150.00 lab fee required.

AM 312 -D igital Video Editing 2 (3) ★ Prerequisite: AM 252 Class hours: 2 lecture, 4 laboratory. This course provides the student with advanced digital video production techniques in Apple Final Cut Pro Studio©. Students will learn to use Final Cut Pro Studio© and its peripheral software Sound Track Pro©, Color©, Motion©, and DVD Pro© to create sophisticated animations, promotional and documentary video content. Emphasis will be placed on developing individual editing style and creative expression. \$150.00 lab fee required.

AM 314 -I nteractive Motion Graphics (3) ★ Prerequisite: AM 213 Class hours: 2 lecture, 4 laboratory. Advanced digital studio course provides students with the ability to create interactive motion graphics for Websites and Multimedia projects using Adobe© Flash. Students learn how to make sophisticated vector graphic animations with basic action scripting and a variety of interactive graphic elements. Emphasis is placed on technical proficiency. \$150.00 lab fee required.

AM 321 -D igital Package Design (3) ★ Prerequisite: AM 251 Class hours: 2 lecture, 4 laboratory. Advanced studio course in prototype package designs for original brands and consumer goods. Students will design a brand and its related packaging for three types of products: hard goods, soft goods and luxury goods. Students will research competitive brands and packaging solutions for a target market. Students will explore various materials and methods for creating their original package designs. \$150.00 lab fee required.

AM 324 - Interactive Website Design (3) ★ Prerequisite: AM 214 Class hours: 2 lecture, 4 laboratory. Advanced digital studio course provides the student with technical and creative skills in the creation of interactive Websites using Adobe© Flash & Adobe© Dreamweaver. Students will learn how to plan, and develop an interactive graphic Website using original graphic designs and custom action scripting. Emphasis is placed on technical proficiency. \$150.00 lab fee required.

AM 334 – Website Technologies (3) ★ Prerequisite: AM 214 Class hours: 2 lecture, 4 laboratory. Advanced course covers various technologies for Website development. Students learn how to add sophisticated functionality to Websites with various coding and server technologies including PHP, Javascript, MySQL, Content Management Systems (CMS). Server administration and management is also covered. Emphasis is placed on technical proficiency. \$150.00 lab fee required.

AM 497 – Arts & Media Senior Seminar (3) ★★★★★★ Prerequisite: Senior class standing, completion of 90 co-curricular hours (or pro-rated total) and approval of AM division chair. This Senior Seminar provides students with an overview of the business practices and standards of industries related to Digital Arts & Media, including television, film, photography, graphic design, animation and the Internet. The course also provides students with fundamental knowledge in self-promotion, including resume and cover letter writing, portfolio development and interviewing skills. Students will learn various methods for promoting themselves to potential employers including electronic resumes, online career tools, promotional reels, and portfolio development.

AM 498 – Arts & Media Senior Project & Exhibition (3) ★★★★★★
Prerequisite: Senior class standing, completion of 90 co-curricular hours (or pro-rated total) and approval of AM division chair. This capstone studio course provides students with the unique opportunity to develop their own coursework in the form of a senior project that reflects the culmination of their education experience as an art, design or media production project. From concept to creation, students work with faculty in their respective area of focus to produce an original professional art, design or media project for public exhibition.

**** Arts & Media 290, 390, 490 - Selected Topics (1-3).**

**** Arts & Media 291, 391, 491 - Internship (1-4).**

**** Arts & Media 295, 395, 495 - Independent Study (1-3).**

**** Arts & Media 296, 396, 496 - Field Practicum (1-4).**

Art

- ★ Open to students of any ESL/English level
- ★★ Placement in English 104 or higher
- ★★★ Placement in English 108 or higher
- ★★★★ Placement in English 112 or equivalent
- ★★★★★ Completion of English 112 or equivalent
- ★★★★★★ Completion of English 114 or equivalent

Art 104 – Art Appreciation (3) Class hours: 3 lecture. ★★★ This course improves the human ability to understand the language and cultural functions of art. It presents methods for analyzing, criticizing and evaluating various art forms and their content. Replaced by AM 100 Fall 2010. UC/IND/CSU area C1; IGETC area 3

Art 105 – Art of the Western World I (3) Class hours: 3 lecture. ★★★ Survey of the painting, sculpture and architecture of Western culture from prehistoric times to the Renaissance. Analysis, evaluation and interpretation of major themes in the development of the visual arts in the West. Replaced by AM 101 Fall 2010. UC/IND/CSU area C1; IGETC area 3

Art 106 – Art of the Western World II (3) Class hours: 3 lecture. ★★★ Survey of the painting, sculpture and architecture of Western culture from the Renaissance to modern times. Examination of religious, social and political influences on the development of the visual arts during this period. Replaced by AM 201 Fall 2010. UC/IND/CSU area C1; IGETC area 3

Art 107 – Survey of Asian Art (3) Class hours: 3 lecture. ★★★ Introduction to the painting, sculpture and architecture of India, China, Japan and Southeast Asia from prehistoric times to the present. Exploration of how the ideas, values, beliefs and customs of each culture have influenced the development of the visual arts in Asia. Replaced by AM 211 Fall 2010. UC/IND/CSU area C1; IGETC area 3

Art 108 – World History of Architecture (3) ★★★ Prerequisite: Completion of English 106. Survey of architecture from birth of civilization to the present. It is an examination of the cultural, economic, and political influences on the development of architecture. Course will familiarize students with architectural periods, styles, and characteristic design elements. UC/IND/CSU area C1; IGETC area 3

Art 109 – Art of the Western World III (3) Class hours: 3 lecture. ★★★ Survey of the painting, photography, sculpture and architecture of Western culture from the end of the 19th century to the present. Explores the philosophical, social and political ideas that have influenced artists and art movements in this century. Replaced by AM 301 Fall 2010. UC/IND/CSU area C1; IGETC area 3

Art 110 – Drawing Techniques I (3) Class hours: 2 lecture, 4 laboratory. ★ Introduction to drawing for beginning and non-art majors emphasizing the basic

elements and principles of visual form using a variety of traditional and non-traditional drawing media. Replaced by AM 111 Fall 2010. UC/IND/CSU area C1

Art 111 -D rrawing Techniques II (3) Prerequisite: Art 110. Class hours: 2 lecture, 4 laboratory. Continuation of drawing emphasizing creative and experimental approaches to non-traditional media and subject matter. UC/IND/CSU

Art 115 -P rinciples of Design (3) Class hours: 2 lecture, 4 laboratory. ★ Introduction to two-dimensional design for beginning and non-art majors, emphasizing the elements and principles of visual order using a variety of media. Encourages the development of perpetual and conceptual awareness in the visual arts. Replaced by AM 121 Fall 2010. UC/IND/CSU area C1

Art 117 -B asic Digital Imaging (3) Class hours: 2 lecture, 4 laboratory. ★★★ Students explore digital media in a fine arts context. Covers the basic concepts, aesthetic issues, interpretation imagery. Includes an overview of various computer applications to develop art works in traditional and non-traditional formats. Stresses concept development and effective communication using graphics, print layout, image and photographic manipulation, interactive web, audio, time-based, and video imaging. Lab fee required. Replaced by AM 241 Fall 2010. UC/IND/CSU

Art 120 -G raphic Design (3) Prerequisite: Art 110, 115, or 221. Class hours: 2 lecture, 4 laboratory. ★★★ This course is an exploration of graphic design and illustration to increase awareness of individual and social concepts, and ideas in visual expression. Emphasis on visual communication and interplay of image/text, design/art, form/content, along with effects of advertising on culture. Students use lettering, photography, illustration, graphics and time-based media to communicate ideas and concepts clearly and effectively. Stresses professional standards using traditional print media, computer, web and multimedia. Lab fee required. Replaced by AM 141 Fall 2010. UC/IND/CSU area C1

Art 121 -G raphic Design II (3) Prerequisite: Art 120. Continuation of examination of the history, theories and techniques of visual communication. Typography, illustration and imagery used in formulation of creative design solutions. Course covers tools, methodology, more complex formal skills, graphic arts processes and electronic media. Replaced by AM 271 Fall 2010. IND/CSU

Art 125 – Three-Dimensional Design (3) Class hours: 2 lecture, 4 laboratory. ★ Introduction to the elements and principles of visual order as they relate to three-dimensional form for beginning and non-art majors using a variety of media and construction techniques. Explores the relationship between form and meaning in the visual arts. Replaced by AM 231 Fall 2010. UC/IND/CSU area C1

Art 130 -B eginning Painting I (3) Class hours: 2 lecture, 4 laboratory. ★ Introduction to painting for beginning and non-art majors emphasizing basic painting technique, color theory and composition using opaque media. Explores traditional approaches to subject matter and the relationship between form and content in the visual arts. Replaced by AM 131 Fall 2010. UC/IND/CSU area C1

Art 131-B Beginning Painting II (3) Prerequisite: Art 130. Class hours: 2 lecture, 4 laboratory. Continuation of painting, emphasizing creative and experimental approaches to subject matter and technique with additional opportunities for personal expression. \$50.00 lab fee required. UC/IND/CSU

Art 170-F Fundamentals of Photography I (3) Class hours: 2 lecture, 4 laboratory. ★ Beginning and non-art majors. Introduction to black and white photography using traditional and digital photography, with emphasis on personal and artistic expression. Explores photography issues in historical, fine arts and mass media context. Covers range of photography; artists, styles, composition, genre, camera operation, film stocks, photo papers, filters, lighting and its effect on the subject, film processing, enlarging-darkroom technique, and digital darkroom. Students use 35mm and digital cameras. Lab fee required. Replaced by AM131 Fall 2010. UC/IND/CSU

Art 171-F Fundamentals of Photography II (3) Prerequisite: Art 170 or CAR 170. Class hours: 2 lecture, 4 laboratory. Continuation of photography emphasizing creative and experimental approaches to subject matter and technique, with additional opportunities for personal expression. Issues of traditional black and white and color photography and electronic imaging will be explored aesthetically and technically. Students produce and discuss their creative portfolios, demonstrating understanding of importance of content, subject and individual style. Students use various 35mm, medium format 120 mm, 4 x 5 large format, and digital cameras, lighting, filters, experimental materials, and digital tools and materials. Lab fee required. UC/IND/CSU

Art 173-F Film Making I (3) Class hours: 2 lecture, 4 laboratory. ★ Introducing film as an art form, a tool for communication and the practice of film craft. Students acquire a basic knowledge of aesthetics of film and fundamental techniques to communicate visually. Various methods of the creative use of film will be explored, including live action and animation, camera operation, lighting, editing, directing, and sound. Study and analysis of classic films as well as student's own work. Students develop original scripts and storyboards to produce several short films using 16mm film and video. Lab fee required. Replaced by AM 132/CAR 173 Fall 2010. UC/IND/CSU

Art 174-F Film Making II (3) Prerequisite: Art 173 or CAR 173. Class hours: 2 lecture, 4 laboratory. Course emphasizes development of individual creativity using film as medium for communication and expression. In this more advanced film course, students will develop enough proficiency in the craft of film making to create several short films. Student will use professional procedures from pre-production through post-production to develop, script, direct, produce and edit several short original films. Students will learn to handle directional responsibilities, coordinating the film crew, talent and equipment. Students view and critique numerous films and their own 16mm film and digital videos. Lab fee required. Replaced by AM 232/ CAR 174 Fall 2010. IND/CSU

Art 175-F Fundamentals of Television Production (3) Class hours: 2 lecture; 4 laboratory. ★ Introduction to the aesthetics and techniques of television production enabling students to communicate creative ideas utilizing a single location camera and 3-camera TV studio. Emphasis on ability to conceptualize visually and communicate creative ideas using video medium. Weekly video projects enable students to rotate crew positions, learning concept development, preproduction planning, production-shooting, sound, lighting, and postproduction editing and effects. Students will learn to handle directional responsibilities by coordination of television production team, talent and studio equipment. Covers basic video theory, in-studio procedures and equipment operation. Lab fee required. Replaced by AM 122/CAR 175 Fall 2010. IND/CSU

Art 176-F Fundamentals of Audio Production (3) ★ ★ ★ Introduction to the aesthetics and techniques of sound recording, manipulation, and mixing. Theory and practice in audio production, direction, and editing for radio, television, film, and new media. Hands-on studio experience using audio equipment, techniques, studio procedures, and utilizing Pro Tools audio software. Replaced by AM 242/CAR 176 Fall 2010. IND/CSU

Art 185-B Backstage with the Arts (2-3) ★★ ★ Theoretical and practical aspects of visual and performing arts through a combination of lecture, discussion, and media presentations, and the direct experience of exhibits and performances. (Same as ID/MUS/THE 185) IND/CSU

Art 221 – Life Drawing I (3) Class hours: 2 lecture, 4 laboratory. ★ Introduction to drawing the human form from a live model, with emphasis on proportion, structure, anatomy and its expressive design. Includes exploration of various methods approaches, using a variety of traditional and non-traditional drawing media. \$75.00 lab fee required. UC/IND/CSU area C1

Art 223-L Life Drawing II (3) Prerequisite: Art 221. Class hours: 2 lecture, 4 laboratory. Course focuses on using the human figure as an element in composition, reinforces the skills and concepts used in Life Drawing I. Students develop further visual, verbal and technical skills necessary to representation of the figure. Work with live models, developing ability to draw figure perceptually and expressively. Designed to develop the student's portfolio. \$75.00 lab fee required. UC/IND/CSU

Art 224-L Life Drawing III (3) Prerequisite: Art 223. Class hours: 2 lecture, 4 laboratory. Students focus their particular interest in the human figure in longer term exercises and development of a personal figurative direction. Experimentation with creative and critical issues developing an awareness of some of the conceptual issues associated with the figure. Portfolio development. \$75.00 lab fee required. UC/IND/CSU

Art 230-I Intermediate Painting I (3) Prerequisite: Art 131. Class hours: 2 lecture, 4 laboratory. Exploration of painting beyond the basics, with emphasis on personal vision and painting as a problem-solving process. Research, discussions and critiques encourage personal creative growth. Portfolio development. \$50.00 lab fee required. UC/IND/CSU

Art 231 - Intermediate Painting II (3) Prerequisite: Art 230. Class hours: 2 lecture, 4 laboratory. Continuation of painting focusing on personal approaches to contemporary fine arts issues. Concentrates on inventive use of ideas, concepts and materials. Portfolio development. \$50.00 lab fee required. UC/IND/CSU

**** Art 290 - Selected Topics (1-3 units).**

**** Art 291 - Internship (1-4 units).**

**** Art 295 - Independent Study (1-3 units).**

**** Art 296 - Field Practicum (1-4 units).**

Business

★ Open to students of any ESL/English level

★★ Placement in English 104 or higher

★★★ Placement in English 108 or higher

★★★★ Placement in English 112 or equivalent

★★★★★ Completion of English 112 or equivalent

★★★★★★ Completion of English 114 or equivalent

Business 110 - Introduction to Business (3) ★★★ The course examines the functions, objectives, organization and structure of business in a market economy and in a global context, including relationships among business, government, and the consumer. Course modules include business organization and management; pricing and distribution; human resources; accounting; financial management and investment; and the nature, causes and implications of international trade and multinational business organizations. UC/IND/CSU

Business 130 - Personal Finance (3) ★★★ Financial planning covering family budgeting, investments, housing, insurance, taxation, estate planning, credit and its use, job selection, planning for retirement, and installment buying. CSU

Business 150 - Financial Accounting I (2-3) ★★★ Prerequisite: English 106. Theory and practice of accounting, emphasizing a corporation. The complete accounting cycle is covered from transactions analysis and adjusting entries to the preparation of financial statements and closing entries for both conventional and computerized systems. Classified financial statements and internal control are also covered. Owners Equity accounting for partnerships and corporations is introduced. (Business 150+200+201 fulfill CAN BUS SEQ A); IND/CSU

Business 151 - Financial Accounting (4) ★★★ Prerequisite: English 106. Introduction to financial accounting of the corporate entity including recording, analyzing, and summarizing transactions, adjusting entries, closing process, inventory flow assumptions, depreciation, stocks, bonds, installment notes, intangibles, and uncollectible accounts. Articulation pending.

Business 200 - Financial Accounting II (3) Prerequisites: Business 150 or equivalent with a grade of C or higher. Theory and practice of accounting,

including the preparation and analysis of financial statements. Emphasis is placed upon applying the basic accounting doctrines and concepts and upon internal control. Accounting for assets: cash, receivables, inventory, plant and equipment; liabilities: current liabilities, bonds payable; stockholders equity accounts and special corporation accounting issues. Statement of Cash Flows; income taxes; ethical conduct; analysis and interpretation of financial statements. Accounting for manufacturing operations is introduced. UC/IND/CSU

Business 201 -M anagerial Accounting (3) Prerequisite: Business 151 or 200 with a grade of C or higher. Introduction to managerial accounting. Managerial accounting topics and concepts, cost-volume-profit analysis, contribution margin, capital budgeting, flexible budgets and profit planning, standard costs and variance analysis, decision making, responsibility accounting, job order costing and process costing. UC/IND/CSU

Business 215 -R etail Merchandising (3) ★ (Placement in ESL 101 and 102 students with consent of advisor and instructor.) Store management and merchandising, organization, personnel, sales promotion, display, buying, pricing, handling of merchandise, inventory turnover, and control methods. CSU

Business 240 - Business Ethics: Theories, Values and Case Studies (3) ★★★★★ This course critically analyses the essential role of ethics in the American-Global business community. Topics for analysis include: the current ethical conditions in the business community; defining business; defining ethics; the necessary connection between business and ethics; the purpose/s of work; fair profits and wages; capitalism and its critics; global business practices; power and justice; corporate and employee responsibilities; business, sustainability, and the environment; ethics and global business relations. (Same as PHI 240, replacing PHI 140) Articulation pending.

Business 260 -B usiness Law (3) ★★★ Law and its relationship to business. Concepts and cases involving the legal system, disputes, resolution, torts, contracts and other areas of commercial law. UC/IND/CSU

Business 270 -S mall Business Management (3) ★★★ The factors involved in organizing, planning and running a small business. Problems of small firm growth and survival: sources of capital, legal problems, personnel, insurance, risks, financial problems, business taxes, product development, inventory control, purchasing, pricing, marketing and merchandising. IND/CSU

Business 300 - Principles of Management (3) ★★★★★ Prerequisite: Completion of Economics 220 with a grade of C or higher. A survey course that explores the art and science of organizational management, the class will examine classic theories, modern theories and applications. Students will learn to assess management activities as they apply to ethics, multiculturalism, social responsibility, and group dynamics. The class will introduce the concepts of scalable management principles as applied

to small companies or multi-national corporations and will include techniques to evaluate the organization's environment and plan appropriate structures, processes and controls.

Business 301 –M anagement for Sustainability (3) ★★★★★ Prerequisites: Economics 220 and Economics 221, Business 201 and Business 300. The course examines what we mean by sustainability, how businesses as agents of change can integrate sustainability into strategic planning, and how they can recognize opportunity and build success by doing so. Topics include organizational culture and incentives, systems thinking, sustainable strategies and policy, innovation, efficiency, stakeholder engagement, partnerships, cradle to cradle design, product development, product life cycle assessment, environmental accounting, product declarations, management metrics, sustainability targets, training, and promotion. The class works collaboratively on a case study that benefits a local project or organization.

Business 315 –E ntrepreneurship I (3) ★★★★★ Prerequisites: BUS 201, ECO 220 and knowledge of computer technology and Microsoft Office applications. Recommended pre- or corequisite: BUS 300. The course will set the framework for the principles and practices necessary for the formation and development of a new enterprise. In addition, students will learn what investors look for when assessing a business opportunity.

Business 316 –E ntrepreneurship II (3) ★★★★★ Prerequisite: BUS 315. A project-based course that will emphasize the hands-on business practices which are the major components of a full-cycle development of an idea into a successful enterprise. Students will refine their entrepreneurial skills and develop a business plan.

Business 325 - Organizational Behavior (3) ★★★★★ A study of performance, behavior and group formation as it impacts organizational effectiveness. Students examine the social, psychological and theoretical factors that influence the management of groups and individuals in work settings. Topics include leadership, communication, power, organizational culture and politics. (Same as PSY 325)

Business 330 –B usiness Communication and Leadership (3) ★★★★★ Prerequisites: CAR/SPE 105 and BUS 300 or consent of instructor. Explores the role of communication in achieving organizational goals. Examines theories and practices of communication in public and private businesses. Emphasizes techniques to enhance understanding of organizations as cultures. Additionally, provides opportunity to practice communicating within the organizational structure through interviews, resumes, memo s letters and presentations. (Same as CAR 330)

Business 331 – Art of Negotiation: Theories and Communication Strategies (3) ★★★★★ Prerequisite: CAR/SPE 105. The course explores historic business/labor conflicts and the role of communication in the success or failure of those negotiations. Further, the application of conflict resolution theories and methods are

emphasized with specific focus upon the role of initiator, responder and mediator. (Same as CAR 331)

Business 332 -M ulticultural Communication (3) ★★★★★ Prerequisite: ANT/ CAR 140 or CAR/SPE 105. The course examines the relationship between culture and communication with emphasis given to cultural norms and values, variances in contexts, psychological influences, linguistic and nonverbal variables. Additionally, methods for identify potential cultural miscommunication and processes for resolving them through communication are also explored. (Same as CAR 332)

Business 350 -P rinciples of Marketing (3) ★★★★★ Prerequisite: ECO 220. A foundation course in marketing theory and applications. Topics covered will include consumer research, product development, positioning, branding, market segmentation, pricing, communication, promotion, and distribution, with emphasis on the firm's own planning and strategic context.

Business 360 -I nformation Systems for Management (3) ★★★★★ Prerequisite: ECO 220 Recommended corequisite: BUS 300 Recommended: knowledge of computer technology and Microsoft Office applications. An intensive and in-depth study of the rapidly evolving field of Business Information Systems. Students will analyze the role of technological, economic and market forces that have changed the US from a manufacturing industrial country to an information and service provider country. Emphasis is on identifying opportunities and understanding the challenges for startup businesses and the important role that user-friendly Business Information Systems play in the success of these startup companies.

Business 370 -D ecision Making for Management I (3) ★★★★★ Prerequisite: MTH 270. A first course in quantitative methods and computer software used in business decision-making emphasizing applications in finance, operations, and marketing. Topics include optimization, linear programming, sensitivity analysis, network and transportation models, pricing models, portfolio optimization, costing and budgeting models, and multi-objective decision making.

Business 371 - Decision Making for Management II (3) ★★★★★ Prerequisite: MTH 270, BUS 370 A second course in quantitative methods and computer software used in business decision-making emphasizing applications in finance, operations, and marketing. Topics include decision making under uncertainty, simulations and modeling, financial valuations, marketing decisions, inventory and queuing models, CPM/PERT project management, regression and forecasting, and game theory to analyze strategic behavior.

Business 380 -C orporate Finance (4) ★★★★★ Prerequisites: MTH 270, ECO 221, BUS 201 and familiarity with Excel. This course introduces concepts and techniques of financial analysis with emphasis on corporate finance, although the financial principles explored in the course are useful for small business and personal financial

decisions. Topics include financial statement analysis, corporate valuation, the time value of money and net present value, capital structure, and project analysis. These techniques can be applied to financial management in both the profit and non-profit sectors.

Business 415 - Entrepreneurship for Social Change (3) ★★★★★ Prerequisite: BUS 316 or consent of instructor. Social entrepreneurship is an emerging field which asserts that the problems of the world cannot be solved by governments or economic markets. To make real changes, entrepreneurs must act as stewards of their communities and undertake ventures which add social value. This interdisciplinary course is targeted to those students who believe they may seriously consider a social entrepreneurial opportunity early in their careers, although the skills developed will benefit any career direction. This course will include a field project with significant social service value-added.

Business 460 - Project Management (4) ★★★★★ Prerequisite: MTH 270
Introductory project management. Topics include organizing and managing project teams, planning, scheduling and cost management. Emphasis on developing and organizing team projects from conception to conclusion.

Business 497 & 498 - Business Capstone (3 each) ★★★★★ Prerequisite: Senior class standing, completion of 90 co-curricular hours (or pro-rated total) and approval of Business division chair. Senior year capstone experience guided by a faculty mentor and leading to the completion of a project, a portfolio and a presentation. Includes research, analysis, and reflection on a topic chosen in partnership with the faculty advisor and division chair and completed under the guidance of a faculty mentor. Examples of projects include individual research, the formulation of a business plan for a start-up, the development of a strategic or operational plan for an existing business or non-profit, or a social entrepreneurship initiative. BUS 497: Selection, approval, and planning of an individual business capstone project. BUS 498: Completion and presentation of an individual business capstone project. BUS 497 is a prerequisite for BUS 498.

** Business 290, 390, 490 - Selected Topics (1-3).

** Business 291, 391, 491 - Internship (1-4).

** Business 295, 395, 495 - Independent Study (1-3).

** Business 296, 396, 496 - Field Practicum (1-4).

Communication Arts

- ★ Open to students of any ESL/English level
- ★★ Placement in English 104 or higher
- ★★★ Placement in English 108 or higher
- ★★★★ Placement in English 112 or equivalent
- ★★★★★ Completion of English 112 or equivalent
- ★★★★★★ Completion of English 114 or equivalent

Communication Arts 100 – Introduction to Mass Media (3) ★★★ Critical survey of mass communications media and their impact on society. Comparative analysis of radio, television, newspapers, magazines, advertising and motion pictures. Consideration of their historical backgrounds and their roles as disseminators of information and persuaders through entertainment. Replaced by AM 102 Fall 2010. UC/IND/CSU area C1

Communication Arts 101 – Introduction to Communication Studies (3) ★★★ Introductory course to the vast field of Communications. Theories, strategies and methods covered will provide students with an initial understanding of concepts as they relate to intercultural, interpersonal, organizational communication, public speaking and small group discussion. Students will acquire a knowledge of the academic background, the practice and the processes of the field of communication. UC/IND/CSU

Communication Arts 105 – Fundamentals of Speech (3) ★★★ (Formerly Speech 110) An introductory course in public speaking that focuses on communication skills, including organization of ideas, research, critical thinking and audience adaptability. (Same as SPE 105) UC/IND/CSU area A1

Communication Arts 110 – Introduction to Theatre (3) ★★★ Exploration of the creative elements of theatre art: playwriting, acting, directing, scenic design, lighting and costume design. Analysis of major plays in production. (Same as THE 110) UC/IND/CSU area C1; IGETC area 3

Communication Arts 118 – Introduction to Journalism (3) ★★★★★ This course introduces the student to the art of journalism. Students explore the different writing styles of radio, television and newspaper reporting. Students examine the social and political forces that shape the news and that have defined journalism during the 20th century. Students will also examine the legal and ethical issues related to the profession. Internet journalism and blogging are also discussed. (Same as AM 112/ENG 118) CSU/IND/UC

Communication Arts 119 – Scriptwriting (3) ★★★★★ This writing course introduces students to the craft and art of scriptwriting. Scriptwriting is both a tool for communication and an expressive artistic form. Students will acquire a basic knowledge of the vocabulary, methods, styles, theories, movements, and genres that are part of scriptwriting. (Same as ENG 119) Replaced by AM 302 Fall 2010. UC/IND/CSU

Communication Arts 125 – Small Group Discussion (3) ★★★ Basic principles and techniques of discussion. Relationship of discussion to democratic processes and contemporary society, including a study and practice of critical thinking, and problem-solving techniques in various group discussion settings. (Same as SPE 125) UC/IND/CSU area A1

Communication Arts 130 -I nterpersonal Communication (3) ★★★★★ This course focuses on learning the theory and practical skills needed to improve the quality of interpersonal communication including social cognition, social rules, coding the message, conflict resolution and critical thinking skills. (Same as SPE 130) UC/IND/CSU area A1

Communication Arts 140 -I ntercultural Communication (3) ★★★ A course that examines the role of communication in a multicultural context. Through lectures and problems- olving exercises, students explore ways in which cultural differences impact the communication event. It will enhance intercultural awareness and communication competency to facilitate the student s ability to function more effectively in a pluralistic society. (Same as ANT 140) UC/IND/CSU

Communication Arts 145 -C ommunication Structures (3) ★★★ An examination of the structures underlying both verbal and visual modes of communication in modern society. Emphasis is placed on a study of comparable features in the various media used in the art of expression. Contemporary media will be investigated against a background of standard patterns of communication. (Same as SPE 145) UC/IND/CSU area A1

Communication Arts 148 -H istory of Film (2-3) ★★★ This course surveys the evolution of filmmaking in the 20th and 21st centuries. The course exposes students to a wide range of film genres and explores how the cultural, political and ideological values have influenced filmmakers and the art of filmmaking. Critical analysis of film scriptwriting, cinematography, direction, acting and style are emphasized. (Same as AM 202/ID 148) UC/IND/CSU area C1

Communication Arts 173 -F ilm Production Methods 1 (3) ★ Class hours: 2 lecture, 4 laboratory. This course introduces the student to traditional film production methods including the use of handheld 16mm film cameras, basic field lighting techniques and audio recording. Students will learn how to go through the pre-production, production and post-production process of creating short films including the development of film scripts and storyboards to create and edit an individual short film. Emphasis is placed on creative expression in the art of filmmaking. Lab fee required. (Same as ART 173) UC/IND/CSU

Communication Arts 174 -F ilm Production Methods 2 (3) ★ Prerequisite: AM 132 or ART/CAR 173 Class hours: 2 lecture, 4 laboratory. This course provides the student the opportunity to create a more ambitious short film from concept to creation by working in teams. Student teams choose a subject of mutual interest and develop a production treatment and script for the film. Students share different production responsibilities and learn how to direct and coordinate a film crew, talent and equipment. Students then edit their film into a finished short feature for critique. Lab fee required. (Same as AM 232) IND/CSU

Communication Arts 175 – Video Production Methods 1 (3) ★ Class hours: 2 lecture, 4 laboratory. ENG (Electronic News Gathering) style digital video

production methods using portable cameras, basic field lighting techniques and audio recording. Students learn the pre-production and post-production process of creating videos including the development of production outlines, scripts and editing to create an original short video. Emphasis is placed on technical proficiency with basic portable video equipment. Lab fee required. (Same as AM 122)

Communication Arts 176 -D igital Audio Production & Editing (3) ★ Class hours: 2 lecture, 4 laboratory. Prerequisite: AM 122 or ART/CAR 175; This studio course provides an overview of various methods of audio recording for video, film and multimedia projects. Students learn the basics of digital recording and monitoring methods using field and studio audio equipment. Students learn how to record voice over talent, announcers and performers in the field and sound booth settings. Students also learn how to record sound effects and create basic music theme soundtracks with Apple Garage Band© software. Lab fee required. (Same as AM 242) (Replacing ART 176, same as AM 242 beginning Fall 2010) IND/CSU

Communication Arts 200 -O ral Interpretation (3) ★★★ Analysis, theory and practice of oral interpretation of prose, verse and grammatic dialogue, with attention to effective delivery. (Same as SPE 200) UC/IND/CSU

Communication Arts 250 – Argumentation and Debate (3) ★★★★★ Prerequisite: Car/Sp/ 105. An examination of the fundamentals of logical thinking, the analysis of propaganda, research techniques and the uses of evidence. Principles and techniques of effective group discussion, argumentation and debate. (Same as SPE 250) UC/IND/CSU area A1

Communication Arts 260 -F orensics (1) ★★★ (Formerly Speech 291) Concentrated training and instruction for the enhancement of public speaking skills, critical and analytical thinking, and literary analysis for the purpose of participating in either individual and/or team intercollegiate speaking activities. (Same as SPE 260) IND/CSU

Communications Arts 301- International Journalism (3) ★★★★★★ This class focuses on the unique challenges of portraying foreign cultures in reporting. International journalism is a critical component in all facets of reporting, and this course develops an understanding of the complexities inherent in communications with foreign cultures. Students examine international journalists work, explore how they strive to connect cultures in media conversations and coverage, and generate writing that connects the world through writing and reporting. The course covers practical approaches to journalism today.

Communications Arts 330 -B usiness Communication and Leadership (3) ★★★★★★ Prerequisites: CAR/SPE 105 and BUS 300 or consent of instructor and English 114. Explores the role of communication in achieving organizational goals. Examines theories and practices of communication in public and private businesses. Emphasizes techniques to enhance understanding of organizations

as cultures. Additionally, provides opportunity to practice communicating within the organizational structure through interviews, resumes, memo s letters and presentations. (Same as BUS 330)

Communications Arts 331 – Art of Negotiation: Theories and Communication Strategies (3) ★★★★★ Prerequisite: CAR/SPE 105 The course explores historic business/ labor conflicts and the role of communication in the success or failure of those negotiations. Further, the application of conflict resolution theories and methods are emphasized with specific focus upon the role of initiator, responder and mediator. (Same as BUS 331)

Communications Arts 332 – Multicultural Communication (3) ★★★★★ Prerequisite: ANT /CAR 140 or CAR/SPE 105 The course examines the relationship between culture and communication with emphasis given to cultural norms and values, variances in contexts, psychological influences, linguistic and nonverbal variables. Additionally, methods for identify potential cultural miscommunication and processes for resolving them through communication are also explored. (Same as BUS 332)

**** Communication Arts 290 – Selected Topics (1-3).**

**** Communication Arts 291 – Internship (1-4).**

**** Communication Arts 295 – Independent Study (1-3).**

**** Communication Arts 296 – Field Practicum (1-4).**

Community Special Programs (CSP)

CSP 297 Seminar Courses: (1-3) A course for high-school students; each section focuses on a topic in the arts or humanities, social or natural sciences.

Notes:

1. A maximum of 4 CSP units will apply toward graduation at Marymount College, but will not fulfill general education requirements.

2. Transferability for college credit varies from institution to institution and from department to department. Unit limitations may apply.

Computer Science

★ Open to students of any ESL/English level

★★ Placement in English 104 or higher

★★★ Placement in English 108 or higher

★★★★ Placement in English 112 or equivalent

★★★★★ Completion of English 112 or equivalent

★★★★★★ Completion of English 114 or equivalent

Computer Science 180 – Introduction to Computers (3) ★ Computer literacy, including an introduction to computer hardware, capabilities and limits of computers,

the Internet, data transmission, and impacts of computing; use of productivity tools, including word processors, presentation programs, spreadsheets, databases and communications programs. Laboratory exercises give students hands-on experience with productivity tools. UC/IND/CSU

Computer Science 183 -C omputer Information Systems (3) ★★★★★ Lecture and Laboratory. Prerequisites: Math 60 or 90, and CS 180 or another Introduction to Computers course or consent of instructor. The analysis, design, implementation, development and ongoing management of computer-based information systems; related software, hardware and networking issues for business and industry; end-user customization of applications and interfaces; and selection of information, via query and scripting languages. Programming languages and fundamentals of programming. Computer issues in the workplace and society. UC/IND/CSU

Computer Science 195 -P rogramming and Problem Solving (3) ★★★ Lecture and Laboratory. Prerequisites: Math 60 or 90; prior experience with basic programming concepts recommended. Elements of good programming design, style, documentation and efficiency. Methods for debugging verification. Fundamental techniques for solving problems using C++ programming language. Principles and use of object-oriented programming, including overloading, data abstraction, templates, inheritance and polymorphism. UC/IND/CSU

Computer Science 196 -I ntroduction to Java Programming (3) ★★★ Prerequisite: Completion of Math 60 or 90; prior experience with basic programming concepts recommended. This course is an introduction to the Java programming language and the Object-Oriented Programming paradigm (OOP). Students will write programs to solve problems in business, mathematics and other subjects, working with character strings, arrays, functions and procedures. Java browser applets will also be covered. UC/IND/CSU

Computer Science 210 -I ntroduction to C Programming Language (3) ★★★ Prerequisite: Completion of CS 180 or another introductory computer course; and completion of Math 60 or 90 or consent of the instructor. Fundamentals of the C programming language and its application to problem solving. Topics include structured programming techniques, variable types, control statements, built-in and user-coded procedures and functions, arrays, pointers, full handling, and use of the C library. UC/IND/CSU

- ** **Computer Science 290 -S elected Topics (1-3).**
- ** **Computer Science 291 -I nternship (1-4).**
- ** **Computer Science 295 -I ndependent Study (1-3).**
- ** **Computer Science 296 -F ield Practicum (1-4).**

Economics

- ★ Open to students of any ESL/English level
- ★★ Placement in English 104 or higher
- ★★★ Placement in English 108 or higher
- ★★★★ Placement in English 112 or equivalent
- ★★★★★ Completion of English 112 or equivalent
- ★★★★★★ Completion of English 114 or equivalent

Economics 135 – Perspectives on Global Development (3) ★★★★★ This course provides a comparative, multi-disciplinary overview of concepts, methods, and theories of development and growth. Global disparities in wealth, power and quality of life are analyzed, and alternative approaches to development are examined. (Same as GS/HIS/ID 135) UC/IND/CSU area D7; IGETC area 4

Economics 220 – Microeconomics (3) ★★★★★ Prerequisite: Completion of Mathematics 60 or 90 or equivalent placement. Essential principles of economic analysis from the viewpoint of choices to be made by individual economic units. Scarcity; supply, demand and elasticity; opportunity costs; cost theory; price and output determination under various market structures and factor markets; government regulation; comparative advantage; international trade. Application of economic theory to current economic problems. UC/IND/CSU area D2; IGETC area 4

Economics 221 – Macroeconomics (3) ★★★★★ Prerequisite: Completion of Mathematics 60 or 90 or equivalent placement. Essential principles of economic analysis from the viewpoint of the aggregate economy. Market systems; macroeconomic equilibrium; national income accounting; money and financial institutions; competing economic theories; business cycles, including recession, unemployment and inflation; the role of government in developing and implementing fiscal and monetary policies; international trade and finance. These topics are developed and discussed in relationship to current economic problems and issues. UC/IND/CSU area D2; IGETC area 4

Economics 221H – Macroeconomics - Honors (3) ★★★★★ Can be used to substitute for ECO 221 – student may not receive credit for both 221 and 221H. Prerequisites: Completion of Mathematics 60 or 90 or equivalent placement, plus membership in the PTK Honors Program or consent of instructor. Essential principles of macroeconomic theory (scarcity, production possibilities, GDP, inflation, unemployment, money and financial institutions, fiscal and monetary policy, deficits) taught for Honors students with an interdisciplinary emphasis on policy applications and historical interpretation. UC/IND/CSU area D2; IGETC area 4

Economics 300 – Business, Government and Society (3) ★★★★★ Prerequisite: ECO 220 or ECO/GS/HIS 135. The business firm as agent of wealth creation and change operates within a society's political, institutional, and cultural context. This course examines the interactions between business, government, and society from historical, conceptual and philosophical perspectives.

Economics 301 – Comparative Economic Systems (3) ★★★★★ Prerequisite: ECO 220 or 221. Exploration of historical and current institutions of free market and planned economies, including the European welfare state, the Soviet economy, liberalization models in Russia and Eastern Europe, the Chinese model, and views about the role of government in the United States economy. The course also examines the changing roles of international economic institutions, including the World Bank, the International Monetary Fund, the World Trade Organization, multinational corporations, and supply chain distribution networks.

Economics 302 – California in the Global Economy (3) ★★★★★ An examination of key California industries including agriculture, energy, education, arts and media, manufacturing, tourism, services, and trade in a regional and global context. Topics include natural and human resources, diversity, migration, innovation, physical infrastructure and transportation, the regulatory and tax environment, and the international flow of goods, ideas and capital.

Economics 400 - People, Profit, Planet (3) ★★★★★ Prerequisite: Senior standing. An interdisciplinary approach to the challenges of meeting human needs in a socially responsible and environmentally sustainable manner. The course expands on classical economic models by integrating consideration of a triple bottom line of profitability, social equity, and physical sustainability in the broader context of resources, systems, and values.

** **Economics 290, 390, 490 - Selected Topics (1-3).**

** **Economics 291, 391, 491 - Internship (1-4).**

** **Economics 295, 395, 495 - Independent Study (1-3).**

** **Economics 296, 396, 496 - Field Practicum (1-4).**

Education, Early Childhood

★ Open to students of any ESL/English level

★★ Placement in English 104 or higher

★★★ Placement in English 108 or higher

★★★★ Placement in English 112 or equivalent

★★★★★ Completion of English 112 or equivalent

★★★★★★ Completion of English 114 or equivalent

Education 110 - Foundations of Education (3) ★★ An exploration of all aspects of various early childhood education programs, including their history, philosophy, theorists, teaching techniques, curriculum, equipment and staffing. Includes observation and field work as a teacher's aide. IND/CSU

Education 125 - Curriculum and the Young Child (3) ★★ This course explores the curriculum offered in Early Childhood Education programs. Teaching techniques and materials in all areas of curriculum, including music, art, language development, science, dramatic play, and fine and gross motor development. Includes observation and field work. IND/CSU

Education 130 -C children s Literature (3) ★★★ Prerequisite: English 106. A brief survey of the history of books for children; criteria for the selection of children s books; representative authors, illustrators and titles for the reading interests and needs of children of preschool, primary, intermediate and pre-adolescent levels; methods of stimulation and presentation of reading material; evaluation and critical analysis of series books, television, reference materials, puppetry, and poetry. (Same as ENG 117) IND/CSU

Education 140 – The Home, The School, The Community (3) ★★★ Prerequisite: English 106. Examines contemporary issues in education and their effect on the child and family. A study of the variety and pattern changes in family life and of the influence of family, church, school and peers upon the development of a child. (Same as SOC 140.) UC/IND/CSU area D10

Education 220 -C hild Development (3) ★★★ Prerequisite: English 105. A study of the social, emotional, physical and cognitive growth of child s development at the prenatal, infancy, preschool and schoola ge levels. (Same as PSY 200.) UC/IND/CSU area D9

**** Education 290 - Selected Topics (1-3)**

**** Education 291 - Internship (1-4)**

**** Education 295 - Independent Study (1-3)**

**** Education 296 - Field Practicum (1-4)**

English

All students entering the sequential course offerings of the English Department must take the English Placement Test. Students new to the College and students who have been formally released from the English as a Second Language Program will be placed after testing into English 104, 108L, 108 or 112.

Students who place in 108 may also elect to take the 108L course with instructor s permission. 108L is a special laboratory course that attempts to maximize student learning through computer-assisted instruction.

Transfer students must submit official transcripts to the Admission Office. The Admission Office will evaluate transcripts to determine if students need to take the English Placement Test.

NOTES ON COURSE SEQUENCING: All students who place into developmental reading courses (English 105 and English 106) should complete the appropriate sequence before they enroll in English 114, although in exceptional cases a student may take English 114 and English 106 concurrently.

All students who place into developmental reading courses (English 105 and English 106) must complete the appropriate sequence before enrolling in literature courses. Students required to take English 104 and/or English 108 must complete these courses before enrolling in English 112. Students must complete English 114 with a C or better to enroll in English 120 or higher or concurrent enrollment

by petition if student received an A in English 112. Students should consult their academic advisors for specifics about course prerequisites and sequencing.

English 104 - English Fundamentals: Cross-Cultural Perspectives (3)

Prerequisite: Placement test results. Typically taken concurrently with English 105 or 106. This is an entry-level course which emphasizes improvement of writing skills, including grammar and sentence structure, punctuation, paragraph and short essay development. The course offers students a chance to discuss and write about a variety of academic topics from a cross-cultural perspective.

English 105 - Developmental Reading I (3) Extensive work to build vocabulary and comprehension skills. Vocabulary is taught through contextual analysis and the study of word elements. Mature reading materials are employed to teach main and subordinate idea differentiation, inferential comprehension, and study techniques. Placement in course is determined by placement exam score or exit exam score/grade in a previous Marymount reading course. Students who attain a qualifying score on the proficiency exam and a B+ or better in this course may be exempt from English 106.

English 106 - Developmental Reading II (3) Placement in course is determined by placement exam score or by exit exam score/grade in English 105 or equivalent. Continued or advanced work to enhance vocabulary and comprehension skills. Advanced college vocabulary is taught through contextual analysis and the study of word elements. Higher level critical reading/thinking skills, such as distinguishing fact from opinion, interpreting figurative language, recognizing propaganda and evaluating arguments, are taught using college level reading materials.

English 108 - Introduction to College Composition (3) Prerequisite: Placement test, grade of C or better in ENG 104. Corequisite: ENG 105 or 106 if indicated by placement test or other criteria (e.g. advancing from ESL program). A structural approach to the writing of college essays: definition of a thesis, selection and development of supporting details, and effective organization. Review of grammatical principles, paragraph construction, revision strategies and editing techniques. Designated sections of ENG 108 include a computer lab module for additional support; assignment to these sections is generally based on instructor recommendation or placement test results. To ensure adequate preparation for ENG 112, all 108 students must write an exit essay that is graded by the English faculty and constitutes 20% of the student's final grade. CSU

English 112 - College Composition I: Expository Writing (3) Prerequisite: Placement or grade of C or better in English 108. Corequisite: ENG 105 or 106 if indicated by placement test or other criteria (e.g. advancing from ESL program). Presentation of the key elements of an essay: thesis statements, topic sentences, outlining, paragraphing, sentence-combining, introductions and conclusions. A variety of approaches to the essay-writing task, including enumeration, definition, comparison/contrast, etc. The course examines the process of documented writing

and requires its application in the form of a limited research paper or documented essay. UC/IND/CSU area A2; IGETC area 1

English 114 – Analytical Reasoning and Composition (3) Prerequisite: Grade of C or better in English 112, completion of ENG 105/106 if indicated by placement test results or other criteria (e.g. advancing from ESL program). Presentation of the key elements of critical analysis, with a focus on written response to culturally diverse college-level readings. Refinement of the use of quotations, summary, paraphrase, logical reasoning and argumentation to support clearly defined thesis statements. The course includes the preparation and writing of an extended research paper or documented essay requiring application of the process examined in English 112. UC/IND/CSU area A3; IGETC area 1

English 115 – Creative Writing (3) Prerequisite: English 112. The writing of poems and short stories and the study of published models of verse and fiction aimed at the acquisition of professional techniques in formal writing. UC/IND/CSU

English 116 – Introduction to Language and Linguistics (3) Prerequisite: English 112. An exploration of origins of language and how it works: sounds, symbols, structures, language acquisition, animal and machine language. Includes discussions of psycholinguistics, sociolinguistics, historical linguistics and language change. UC/IND/CSU area C2; IGETC area 3

English 117 – Children's Literature (3) ★★★ See Education 130. This course does not fulfill the English literature requirement. IND/CSU

English 118 – Introduction to Journalism (3) ★★★★★ This course introduces the student to the art of journalism. Students explore the different writing styles of radio, television and newspaper reporting. Students examine the social and political forces that shape the news and that have defined journalism during the 20th century. Students will also examine the legal and ethical issues related to the profession. Internet journalism and blogging are also discussed. (Same as AM112, CAR 118) CSU/IND/UC

English 119 – Scriptwriting (3) Prerequisite: English 112. This writing course introduces students to the craft and art of scriptwriting. Scriptwriting is both a tool for communication and an expressive artistic form. Students will acquire a basic knowledge of the vocabulary, methods, styles, theories, movements, and genres that are part of scriptwriting. (Same as CAR 119.) Replaced by AM 302 Fall 2010. UC/IND/CSU

English 120 – Introduction to Literature (3) Prerequisite: Grade of C or better in English 114. A survey of literature by genre and/or chronology with the principal emphasis on representative works from English and American literature. Short stories, poetry, and at least one play and one novel are studied in critical detail. UC/IND/CSU area C2; IGETC area 3

English 125 -L iterature and Film (3) Prerequisite: Grade of C or better in English 114. This course applies the principles of literary criticism and aesthetic analysis to the study of film and literature. Topics include the function of narrative in film, the relationship between the verbal and the visual image, and film as an effective medium for literary themes. UC/IND/CSU area C2; IGETC area 3

English 130 -I ntroduction to the Novel (3) Prerequisite: Grade of C or better in English 114. A study of the novel as a literary form. Representative British and American novels are studied to demonstrate the scope, techniques and various forms of the genre. UC/IND/CSU area C2; IGETC area 3

English 130H -I ntroduction to the NovelH onors (3) Prerequisite: Member of PTK Honors Program or consent of instructor. Recommend Prerequisite: Grade of B or better in English 114. A study of the novel as a literary form influenced by various historical, philosophical and socio-cultural developments. Students are expected to work with both primary and secondary sources. Scope of course may include representative works from American, British, European and Third World literature as determined by the instructor. Primary aim of the course is to demonstrate the scope, techniques, formal qualities and diversity of the novel as a literary genre. UC/IND/CSU area C2; IGETC area 3

English 140 -I ntroduction to Drama (3) Prerequisite: Grade of C or better in English 114. A survey of dramatic works from the perspective of literature. Various types and forms of the drama as well as the artistic concerns of the dramatist are examined through selections from the history of the theatre. UC/IND/CSU area C2; IGETC area 3

English 150 -I ntroduction to Shakespeare (3) Prerequisite: Grade of C or higher in English 114. Selections from the comedies, histories and tragedies with an overview of Shakespeare's life and times. UC/IND/CSU area C2; IGETC area 3

English 160 -I ntroduction to Poetry (3) Prerequisite: Grade of C or higher in English 114. A study of the structure and content of poetry; meter and versification; attention to the various forms and techniques employed by the poet; interpretation and criticism of representative long and short poems. UC/IND/CSU area C2; IGETC area 3

English 170 -S urvey of the Short Story (3) Prerequisite: Grade of C or higher in English 114. An examination of the scope and variety of short fiction, ranging from the parable and fable to the contemporary short story with focus on the elements and evolution of the literary genre. UC/IND/CSU area C2; IGETC area 3

English 175 – Women in Literature (3) Prerequisite: Grade of C or higher in English 114. A study of the portraits and images of women in all types of literature: poetry, fiction, drama and song composed by both men and women. A study of the language that controls the perception of women in general and affects the individual woman's self-image. UC/IND/CSU area C2; IGETC area 3

English 208 –S urvey of British Literature I (3) Prerequisite: Grade of C or higher in English 114. A survey of British Literature from the Anglo-Saxon period to the mid-18th Century, with special emphasis on the development of English culture as it relates to and is reflected in the literature of the period. UC/IND/CSU area C2; IGETC area 3

English 210 –S urvey of British Literature II (3) Prerequisite: Grade of C or higher in English 114. An introduction to the achievements of major British writers from the late 18th century to the present day, including novels, short stories, essays, poetry and dramas with a focus on the development of British literature and its relationship to various aspects of national life and international identity: from empire to commonwealth. UC/IND/CSU area C2; IGETC area 3

English 220H –S urvey of Literature, Honors (3) Prerequisite: Member of PTK Honors Program or consent of instructor. Recommend Prerequisite: Grade of B or higher in English 114. An overview of English and American literature from the Middle Ages to the present from a variety of approaches –ps ychological, historical and thematic – designed to challenge the student to significant research and analysis of substantive literary selections. UC/IND/CSU area C2; IGETC area 3

English 230 –S urvey of American Literature I (3) Prerequisite: Grade of C or higher in English 114. This course is a survey of American literature from the Colonial period to the Civil War, 1865, including works from the Colonial Period (1588-1765), the New Republic (1765-1829), and the American Renaissance (1829-1865). UC/IND/CSU area C2; IGETC area 3

English 231 –S urvey of American Literature II (3) Prerequisite: Grade of C or higher in English 114. This course is a survey of American literature from the late 19th century to the present, including works from the Age of Realism (1865-1914), the Modern Age (1914-1945), and the Postmodern Age (1945-present). UC/IND/CSU area C2; IGETC area 3

English 240 –R oots of Western Literature (3) Prerequisite: Grade of C or higher in English 114. An in-depth examination of some of the seminal works of Western literary tradition. Emphasis on the Greek and Roman myths; readings from the poets and playwrights of antiquity. UC/IND/CSU area C2; IGETC area 3

English 250 –C omparative Literature (3) Prerequisite: Grade of C or higher in English 114. An examination of significant trends and themes in world literature by means of comparing and contrasting selected works from the literature of at least two countries. The focus varies from genre study, such as the novel to examination of a movement (e.g., Romanticism) or a particular theme (e.g., The Journey). Beginning Fall 2010 replaced by ENG 302. UC/IND/CSU area C2; IGETC area 3

English 260 – The Literature of American Ethnic Groups (3) Prerequisite: Grade of C or higher in English 114. This course is designed to expose students to the

literature of America's major ethnic groups: African American, Hispanic American, Asian American, Native American and European American. The cultural diversity of the selections will provide not only a rich literary experience but also prepare students for the cross-cultural experiences that are inevitable in modern American life. UC/IND/CSU area C2; IGETC area 3

English 302 -C omparative Literature (3) ★★★★★ Prerequisites: A grade of C or higher in English 120 or higher. An examination of major trends and themes in world literature by comparing and contrasting selected literary works that transcend language and culture. The focus may vary and may cover a specific era such as the modern times or a specific movement such as Romanticism.

English 310 - American Catholic Writers (3) ★★★★★ Prerequisites: Completion of a lower division religion course and an elective literature course. This course examines American Catholic writers of the 20th Century, with an emphasis on Fiction, Drama, and Film. Students will learn how the author's Catholic beliefs influence the characters, themes, and situations of the literary work, and understand how belief systems give unique perspectives on various aspects of American culture and society.

English 340 - Literature Of Global Empire (3) ★★★★★ Prerequisites: a lower division history or a lower division geography course and a lower division literature course. An introduction to literature written by authors from colonizing nations about the colonial experience, and by authors of nations that have experienced colonization. The course is organized around recurrent themes in Colonial and Postcolonial literature: First and Third World places and identities, power and subordination, assimilation and resistance, belonging and exile, along with social, cultural and historical contexts for the peoples of Europe, Africa, India, Southeast Asia, Australia, and the Caribbean.

- ** **English 290 -S elected Topics (1-3).**
- ** **English 291 -I nternship (1-4).**
- ** **English 292 -P ublications Productions (1-3)**
- ** **English 295 -I ndependent Study (1-3).**
- ** **English 296 -F ield Practicum (1-4).**

French

- ★ Open to students of any ESL/English level
- ★★ Placement in English 104 or higher
- ★★★ Placement in English 108 or higher
- ★★★★ Placement in English 112 or equivalent
- ★★★★★ Completion of English 112 or equivalent
- ★★★★★★ Completion of English 114 or equivalent

Note: Speakers of French with native-like fluency will not receive credit for courses except with advance approval from the instructor and department.

Note: Each four-unit language course is comparable to one year of a high school language course in the same language.

French 100 -E lementary French I (4) ★★★ Basic course to develop comprehension, speaking, reading and writing skills. Essential structure of the French language and practical vocabulary. Laboratory work is required weekly. UC/IND/CSU area C2

French 101 -E lementary French II (4) ★★★ Prerequisite: French 100 with a grade of C or better, or satisfactory score on the placement test, or credit by examination. Continues the study of basic grammar, structures, idioms and vocabulary. Emphasis is placed on speaking and reading skills. Laboratory work is required weekly. UC/IND/CSU area C2; IGETC area 6

French 200 -I ntermediate French I (4) ★★★ Prerequisite: French 101 with a grade of C or better, or satisfactory score on the placement test, or credit by examination. Continues the study of French grammar with readings in French for continued growth in vocabulary, speaking and writing skills. Course includes composition work and selected readings on the geography, customs and culture of France in order to stimulate intercultural awareness. UC/IND/CSU area C2

French 201 – Intermediate French II (4) ★★★ Prerequisite: French 200 with a grade of C or better, or satisfactory score on the placement test, or credit by examination. Course includes the study of a wide variety of readings with occasional grammar review as preparation for more advanced work in literature. A continuation of the study of French civilization and culture as a vehicle for intercultural comparison and contrast forms an integral part of the coursework. UC/IND/CSU area C2

** **French 290 -S elected Topics (1-3).**

** **French 291 -I nternship (1-4).**

** **French 295 -I ndependent Study (1-3).**

** **French 296 -F ield Practicum (1-4).**

Geography

- ★ Open to students of any ESL/English level
- ★★ Placement in English 104 or higher
- ★★★ Placement in English 108 or higher
- ★★★★ Placement in English 112 or equivalent
- ★★★★★ Completion of English 112 or equivalent
- ★★★★★★ Completion of English 114 or equivalent

Geography 100 -C ultural Geography (3) ★★★ Examination of the cultural factors that condition the way people perceive, organize and use their habitats. General geographic concepts; settlement patterns, economic, religious, linguistic and political geography; and population dynamics. UC/IND/CSU area D5; IGETC area 4

Geography 108 -P hysical Geography (3) ★★★ Prerequisite: English 105. Physical Geography is the study of planet Earth as a system of interrelated parts, exploring its major subsystems – land, water and air – and their interactions. Topics include weather and climate, the hydrologic cycle, land forms, soils, and vegetation. UC/IND/CSU area D5, BI; IGETC area 5

Geography 108H -P hysical Geography Honors (3) ★★★★★ Member of the PTK Honors Program or consent of instructor. This course studies the planet Earth as a system of interrelated parts, exploring its major subsystems – lithosphere, hydrosphere, atmosphere, biosphere – and their interactions. Topics include: weather and climate, geomorphology – including tectonic and gradation forces, soils, and vegetation. An extensive research project will explore the man-land relationship (man as caretaker or consumer). UC/IND/CSU area D5, BI, IGETC area 5

Geography 108L – Physical Geography Lab/Field Study (1) Co- or Prerequisite: Geography 108 and permission of instructor for weekend field trips. Directed application of methods of field study and analysis in physical geography. UC/IND/CSU area B3; IGETC area 5

Geography 120 – World Regional Geography (3) ★★★★★ Prerequisite: English 106. The basic concepts and fundamentals of both physical and cultural geography are used for an interpretation of the geographic regions of the world. These regions include the Americas; Europe and the former Soviet Union; Africa and the Middle East; Asia and the Pacific Islands. UC/IND/CSU area D5; IGETC area 4

Geography 280 - Topics in Regional Geography (1-3) ★★★ Designed to study a wide range of topics related to geography, allowing for concentrated exploration of a specific geographic region. CSU

Geography 320 -H uman Migration (3) ★★★★★★ Prerequisites: At least one prior course in behavioral/social science, and in history. An overview of past, present, and projected future patterns of human migration from local to national and global levels, and their social, cultural, economic, political, and environmental impacts. (Same as ANT/SOC 320) *Title modified Oct 2010*

** **Geography 290 -S elected Topics (1-3).**

** **Geography 291 -I nternship (1-4).**

** **Geography 295 -I ndependent Study (1-3).**

** **Geography 296 -F ield Practicum (1-4).**

Global Studies

- ★ Open to students of any ESL/English level
- ★★ Placement in English 104 or higher
- ★★★ Placement in English 108 or higher
- ★★★★ Placement in English 112 or equivalent
- ★★★★★ Completion of English 112 or equivalent
- ★★★★★★ Completion of English 114 or equivalent

Global Studies 135 -P ersonpectives on Global Development (3) ★★★★★ This course provides a comparative, multi-disciplinary overview of concepts, methods, and theories of development and growth. Global disparities in wealth, power and quality of life are analyzed, and alternative approaches to development are examined. (Same as ECO/HIS 135) UC/IND/CSU area D7; IGETC area 4

Global Studies 330- Climate Change (3) ★★★★★ Prerequisite: One college level Science course. A consideration of climate change in relationship to human behavior. The course provides a general overview of the evidence for and against global warming, including discussion of greenhouse gases and their sources, Earth's carbon cycle, natural and unnatural trends in atmospheric chemistry and climate change, effects of atmospheric changes, mitigation strategies, and political responses.

** **Global Studies 290, 390, 490 - Selected Topics** (1-3).

** **Global Studies 291, 391, 491 - Internship** (1-4).

** **Global Studies 295, 395, 495 - Independent Study** (1-3).

** **Global Studies 296, 396, 496 - Field Practicum** (1-4).

Health Education

- ★ Open to students of any ESL/English level
- ★★ Placement in English 104 or higher
- ★★★ Placement in English 108 or higher
- ★★★★ Placement in English 112 or equivalent
- ★★★★★ Completion of English 112 or equivalent
- ★★★★★★ Completion of English 114 or equivalent

Health 100 -F irst Aid and CPR (1) ★★★ A study of Community CPR and Basic First Aid techniques and procedures. Emphasis on practical skills and assessing emergencies in the home, school and community. American Red Cross certifications may be earned. UC/IND/CSU

Health 130 -H uman Sexuality (2-3) ★★★★★ An analysis of human sexual behavior from the physiological, sociological and psychological points of view. UC/IND/CSU area E

Health 150 -C oncepts in Health Education (1-2) ★★★ Contemporary health knowledge intended to develop proper attitudes and behavior. Topics selected

from: nutrition, fitness, drug and alcohol use and abuse, stress, chronic diseases, acquaintance rape, death and dying, self-esteem, and lifestyle diseases. UC/IND/CSU area E

Health 170 – Fitness for Life (1-2) ★★★ A combination of physical assessments, classroom lectures, daily walking and/or physical activities to promote optimal wellness. (Same as PED 170) CSU area E

** **Health 290 – Selected Topics (1-3).**

** **Health 291 – Internship (1-4).**

** **Health 295 – Independent Study (1-3).**

** **Health 296 – Field Practicum (1-4).**

History

★ Open to students of any ESL/English level

★★ Placement in English 104 or higher

★★★ Placement in English 108 or higher

★★★★ Placement in English 112 or equivalent

★★★★★ Completion of English 112 or equivalent

★★★★★★ Completion of English 114 or equivalent

History 100 – Western Tradition I (3) ★★★★★ Prerequisite: English 106. The emergence of European culture and the development of western society from the neolithic era to the Enlightenment. Emphasis on the political, economic, social, religious and intellectual events that had an impact on the maturation of European traditional culture. UC/IND/CSU area D6; IGETC area 4

History 101 – Western Tradition II (3) ★★★★★ Prerequisite: English 106. Emergence of modern European culture and the development of western society from the Age of Absolutism to the present. Emphasis on political, economic, social, religious and intellectual events that had greatest impact on the maturation of modern Europe. UC/IND/CSU area D6; IGETC area 4

History 120 – History of the United States I (3) ★★★ Prerequisite: English 106. Survey of the political and social history of the United States from colonial times to 1865. Special emphasis on the constitutional development of the nation and on the development of American national characteristics. UC/IND/CSU area D6, F; IGETC area 4

History 121 – History of the United States II (3) ★★★ Prerequisite: English 106 or equivalent. Survey of the political, social and institutional changes in the history of the United States since the Civil War. Emphasis on economic growth and the international role of the United States. UC/IND/CSU area D6, F; IGETC area 4

History 125 – History of the United States Since 1945 (3) ★★★ Prerequisite: English 106 or equivalent. Survey course that examines and analyzes the development of the United States from 1945 to the present. Attention is given to the

political, social, intellectual, cultural and economic changes in American society. UC/IND/CSU area D6; IGETC area 4

History 135 - Perspectives on Global Development (3) ★★★★★ This course provides a comparative, multidisciplinary overview of concepts, methods and theories of development and growth. Global disparities in wealth, power, and quality of life are analyzed, and alternative approaches to development are examined. (same as ECO/GS 135) UC/IND/CSU area D7

History 200 – Twentieth Century Europe (3) ★★★★★ A study of the political, social, economic and intellectual trends in Europe from 1900 to the present. Emphasis on ideologies, political systems and social transformations during the Imperial Age, the Russian Revolution, the two World Wars and the era of super-power confrontation. UC/IND/CSU area D6; IGETC area 4

History 201 - History of England (3) ★★★★★ A political and social history from the Tudor period to modern times. Development of parliamentary democracy, impact of the industrial revolution, expansion and decline of the empire, and creation of the modern welfare state. UC/IND/CSU area D6; IGETC area 4

History 210H – Western Heritage, Honors (3) ★★★★★ Prerequisite: member of the PTK Honors Program or consent of instructor. A critical survey of Western culture from the 17th century to the present based on analysis of primary sources, literature and film documentaries. Emphasis on social structures, political ideologies, economic systems, revolutionary movements, imperialism and modern warfare. UC/IND/CSU area D6; IGETC area 4

History 220 – The United States in the Twentieth Century (3) ★★★★★
Prerequisite: English 106. An historical survey of the major movements and events of the 20th century to provide insight into those forces primarily responsible for shaping the present United States. UC/IND/CSU area D6; IGETC area 4

History 220H – The United States in the Twentieth Century - Honors (3) ★★★★★
Prerequisite: member of the PTK Honors Program or consent of instructor. An historical survey of the major movements and events of the 20th century to provide insight into those forces primarily responsible for shaping the present. United States. UC/IND/CSU area D6; IGETC area 4

History 270 - Ethnic History of the United States (3) ★★★★★ This course surveys the history and current conditions of a range of ethnic groups in the United States, examining the distinctive features and contributions of different ethnic groups and cultures, as well as the range of variations in relations between ethnic groups and in their particular perspective on the institutions of the wider society. The history of issues interconnecting race, class, and politics is addressed to provide greater context for understanding various current issues in ethnic relations. UC/IND/CSU area D3, D6; IGETC area 4

History 275 -H **istory of Women in the United States** (3) ★★★ A survey of the expanding roles of women in American society since colonial times. Examination of the values, expectations and contributions of women from various social classes and ethnic groups. UC/IND/CSU area D4, D6; IGETC area 4

History 320 -E **nvironmental History** (3) ★★★★★★ Prerequisite: At least one course in U.S. History with coursework in World History, life sciences, and anthropology or sociology recommended. An overview of human impacts on the environment local, national, and global--from prehistoric times to the present. The course also addresses changing perceptions of nature, and the historical emergence of modern environmental quality issues and mitigation strategies at local, national, and global levels.

- ** **History 290 -S** **lected Topics** (1-3).
- ** **History 291 -I** **nternship** (1-4).
- ** **History 295 -I** **ndependent Study** (1-3).
- ** **History 296 -F** **ield Practicum** (1-4).

Interdisciplinary Studies

- ★ Open to students of any ESL/English level
- ★★ Placement in English 104 or higher
- ★★★ Placement in English 108 or higher
- ★★★★ Placement in English 112 or equivalent
- ★★★★★ Completion of English 112 or equivalent
- ★★★★★★ Completion of English 114 or equivalent

Note: These courses (with the exception of ID117) fulfill the CC/CD requirement.

Interdisciplinary 107 – Introduction to Peace and Conflict Studies (2-3) ★★★★★ Prerequisite: English 106. A survey of the causes, consequences and alternatives to conflict, from interpersonal to international levels. The course integrates perspectives, theories and issues from different disciplines and incorporates cross-cultural comparisons. UC/IND/CSU

Interdisciplinary 117 – The Art of Being Human (2-3) ★ A critical examination of the liberal arts and sciences for the purpose of acquiring the base skills, knowledge and values for personal, social and physical wellbe ing. UC/IND/CSU area E

Interdisciplinary 117H – The Art of Being Human - Honors (3) ★ ★ ★ A critical examination of the liberal arts and sciences for the purpose of acquiring the basic skills, knowledge, and values for personal, social and environmental well-being. In this honors course, students will integrate their learning by actively participating in research, evaluation and integration of a focused honors study topic culminating in a project showcased at our fall honors symposium. UC/IND/CSU

Interdisciplinary 123 -P **ychobiology: Mind, Brain and Behavior** (3) ★★★★★ Prerequisite: Psychology 150 or 150H. This course is designed to integrate

psychological and biological approaches to explaining human consciousness and behavior. The interrelationship between mental experiences and the brain's neurochemical activities will be explored with respect to the following topics: sensation and perception; cognition; drives; emotions; social behavior; altered states of consciousness; mental health and mental illness. (Same as Psychology 123) UC/IND/CSU areas B2, D7, D9; IGETC areas 4, 5

Interdisciplinary 123H -P sychobiology: Mind, Brain and Behavior - Honors (3)
★★★★ Prerequisites: Psychology 150 or 150H and membership in the PTK Honors Program or consent of instructor. This course is designed to integrate psychological and biological approaches to explaining human consciousness and behavior. The interrelationship between mental experience and the brain's neurochemical activities will be explored with respect to the following topics: sensation and perception; cognition; drives; emotion; social behavior; altered states of consciousness; mental health and mental illness. The course will also offer many opportunities to analyze the most current research in this area. (Same as Psychology 123H) UC/IND/CSU areas B2, D7, D9; IGETC areas 4, 5

Interdisciplinary 126 – The Compleat Naturalist: Interdisciplinary Approaches to the Natural World (1-3) ★★★ Prerequisite: English 105. A survey of how the sciences and humanities bear on our perception, understanding and response to a designated natural region and its distinctive features. The course integrates extensive field activities to interconnect natural history, the history of human adaptations, and both philosophical and artistic responses to the region. (126A-Southern California; 126B-Costa Rica; 126C-Ecuador) UC/IND/CSU

Interdisciplinary 130 -I nformation Literacy (1) ★★★ Learn to construct a research strategy and use research resources for academic and career endeavors. Examine information technology's impact on the individual and society. UC/CSU/IND

Interdisciplinary 133 -D ynamics of Leadership (1-3) ★★★ The purpose of this course is to provide the student with an intensive opportunity to analyze responsibilities and commitments in the context of leadership. This course explores theories and styles of leadership in order to understand the changing nature of leadership today and examines the ethics of leadership using current topics. CSU/IND

Interdisciplinary 135 -P erspectives on Global Development (3) ★★★★ This course provides a comparative, multidisciplinary overview of concepts, methods and theories of development and growth. Global disparities in wealth, power, and quality of life are analyzed, and alternative approaches to development are examined. (same as ECO/HIS 135, replaced by GS 135 Fall 2010) UC/IND/CSU area D7; IGETC area 4

Interdisciplinary 140 -I mages of Women in Literature and the Arts (2-3)
★★★ An investigation, from a feminist perspective, of some of the classic works of

continental European, English and American literature. Literary examples of female stereotypes and archetypes, positive and negative views of women, as well as the cultural, psychological and sociological foundations of these phenomena. UC/IND/CSU area C2

Interdisciplinary 142 - Religion in America (3) ★★★★★ A study of the origins/importance of religion in America from the early settlements to the 20th century. The interaction of religion and history will also be examined. (Same as Religion 142) UC/IND/CSU; IGETC area 3

Interdisciplinary 146 - Mysteries in Literature and Film (2-3) ★★★ Exploration of the mystery genre as it appears in literature and film. Emphasis on the elements of the mystery genre, including plot, characterization and tone. UC/IND/CSU area C2

Interdisciplinary 147 - Literature and Psychology (2-3) ★★★ A study of psychology applied to an appreciation and understanding of selected writings. UC/IND/CSU area C2

Interdisciplinary 148 - History of Film (2-3) ★★★ This course surveys the evolution of filmmaking in the 20th and 21st centuries. The course exposes students to a wide range of film genres and explores how the cultural, political and ideological values have influenced filmmakers and the art of filmmaking. Critical analysis of film scriptwriting, cinematography, direction, acting and style are emphasized. (Same as AM 202/CAR 148) UC/IND/CSU area C1

Interdisciplinary 149 - Fairy Tales and Folklore (2-3) ★★★ This course explores the values and lessons in fairy tales and folk stories from around the world. Analysis of stories will incorporate a variety of interpretive perspectives, including psychological, anthropological, feminist and humanist. Stories will be contrasted according to cultural differences as well as differences between print and film versions. UC/IND/CSU area C2

Interdisciplinary 180 - Comparative Culture (2-3) ★★★ The study of a non-Western culture; the nature and interrelations of society, character and culture. The socio-cultural system of a country or area; cross-cultural communication and understanding. (180A - Japan; 180B - China; 180D - The Middle East; 180E - Kenya; 180F - Soviet Union) UC/IND/CSU area D7

Interdisciplinary 185 - Backstage with the Arts (2-3) ★★★ Theoretical and practical aspects of visual and performing arts through a combination of lecture, discussion, and media presentations, and the direct experience of exhibits and performances. (Same as ART/MUS/THE 185) IND/CSU

Interdisciplinary 191 - Western Culture (1-3) ★★★ A study of the culture and sub-cultures of Europe and the Americas, including their social systems, history, economy, religion and art. (191B - The Heritage of Britain; 191C - Mexico; 191E -

The Iberian Peninsula; 191F - Scandinavia; 191G - France; 191I - Greece and Italy)
UC/IND/CSU area D7

Interdisciplinary 217 - Personal, Academic & Career Development (1) ★★

Prerequisite: ID 117 or by placement. Through reflection, discussion and technology, students will gain a firm understanding of the transformative college experience, and will create visual documentation to support it. Using self-exploration & assessment tools coupled with technology, students will develop skills in their specific academic and career areas of interest, digital literacy and organization. Throughout this course students will: continually develop their e-Portfolio as means of careful and purposeful documentation of growth and learning at the College; gain a thorough understanding of their own academic, personal and career interests and goals; and create specific strategies and tools to achieve academic, personal and career goals. Articulation pending.

Interdisciplinary 279 - Study Travel (1) ★★★ Prerequisites: Completion of appropriate prerequisite course (1-3 units) with a C or above or concurrent enrollment in a companion (2-3 unit) course in preparation for the study component, completion of application for study-travel, and instructor's permission to travel. ID 279 is a companion course which is attached to other course-s in the Marymount College Catalog in order to enhance the curriculum and provide additional opportunities to meet student interests and needs. May be repeated for credit as long as the travel destination is not repeated. A maximum of 4 units will count towards graduation. CSU

Interdisciplinary 430 - Leadership Seminar (3) ★★★★★ Prerequisite: Upper division standing, record of co-curricular participation, 2.5 GPA The course offers upper division students opportunities to reflect on leadership, through readings, presentation, discussion, and drawing on the experiences of guest speakers and students themselves in a variety of contexts.

Interdisciplinary 497 & 498 - Liberal Arts Capstone (3 each) ★★★★★
Prerequisite: Senior class standing, completion of 90 co-curricular hours (or pro-rated total) and approval of Humanities and Social Science division chair. The project will include the development of a research proposal related to both of the student's areas of emphasis under the guidance of a faculty mentor, (ID 497), research under the mentor's guidance, an oral presentation, and completion of a written report showing mastery of the appropriate Learning Outcomes (ID 498). ID 497 is a prerequisite for ID 498.

**** Interdisciplinary 290, 390, 490 - Selected Topics (1-3).**

**** Interdisciplinary 291, 391, 491 - Internship (1-4).**

**** Interdisciplinary 295, 395, 495 - Independent Study (1-3).**

**** Interdisciplinary 296, 396, 496 - Field Practicum (1-4).**

Japanese

- ★ Open to students of any ESL/English level
- ★★ Placement in English 104 or higher
- ★★★ Placement in English 108 or higher
- ★★★★ Placement in English 112 or equivalent
- ★★★★★ Completion of English 112 or equivalent
- ★★★★★★ Completion of English 114 or equivalent

Note: Speakers of Japanese with native-like fluency will not receive credit for courses except with advance approval from the instructor and department.

Note: Each four-unit language course is comparable to one year of a high school language course in the same language.

Japanese 100 -E lementary Japanese I (4) ★★★ The course develops competence in elementary spoken Japanese and the practical skills required to use the modern Japanese language as well as the study of Hiragana and Katakana. UC/IND/CSU area C2

Japanese 101 -E lementary Japanese II (4) ★★★ Prerequisite: Japanese 100 with a grade of C or better, or satisfactory score on the placement test, or credit by examination. Continuation of Japanese 100 with emphasis on speaking, vocabulary, reading, grammar, speech patterns and cultural knowledge. Continues the study of hiragana and katakana and introduces the kanji writing systems; geography and aspects of Japanese customs and manners are included. UC/IND/CSU area C2; IGETC area 6

Japanese 200 -I ntermediate Japanese I (4) ★★★ Prerequisite: Japanese 101 with a grade of C or better, or satisfactory score on the placement test, or credit by examination. Continuation of Japanese 101; course includes drill to increase proficiency in dialogue, intermediate level readings on various topics related to contemporary Japanese life and culture to increase reading proficiency and stimulate cross-cultural awareness, and exercises in written composition utilizing hiragana, katakana and kanji. UC/IND/CSU area C2

Japanese 201 -I ntermediate Japanese II (4) ★★★ Prerequisite: Japanese 200 with a grade of C or better, or satisfactory score on the placement test, or credit by examination. Continuation of Japanese 200; course includes instruction in the spoken language to increase verbal fluency, a continuation of study of the written language incorporating readings on topics related to Japanese life and culture and exercises in written composition using kiragana, katakana and kanji. Intercultural awareness is emphasized throughout the course. UC/IND/CSU area C2

- ** Japanese 290 -S elected Topics (1-3).
- ** Japanese 291 -I nternship (1-4).
- ** Japanese 295 -I ndependent Study (1-3).
- ** Japanese 296 -F ield Practicum (1-4).

Mathematics

All math courses: placement at ESL 101 or higher

NOTE ON COURSE SEQUENCING: Students who place into developmental math courses (Math 50/50I/60/90/90I) must complete the appropriate sequence of courses before enrolling into a college-level math course, e.g., Math 105. Also, students must meet the respective course prerequisites before continuing on into the next course in the math sequence.

Mathematics 050 -E lementary Algebra (3) A course in basic algebra, including a study in equation solving, exponents, scientific notation, polynomials, factoring, linear inequalities, word problems, literal equations, rational expressions, complex fractions, radicals, fractional equations and quadratic equations.

Mathematics 50I -E lementary Algebra: Intensive (2) Prerequisite: a sufficient score on the math placement exam, or a grade of D or better in an Elementary Algebra course at the college level. This course rapidly reviews topics found in Elementary Algebra, including equation solving, exponents, polynomials, factoring, linear inequalities, word problems, literal equations, rational expressions, fractional equations, radicals and quadratic equations.

Math 60 -F undamentals of Algebra (4) Prerequisite: Sufficient score on the math placement examination. Topics in Elementary and Intermediate Algebra including: solving linear and quadratic equations, operations on polynomials and factoring, completing the square, rational, exponential and logarithmic expressions and equations, graphing and interpretation of graphs and exponential and logarithmic functions.

Mathematics 090 -I ntermediate Algebra (3) Prerequisite: Mathematics 50 or 50I with a grade of C or higher, Mathematics 60 with a C- or D+, or math placement equivalent. This course covers graphing linear equations, rational, exponential and logarithmic expressions, fractional exponents, quadratic equations, completing the square, radicals, functions, complex numbers, absolute value equations and inequalities, parabolas, and systems of linear equations.

Math 90I -I ntermediate Algebra: Intensive (2) Prerequisite: A grade of B+ or better in Math 50 or 50I. This course rapidly reviews topics found in Intermediate Algebra, including graphing linear and quadratic equations, rational exponents, radicals, factoring, functions, complex numbers, absolute value problems, and systems of linear equations. This course does not fulfill the General Education Quantitative Reasoning Requirement.

Mathematics 105 -C ollege Algebra (4) Prerequisite: Mathematics 60, 90 or 90I, credit (CR) or C or higher, or sufficient score on the placement exam. This

course includes functions and transformations, systems of equations, matrices and determinants, theory of polynomial equations, complex numbers, study of functions (polynomial, rational and irrational), and their graphs, sequences and series. Credit limit on Math 105/109/110/130 sequence for UC system. UC/IND/CSU area B4; IGETC area 2.

Mathematics 107 – Liberal Arts Mathematics (3) Prerequisite: Mathematics 60, 90 or 90I, credit (CR) or C or higher, or sufficient score on the placement exam. An elementary introduction to mathematics, emphasizing the deductive process; concepts of contemporary mathematics; primarily for liberal arts students. UC/IND/CSU area B4; IGETC area 2

Mathematics 109 – Trigonometry (3) Prerequisite: Mathematics 60 or 90, credit (CR) or C or higher, or sufficient score on the placement exam. This course introduces circular and trigonometric functions. Topics include graphing, equations, identities, laws of sines and cosines, complex numbers and DeMoivre's theorem. IND/CSU area 4

Mathematics 110 – Pre-calculus (4) Prerequisite: Math 109 with a grade of C or better, or sufficient score on the placement exam. Prior to 2010: Mathematics 105 with a grade of C or higher, or math placement equivalent. Study of rational functions, conic sections, quadratic inequalities, induction, the Binomial Theorem, trigonometry and vectors. Credit limit on Mth 105/109/110/130 sequence for UC System. UC/IND/CSU area B4; IGETC area 2

Mathematics 115 – Finite Mathematics (4) Prerequisite: Mathematics 60, 90, 90I with a grade of C or higher, or sufficient score on the placement exam. This course includes the study of functions, logarithmic and exponential functions, systems of linear equations, matrices, linear programming and the simplex method, set theory, the mathematics of finance, elementary probability and combinatorics, Markov chains, and game theory. UC/IND/CSU area B4; IGETC area 2

Mathematics 120 – Calculus for Managerial, Life and Social Sciences (4) Prerequisite: Mathematics 105 or 115 with a grade of C or higher, or sufficient score on the placement exam. A study of calculus to include functions, derivatives, optimization problems, graphs of functions, integration of functions of one variable, functions of several variables, partial derivatives, Lagrange multipliers, double integrals, and application problems that involve concepts from the managerial, life and social sciences. The emphasis is on problem-solving techniques. UC/IND/CSU area B4; IGETC area 2

Mathematics 130 – Calculus I (4) Prerequisite: Mathematics 110 with a grade of C or higher, or sufficient score on the placement exam. Study of limits, differentiation and integration of algebraic and trigonometric functions, applications of the derivative and the definite integral, and curve sketching. UC/IND/CSU area B4; IGETC area 2

Mathematics 131 -C alculus II (4) Prerequisite: Mathematics 130 with a grade of C or higher, or the equivalent. Differentiation and integration of several transcendental functions, methods of integration, analytic geometry, polar coordinates, parametric equations, indeterminate forms, improper integrals, and infinite series. UC/IND/CSU area B4; IGETC area 2

Mathematics 132 -C alculus III (4) Prerequisite: Mathematics 131 with a grade of C or higher, or the equivalent. Analytic study of vectors, lines, planes, surfaces and curves. This course also studies partial differentiation, multiple integration, Green's Theorem, surface integrals and Stokes' Theorem. UC/IND/CSU

Mathematics 270 -I ntroductory Statistics (4) Prerequisite: Mathematics 60, 90 or 90I, credit (CR) or C or higher, or sufficient score on the placement exam. An introductory course in probability and statistics. It includes calculation and analysis of statistical parameters with hand-held calculator and with statistical software for personal computers. Topics include sampling, measures of central tendency and variability, probability distribution, normal and binomial distributions, confidence intervals, hypothesis testing. Application of a variety of statistical tests, including the sign test, z-test, t-test, chi-square analysis of variance, linear regression and correlation, and non-parametric tests. UC/IND/CSU area B4; IGETC area 2

Note: There is a credit limit on Mth 105/110 sequence for the UC System.

- ** **Mathematics 290 -S elected Topics** (1-3).
- ** **Mathematics 291 -I nternship** (1-4).
- ** **Mathematics 295 -I ndependent Study** (1-3).
- ** **Mathematics 296 -F ield Practicum** (1-4).

Music

- ★ Open to students of any ESL/English level
- ★★ Placement in English 104 or higher
- ★★★ Placement in English 108 or higher
- ★★★★ Placement in English 112 or equivalent
- ★★★★★ Completion of English 112 or equivalent
- ★★★★★★ Completion of English 114 or equivalent

Music 100 -M usic Appreciation (3) ★★★ Basic course for the music or non-music major. Development of perceptive listening skills through an exploration of the parameters of music and a study of the history and literature of music from the Middle Ages to the present. UC/IND/CSU area C1; IGETC area 3

Music 101 -M usic in America (3) ★★★ Basic course for the music or non-music major. Survey of music in the United States with emphasis on folk, country, blues, jazz, rock, musical theatre and popular traditions. UC/IND/CSU area C1; IGETC area 3

Music 112 -History of the American Musical Theatre (3) ★★★ A survey of the history of the American musical theatre will be presented beginning with the influence of the European operetta to the minstrel show of the 19th century through to the present day. UC/IND/CSU area C1

Music 115 -Music Theory I (3) ★★★ Corequisite: Music 117. Designed for the music major but open to others with consent of instructor. Introduction to basic music theory and musicianship. Terminology, melodic and rhythmic notation, intervals, scales and chords. UC/IND/CSU; IGETC area 3

Music 116 -Music Theory II (3) Prerequisite: Completion of Music 115. Corequisite: Music 118. Designed for the music major but open to others with consent of instructor. Continuation of Music 115. Diatonic harmony, including non-harmonic tones, bass modulations and dominant seventh chords. UC/IND/CSU; IGETC area 3

Music 117 -Musicianship I - (1) Corequisite: Music 115. Covers the techniques of sight-singing, dictation, ear-training and keyboard fundamentals, of rhythm, diatonic harmony and melody, including notation of intervals, major scales and triads in root position. UC/IND/CSU

Music 118 -Musicianship II - (1) Prerequisite: Music 115 and 117. Corequisite: Music 116. Continuation of Musicianship I, including compound rhythms, chromatic harmony, minor scales and triads in all inversions. UC/IND/CSU

Music 155 -Choral Ensemble (1) ★ Open by audition or with the consent of the instructor. Rehearsal and performance of music of all periods of music history as well as pop literature. May be taken for four semesters of credit. UC/IND/CSU

Music 164 -Jazz Ensemble (1) ★ This course is designed to give the student the experience of participating and performing in a jazz ensemble. The ensemble will perform literature from a variety of jazz genres and will learn historically relevant facts about jazz and jazz artists. Improvisation will be taught and explored by the ensemble players. Articulation pending.

Music 165 - Applied Music, I, II, III, IV (1-2) ★ Fifteen private lessons per semester on an instrument or voice. Open to all students regardless of experience. One half-hour lesson per week earns one unit credit; one one-hour lesson per week earns two units. May be taken for four semesters of credit. UC/IND/CSU

Music 185 -Backstage with the Arts (2-3) ★★★ Theoretical and practical aspects of visual and performing arts through a combination of lecture, discussion, and media presentations, and the direct experience of exhibits and performances. (Same as ART/ID/THE 185) IND/CSU

Music 310 -Roots, Folk and World Music (3) ★★★★★ Prerequisite: Previous coursework in anthropology. A cross-cultural survey of indigenous, traditional, and

world music genres. The course emphasizes the varying socio-cultural contexts of music who performs, for whom, at what times and places, with what message or purpose. The course will also discuss essential features of music, such as rhythm, melody, harmony, and instrumentation. (Same as ANT 310)

** **Music 290 -S elected Topics (1-3).**

** **Music 291 -I nternship (1-4).**

** **Music 295 -I ndependent Study (1-3).**

** **Music 296 -F ield Practicum (1-4).**

Philosophy

★ Open to students of any ESL/English level

★★ Placement in English 104 or higher

★★★ Placement in English 108 or higher

★★★★ Placement in English 112 or equivalent

★★★★★ Completion of English 112 or equivalent

★★★★★★ Completion of English 114 or equivalent

Philosophy 100 -C ontemporary Moral Issues (3) ★★★ A critical examination of controversial moral problems confronting contemporary society. Topics may include: abortion, capital punishment, environmental ethics, sexual morality, euthanasia, affluence and poverty, business ethics, censorship, gun control, discrimination, nuclear war, and genetic engineering. UC/IND/CSU area C2; IGETC area 3

Philosophy 110 -E thics (3) ★★★ Concerned with the justification for how/why we treat each other and the environment. The focus is on the question of the good life, the development of moral character, the relative merits of ethical principles, and the ethical assumptions of the student and of modern society. UC/IND/CSU area C2; IGETC area 3

Philosophy 120 -I ntroduction to Philosophy: History of Philosophy (3)

★★★★ Selected major philosophies from the four great historical periods and their developmental influences into the 21st century. Ancient Philosophy (Buddha, Confucius, Socrates, Plato, Aristotle); Medieval Philosophy (St. Augustine, St. Thomas Aquinas); Modern Philosophy (Descartes, Locke, Berkeley, Hume, Kant); Contemporary Philosophy (James, Ayer, Wittgenstein, Sartre, 20th Century Science). UC/IND/CSU area C2; IGETC area 3

Philosophy 121 -I ntroduction to Philosophy: Issues of Philosophy (3) ★★★

Several important topics in philosophic thought: Appearance vs. Reality, Knowledge vs. Skepticism, Freedom vs. Determinism, God vs. Naturalism, Mind-Body Relationship, Self-Identity, Justice and the State, Pluralism and the Common Good, Ethics and the Good Life. UC/IND/CSU area C2; IGETC area 3

Philosophy 130 - Logic - Critical Thinking (3) ★★★★★ A foundation course in formal and informal logic. Topics include the functions and forms of language, symbolizing ordinary language, deductive logic, inductive logic, informal fallacies, and the scientific method. Emphasis is on appreciating the value of sound/cogent reasoning and unambiguous communication. UC/IND/CSU areas C2, A3

Philosophy 145 - Philosophy of Religion (3) ★★★★★ A study of issues raised by religious faith: proofs for existence of God, the problem of evil, atheism, free will, existence/immortality of the soul, and why there are so many religions. UC/IND/CSU area C2

Philosophy 150 - Human Nature and Values (3) ★★★★★ The major ideologies and philosophies defining the meaning of human nature and their consequent values and philosophies of life: Hinduism, Buddhism, Confucianism and Christianity; the teachings of Plato, Aristotle, Aquinas, Descartes, Darwin, Huxley, Marx, Freud, Skinner and Sartre; scientific reductionism; cybernetics. UC/IND/CSU area C2; IGETC area 3

Philosophy 220H - Introduction to Philosophy: Honors Philosophy (3) ★★★★★ Member of the PTK Honors Program or consent of instructor. This course is an intensified, introductory examination of the major figures and major issues in the history of philosophy. The central theme of the course is meaning and the human condition. Emphasis is placed upon articulation of primary source readings, research and critical thinking. Readings will include works that address the perennial philosophical questions from metaphysics (what is real?), epistemology (what can we know?), and ethics (character and what ought we to do?). UC/IND/CSU area C2; IGETC area 3

Philosophy 240 - Business Ethics: Theories, Values and Case Studies (3) ★★★★★ This course critically analyses the essential role of ethics in the American-Global business community. Topics for analysis include: the current ethical conditions in the business community; defining business; defining ethics; the necessary connection between business and ethics; the purpose/s of work; fair profits and wages; capitalism and its critics; global business practices; power and justice; corporate and employee responsibilities; business, sustainability, and the environment; ethics and global business relations. (Same as BUS 240, replacing PHI 140) Articulation pending.

Philosophy 320 – American Philosophy (3) ★★★★★ Prerequisite: One Philosophy course. A critical examination of the most influential ideas in United States history that have contributed to the development of a distinctive American Philosophy and so, an American Way of Life. Philosophers and ideas to be considered include: Edwards/Puritanism; Jefferson/American Government; Emerson/Thoreau: Transcendentalism; Pierce/James: Pragmatism; Dewey/Experimentalism;

Whitehead/Process Philosophy; Quine/Scientific Empiricism; Searle/Analytic-Linguistic Philosophy.

- ** **Philosophy 290 -S elected Topics (1-3).**
- ** **Philosophy 291 -I nternship (1-4).**
- ** **Philosophy 295 -I ndependent Study (1-3) Prerequisite: Two courses in Philosophy with a grade of B or better in each course.**
- ** **Philosophy 296 -F ield Practicum (1-4).**

Physical Education

- ★ Open to students of any ESL/English level
- ★★ Placement in English 104 or higher
- ★★★ Placement in English 108 or higher
- ★★★★ Placement in English 112 or equivalent
- ★★★★★ Completion of English 112 or equivalent
- ★★★★★★ Completion of English 114 or equivalent

AQUATICS

Physical Education 100 -B eginning Swimming (1) ★ Students will learn proper breathing and stroke techniques for freestyle, breaststroke, backstroke and elementary backstroke with emphasis on safety, technique and conditioning. UC/IND/CSU area E

Physical Education 101 -I ntermediate/Advanced Swimming (1) ★ Course includes strokework on the following: freestyle, backstroke, breaststroke, and butterfly with emphasis on conditioning. Students must have some swimming ability. UC/IND/CSU area E

Physical Education 104 -L ifeguard Training (1) ★ Development of skills needed to become a lifeguard. Emergency rescue and resuscitations related to aquatics. Students must have at least intermediate swimming ability. Red Cross Lifeguard Training card will be issued upon successful completion of this course. This course fulfills either Physical Education or Health Education requirement. UC/IND/CSU area E

TEAM SPORTS

Physical Education 121 – Basketball (1) ★ Development of fundamental skills, history, rules and strategies of the game. Open to players of all levels. UC/IND/CSU area E

Physical Education 122 -S occer (1) ★ Development of basic soccer skills, including passing, dribbling, trapping and shooting. Emphasis on strategies and game play. Open to players of all levels. UC/IND/CSU area E

Physical Education 124 – Softball (1) ★ Instruction in batting and fielding with emphasis on game play and rules. Open to players of all levels. UC/IND/CSU area E

Physical Education 125 – Volleyball (1) ★ Development of basic skills, including serve, pass, set and spike. An emphasis on game play, rules and strategy. Open to players of all levels. UC/IND/CSU area E

Physical Education 126 – Flag Football (1) ★ This course is designed for students to learn the strategies, fundamentals and rules of flag football. Instruction will focus on offensive and defensive skills and execution. UC/IND/CSU area E

INDIVIDUAL SPORTS

Physical Education 141 – Beginning Tennis (1) ★ Development of beginning level skills, including groundstrokes, serve, volley, overhead and lob. Instruction in history, rules, etiquette, terms and basic strategies of the game. UC/IND/CSU area E

Physical Education 142 – Intermediate Tennis (1) ★ Prerequisite: Minimum of B in Beginning Tennis or with instructor's permission. Development of intermediate level skills, including topspin and slice groundstrokes, serving techniques, net play, and strategies. UC/IND/CSU area E

Physical Education 143 – Advanced Tennis (1) ★ Prerequisite: Minimum of B in Intermediate Tennis or with instructor's permission. Development of advanced skills, including approach shots, topspin and slice lobs, overhead, and strategies. UC/IND/CSU area E

Physical Education 144 – Jogging (1) ★ Development of running skills and cardiovascular fitness. Open to runners of all levels. UC/IND/CSU area E

Physical Education 146 – Golf (1) ★ Development of golf skills including basic swing and approach shots. Course concentrates on proper use of clubs; history, course etiquette, rules, terms and basic strategies. UC/IND/CSU area E

Physical Education 147 – Self Defense (1) ★ Instruction in the basics of self defense and how to be prepared physically and mentally for an emergency situation. Course concentrates on basic kicks, blocks and punches as well as escape from front and back attacks. UC/IND/CSU area E

Physical Education 148 – Yoga (1) ★ An overview course in yoga with instruction on alignment of postures. Students will improve flexibility, muscle tone and general well-being and learn deep breathing stress reduction techniques. Open to students of all fitness levels. UC/IND/CSU area E

DANCE

Physical Education 160 - Introduction to Dance Forms I (1) ★ An introduction to dance including jazz, ballet, modern and contemporary dance. Open to dancers of all levels. UC/IND/CSU area E

Physical Education 161 - Introduction to Dance Forms II (1) ★ Prerequisite: Minimum of B in Introduction to Dance Forms I or with instructor's permission. Continuation of Introduction to Dance Forms I with an emphasis on jazz and composition dance. UC/IND/CSU area E

Physical Education 162 - Beginning Step Aerobics (1) ★ This step class focuses on a cardiovascular workout, plus added benefits of muscle conditioning, yoga and basic health information. Open to students of all fitness levels. UC/IND/CSU area E

Physical Education 163 - Power Step Workout (1) ★ An advanced step exercise workout designed to build cardiovascular fitness. Included in course—muscle conditioning, yoga and basic health information. UC/IND/CSU area E

FITNESS FOR LIFE

Physical Education 170 - Fitness for Life (1-2) ★★★ Fitness for Life is a combination of physical assessments, classroom lectures, daily walking and physical activities to promote optimal wellness. (Same as HED 170) IND/CSU area E

INTERCOLLEGIATE ATHLETICS

Physical Education 182 - Women's Tennis (1-2) ★ Prerequisite: Instructor's approval. Instruction in the advanced skills of the game. Course includes competition at the community college level. UC/IND/CSU area E

Physical Education 183 - Men's Tennis (1-2) ★ Prerequisite: Instructor's approval. Instruction in the advanced skills of the game. Course includes competition at the community college level. UC/IND/CSU area E

Physical Education 184 - Women's Intercollegiate Soccer (1-2) ★ Prerequisite: consent of instructor. Instruction, practice, conditioning and strategies in the advanced skills of the game. Course includes competition in the community college conference. UC/IND/CSU area E

Physical Education 185 - Men's Intercollegiate Soccer (1-2) ★ Prerequisite: consent of instructor. Instruction, practice, conditioning and strategies in the advanced skills of the game. Course includes competition in the community college conference. UC/IND/CSU area E

Physical Education 186 - Intercollegiate Golf Team (2) ★ In this course, students will continue to develop their golfing skills while competing at the intercollegiate

level. Additionally, the objectives of this course include mastering the rules of golf and golfing etiquette. UC/IND/CSU area E

- ** **Physical Education 290 -S elected Topics (1-3).**
- ** **Physical Education 291 -I nternship (1-4).**
- ** **Physical Education 295 -I ndependent Study (1-3).**
- ** **Physical Education 296 -F ield Practicum (1-4).**

Political Science

- ★ Open to students of any ESL/English level
- ★★ Placement in English 104 or higher
- ★★★ Placement in English 108 or higher
- ★★★★ Placement in English 112 or equivalent
- ★★★★★ Completion of English 112 or equivalent
- ★★★★★★ Completion of English 114 or equivalent

Political Science 100 – American Institutions (3) ★★★ United States government philosophical foundations, political structures and the behavior of the political system. National government and state government; in particular, the State of California. UC/IND/CSU area D8, F; IGETC area 4

Political Science 110 -I ntroduction to Political Science (3) ★★★★★ Basic concepts of political science and contemporary political analysis. This course considers the major terms, concepts, functions and institutions related to the processes of politics. UC/IND/CSU area D8; IGETC area 4

Political Science 220 -C omparative Government (3) ★★★★★ Government institutions, constitutional principles and political problems in a selected variety of major national states -i ncluding modern France, Great Britain, the former Soviet Union and Germany. UC/IND/CSU area D8; IGETC area 4

Political Science 240 -I ntroduction to International Relations (3) ★★★★★ This course develops critical thinking skills through observation, analysis and evaluation of competing theories concerning international politics and the specific challenges facing decision-makers. Topics include international conflict and cooperation, economic development, and global environmentalism. UC/IND/CSU area D8; IGETC area 4

Political Science 310 - Demography (3) ★★★★★ Prerequisite: At least one course each in behavioral/social science, history, and statistics (with consent of the instructor, statistics may be a corequisite) An overview of the field of demography and its relevance in today s world. After introducing basic concepts and methods in demography, the course surveys applications of demographic tools and data at local, state, national, and international scales, with an emphasis on their value in addressing current needs and future planning. (Same as SOC 310)

- ** Political Science 290 -S elected Topics (1-3).
- ** Political Science 291 -I nternship (1-4).
- ** Political Science 295 -I ndependent Study (1-3).
- ** Political Science 296 -F ield Practicum (1-4).

Psychology

- ★ Open to students of any ESL/English level
- ★★ Placement in English 104 or higher
- ★★★ Placement in English 108 or higher
- ★★★★ Placement in English 112 or equivalent
- ★★★★★ Completion of English 112 or equivalent
- ★★★★★★ Completion of English 114 or equivalent

Psychology 100 -P ersonal Development (1-3) ★★ Prerequisite: Completion of ID 117 with a D or better or transfer student status as determined by the Office of Admission &/or Advising & Career Director. Application of psychology to one s everyday life, with an emphasis on life planning and growth towards the development of one s potential. Focus on self-awareness, self-exploration, self-concept, identifying values, interests, needs and goals. Skill development in the areas of life and lifestyle choices, career development and lifelong learning action plan, major choices and transfer college choice. UC/IND/CSU

Psychology 123 -P sychobiology: Mind, Brain and Behavior (3) ★★★★★
Prerequisite: Psychology 150. This course is designed to integrate psychological and biological approaches to explaining human consciousness and behavior. The interrelationship between mental experiences and the brain s neurochemical activities will be explored with respect to the following topics: sensation and perception; cognition; drives; emotions; social behavior; altered states of consciousness; mental health and mental illness. (Same as Interdisciplinary 123) UC/IND/CSU area B2, D7, D9; IGETC areas 4, 5

Psychology 123H -P sychobiology: Mind, Brain and Behavior - Honors (3) ★★★★★
Prerequisites: Psychology 150 or 150H and membership in the PTK Honors Program or consent of instructor. This course is designed to integrate psychological and biological approaches to explaining human consciousness and behavior. The interrelationship between mental experience and the brain s neurochemical activities will be explored with respect to the following topics: sensation and perception; cognition; drives; emotion; social behavior; altered states of consciousness; mental health and mental illness. The course will also offer many opportunities to analyze the most current research in this area. (Same as Interdisciplinary 123)UC/IND/CSU areas B2, D7, D9; IGETC areas 4,5

Psychology 150 -G eneral Psychology (3) ★★★★★ Prerequisite: English 105. Survey of various fields within the discipline of psychology, such as perception, memory and personality, and how each of these fields contributes to understanding and improving human behavior. UC/IND/CSU area D9; IGETC area 4

Psychology 150H -G eneral Psychology -H onors (3) ★★★★★ Prerequisite: Member of the PTK Honors Program or consent of instructor. Survey of various fields within the discipline of psychology, such as perception, memory and personality, and how each of these fields contributes to understanding and improving human behavior. UC/IND/CSU area D9; IGETC area 4

Psychology 200 -C hild Psychology (3) ★★★★★ Prerequisite: English 105. Development of children from conception to adolescence: physical, cognitive, linguistic, moral and personality development. (Same as Education 220.) UC/IND/CSU area D9; IGETC area 4

Psychology 205 -C hild and Adolescent Development (3) ★★★★★ This course is designed to explore major concepts, theories, issues, research findings, and application in the field of child and adolescent development, ranging from conception through adolescence. UC/IND/CSU area D9; IGETC area 4

Psychology 220 -H uman Life-Span Development (3) ★★★★★ Prerequisite: English 106. This course investigates major concepts, issues and methods in the study of human development, from conception through death, with emphasis on the following aspects of development: physical, perceptual, cognitive, language, moral, personality (social and emotional) and atypical. UC/IND/CSU area D9, E; IGETC area 4

Psychology 225 -S ocial Psychology (3) ★★★★★ Prerequisite: English 105. Concerned with understanding how an individual's behavior, thoughts and feelings are affected or influenced by the presence, characteristics and actions of other people. Focuses on social interaction -de scribing, understanding and explaining interpersonal behavior. UC/IND/CSU area D9; IGETC area 4

Psychology 228 - Abnormal Psychology (3) ★★★★★ Prerequisite: Completion of Psychology 150 or 150H. This course investigates major psychological disorders, treatment modalities, and various theories of psychopathology. Emphasis is placed on diagnosis, treatment and prevention. UC/IND/CSU area D9; IGETC area 4

Psychology 230 -D rug Use and Abuse (3) ★★★ Investigation of the myths and realities of drug use and abuse. Legal and illegal drugs in terms of their physical and psychological effects; uses and values; health risks; incidence and frequency of use; causes, treatment and prevention of abuse. Drugs and sexuality, athletics/sports, drug-free altered states of consciousness. Fulfills Health Education requirement. IND/CSU area E

Psychology 235 -I ntroduction to Statistics for the Study of Behavior (4) ★★★★★ Prerequisite: Math 60 or 90/90I, credit (CR) or C or higher; completion of Psychology 150 or 150H. Application of descriptive and inferential statistical techniques for summarizing research data in the behavioral sciences; including levels of measurement, frequency distributions, central tendency, variability, normal

distributions, Central Limit Theorem, and applications of a variety of statistical tests. (Same as ANT/SOC 235) UC/IND/CSU area B4; IGETC area 2

Psychology 240 - Research Methods for the Study of Behavior (3) ★★★★★
Prerequisite: Psychology 235 or Math 270. An introduction to scientific inquiry and research in the social sciences, including experimental and non-experimental designs. Includes data collection strategies, hypothesis testing, analyzing tests of measurement, and use of computer aids. (Same as ANT/SOC 240.) UC/IND/CSU

For students planning to major in the behavioral/social sciences, Statistics is the first component of a recommended two-course sequence and should be followed by ANT/PSY/SOC 240.

Psychology 280 - Intercultural Psychology (3) ★★★★★ Prerequisite: English 106. This course introduces theories, concepts and research methods employed in studying behavior in the intercultural context, variables influencing human interaction, and basic knowledge concerning cultural issues. This course facilitates students' development of observational and analytical skills regarding intercultural interaction. UC/IND/CSU area D9; IGETC area 4

Psychology 320 - Aging in America (3) ★★★★★ Prerequisite: one course from the following: ANT 120, EDU/SOC 140, any PSY course except for PSY 100, 235, 240 or 290-296) or any SOC course (except for SOC 220, 235, 240, or 290-296) or consent of instructor. This course provides an overview of current theories of aging and examines the various aspects of human development: physical, cognitive, communicative/linguistic, and social/emotional. With the graying of America, awareness of the seniors in our midst, as well as our own aging process, is crucial. This course introduces information on a range of influences to prepare students for interaction among age groups, career opportunities, public policy decision making, and one's own personal life journey.

Psychology 325 - Organizational Behavior (3) ★★★★★ A study of performance, behavior and group formation as it impacts organizational effectiveness. Students examine the social, psychological and theoretical factors that influence the management of groups and individuals in work settings. Topics include leadership, communication, power, organizational culture and politics. (Same as BUS 325)

Psychology 328 - Personality Theory (3) ★★★★★ Prerequisites: One course from the following: ANT 120, EDU/SOC 140, any PSY course (except for PSY 100, 235, 240 or 290-296) and any SOC course (except for SOC 220, 235, 240, or 290-296) or consent of instructor. This course explores the question "How do humans get to be the way they are?" This course provides an overview of current theories of the structure, dynamics, and development of human personality and personality traits. It also explores the assumptions about human nature that underlie the various major theories of personality through the works of Freud, Jung, Maslow, Rogers, Watson and other historical and modern major theorists and models.

Psychology 345- Social Psychology (3) ★★★★★ Prerequisites: Completion of PSY 150/150H or SOC 100/100H or consent of instructor. Recommended courses: ANT/PSY/SOC 240 Concerned with understanding how an individual's behavior, thoughts and feelings are affected or influenced by the presence, characteristics and actions of other people. Focuses on social interaction -describing, understanding and explaining interpersonal behavior.

Psychology 380 – Applied Intercultural Psychology (3) ★★★★★ Prerequisites: Completion of one course from the following: ANT 120, EDU/SOC 140, any PSY course (except for PSY 100, 235, 240 or 290-296) and any SOC course (except for SOC 220, 235, 240, or 290-296) or consent of instructor. This course focuses on the application of intercultural psychology to improve the well-being of people in a variety of settings. It discusses theories and concepts related to variables influencing human interaction and basic knowledge concerning intercultural interaction, cultural issues, and social justice.

PSY 385 – Psychology's Perspective of the Arts (3) ★★★★★ Prerequisites: Recommended one course from the following: ANT 120, EDU/SOC 140, any PSY course (except for PSY 100, 235, 240 or 290-296) and any SOC course (except for SOC 220, 235, 240, or 290-296) or consent of instructor. This course focuses on the psychological study of the mental processes and universal and culture-specific behavior involved in the creation and appreciation of art, including perception, symbols, emotions, and creativity.

- ** Psychology 290, 390, 490 - Selected Topics (1-3).
- ** Psychology 291, 391, 491 - Internship (1-4).
- ** Psychology 295, 395, 495 - Independent Study (1-3).
- ** Psychology 296, 396, 496 - Field Practicum (1-4).

Religious Studies

- ★ Open to students of any ESL/English level
- ★★ Placement in English 104 or higher
- ★★★ Placement in English 108 or higher
- ★★★★ Placement in English 112 or equivalent
- ★★★★★ Completion of English 112 or equivalent
- ★★★★★★ Completion of English 114 or equivalent

Religious Studies 102 – Roots of Western Religious Literature I (3) ★★★ The literature of ancient Hebrew civilization and of the early Christian movement, as preserved in the Bible, from a culture very different from our own. The course aims to capture a sense of what this literature meant to the people of its time by studying its historical, cultural and literary background. This provides depth and perspective for a student's personal interpretation of the Bible. UC/IND/CSU area C2; IGETC area 3

Religious Studies 103 – Roots of Western Religious Literature II (3) ★★★ The literature of the early Christian movement, as preserved in the New Testament of the Bible, in a culture very different from our own. The course aims at reading this literature through the eyes of key persons of that time. The student will thus obtain a fresh perspective that will provide context and enrichment for personal reading of scripture literature. UC/IND/CSU area C2; IGETC area 3

Religion 110 – Survey of Religious Symbol (3) ★★★ An introductory survey of the Orthodox, Catholic and Protestant belief in God and the development of the meaning of the word person that follows from this common belief. CSU/IND

Religion 120 – Introduction to Catholic Thought (3) ★★★ Students will examine various themes in Catholic theology and how they relate to perennial human questions and aspirations. Theology can be understood as reflection upon faith experience, which in turn leads to the formulation of structures of belief. Students will gain an appreciation of the Catholic understanding of the human person, approach to revelation and mystery, and contribution to moral reasoning. In this conversation with the Catholic tradition, students will explore their own approach to foundational spiritual and ethical questions. Articulation pending.

Religious Studies 125 – Introduction to Religious Studies (3) ★★★ A study of the common elements of religion throughout the ages. Topics include: study of origins of religion; myth; concepts of God; role of worship, prayer and symbolism; religious language; the place of revelation and morality; and the relationship of religion to science. UC/IND/CSU area C2; IGETC area 3

Religious Studies 130 – World Religions (3) ★★★ Introduction to the history, literature and thought patterns of the major religions of the world. UC/IND/CSU area C2; IGETC area 3

Religion 130H – World Religions: Honors (3) ★★★ Member of the PTK Honors Program or consent of instructor. Introduction to the history, literature and thought patterns of the major religions of the world with special emphasis on the reading of primary texts from the great religious traditions. UC/IND/CSU area C2; IGETC area 3

Religious Studies 142 – Religion in America (3) ★★★ A study of the origins/importance of religion in America from the early settlements to the 20th century. The interaction of religion and history will also be examined. (Same as Interdisciplinary 142) UC/IND/CSU; IGETC area 3

Religious Studies 200 – Contemporary Issues in Religious Ethics (3) ★★★ An introductory survey of ethical issues (social, environmental, sexual, medical) confronting contemporary society. Studied from the perspective of religious faith with particular focus on the major figures who have contributed to the discussion of the issues. UC/IND/CSU area C2

Religious Studies 210 -Death and Dying (3) ★★★ The attitude to and the explanations of the phenomenon of death as offered by the great religious traditions and related to social and psychological studies of death and dying. UC/IND/CSU area C2

Religious Studies 225 -Religion and Society (3)★★★★ Study of how the major religious groups within American society are organized, how they relate to and have impact on the broader society in which they exist, and how they themselves are affected by that broader society. UC/IND/CSU area C2; IGETC area 3

Religion 310 -Catholic Social Teaching (3)★★★★★ Prerequisites: Completion of a lower division religion course and a lower division history course. Studies the complex social problems facing the modern world by investigating the ways the Catholic Church, Catholic thinkers and activists have applied Christian principles to social issues, with special emphasis on official church documents since Leo XIII's *Rerum Novarum* (1891). Students are not required to accept Catholic social teaching, but to enter into dialogue with it.

Religion 330 -Religion, War and Peace (3)★★★★★ Prerequisites: Completion of a lower division religion course and a lower division literature or history course. Studies the relationship of religion to war. This course will discuss the following questions: Is religion inherently inclined to violence? Is monotheism inherently inclined to violence? Have most wars really been religious at root? The course will include discussion of contemporary conflicts between religious groups.

Religion 342 -Religion in American Popular Culture (3)★★★★★ Prerequisites: Completion of a lower division religion course, and an English literature course. Studies the understanding of religion expressed or implied in selected works of contemporary American popular culture (fiction, film, music, theatre, television). The course includes an analysis of the attitudes to and understandings of religion implied in the work, a critical study of any factual claims about religion made in the work, and a comparison/contrast of religious self-understanding with the way in which religious belief is understood in the work.

- ** **Religious Studies 290 -Seminars on Selected Topics (1-3).**
- ** **Religious Studies 291 -Internship (1-4).**
- ** **Religious Studies 295 -Independent Study (1-3).**
- ** **Religious Studies 296 -Field Practicum (1-4).**

Science

- ★ Open to students of any ESL/English level
- ★★ Placement in English 104 or higher
- ★★★ Placement in English 108 or higher
- ★★★★ Placement in English 112 or equivalent
- ★★★★★ Completion of English 112 or equivalent
- ★★★★★★ Completion of English 114 or equivalent

Science 100 -I ntroduction to Physical Science (4) ★ Prerequisite: Placement in Mathematics 60 or above. Laboratory three hours per week. Lecture three hours per week. Prerequisite: Mathematics 50 or sufficient score on the math placement test. Lecture/laboratory course for the non-science major. Interrelates the fundamental principles of chemistry and physics with emphasis on the experimental nature of science. UC/IND/CSU area B1, B3; IGETC area 5.

Science 102 -S urvey of Physical Science (3) ★ Prerequisite: Placement in Mathematics 60 or above. Lecture/demonstration course for the non-science major exploring the world of physical science and its significance in contemporary life. Topics from the fields of astronomy, chemistry, geology, meteorology and physics. UC/IND/CSU area B1; IGETC area 5

Science 110 -I ntroductory Chemistry (4) ★ Lecture three hours per week. Lab three hours per week. Prerequisite: Placement in Mathematics 60 or above. A survey of general, organic and biochemistry. A study of the fundamental principles of chemistry, including atomic and molecular structure, the structure, properties and reactions of organic compounds and their role in human biochemistry. An introductory look at the structure and function of biological macromolecules. (Recommended for students entering an allied health field who require a one-semester course in chemistry, and as a preparation for Science 240.) UC/IND/CSU area B1,B3; IGETC area 5.

Science 120 -P hysical Geology (3) ★★★ Composition and structure of the earth, the forces acting upon it and the resulting surface features. Includes laboratory demonstrations and optional field trips. Students desiring a lab science may also enroll in Science 120L. UC/IND/CSU area B1; IGETC area 5

Science 120L – Physical Geology Laboratory (1) Co- or Prerequisite: Science 120. Laboratory three hours per week. Includes laboratory work and weekend field trips. UC/IND/CSU area B1, B3; IGETC area 5

Science 130 -B iology of Animals (4) ★★★ Laboratory three hours per week. Lecture three hours per week. Lecture/laboratory course designed especially for the non-science major. Structure, function, development, evolution and overall diversity of animals. Interactions between animals and their environment. UC/IND/CSU area B2, B3; IGETC area 5

Science 132 – Human Anatomy (4) ★★★★★ Prerequisite: successful completion of high school or college biology. An introduction to the structure of the human body at both the macroscopic and microscopic levels. Laboratory includes extensive dissection of preserved animals. Lecture 3 hours per week. Laboratory 3 hours per week. UC/IND/CSU area B2, B3; IGETC area 5

Science 133 – Human Physiology (4) ★★★★★ Prerequisite: High school biology and chemistry with a grade of C or better, or their college equivalents. Science 132 strongly recommended. An introduction to the function of the human body at the molecular, cellular and organ system levels of organization. Lecture 3 hours per week. Laboratory 3 hours per week. UC/IND/CSU area B2, B3; IGETC area 5

Science 135 – Anatomy and Physiology (4) ★★★★★ Laboratory three hours per week. Lecture three hours per week. Prerequisite: High school biology or chemistry or the equivalent. Structure and function of the human body. Basic physical, chemical and biological principles necessary to understand the functioning of the organism as a whole and of the major systems. Recommended for psychology majors. UC/IND/CSU area B2, B3; IGETC area 5

Science 140 – Plants and Civilization (4) ★★★ Laboratory three hours per week. Lecture three hours per week. Lecture/laboratory course designed especially for the non-science major. Basic structure, physiology and evolution of the major plant groups and the roles of plants in the development of civilization and in modern society. UC/IND/CSU area B2, B3; IGETC area 5

Science 145 – Principles of Biology (3) ★★★ Major themes and unifying concepts of biology; physical/chemical basis of life; cellular biology; genetics and evolution. Surveys the biological kingdoms, including structure and function, evolution and diversity, behavior and ecology of representative groups. Lecture course for pre-majors or non-majors requiring life science. Students desiring a lab science may also enroll in Science 145L. UC/IND/CSU area B2; IGETC area 5

Science 145L – Principles of Biology Laboratory (1) Laboratory three hours per week. Concurrent enrollment in Science 145 required. UC/IND/CSU area B3; IGETC area 5

Science 145H – Principles of Biology: Honors (4) ★★★★★ Lecture/Laboratory six hours/week. Prerequisite: High school biology or chemistry or equivalent; member of the PTK Honors Program or consent of instructor. An introduction to the study of living organisms, emphasizing history, concepts, theories and explanations that make biology a coherent body of knowledge. Includes basic chemistry and physics in relation to living organisms, as well as genetics, evolutionary theory and molecular biology. UC/IND/CSU areas B2, B3; IGETC area 5

Science 150 – Microbiology (4) ★★★★★ Lecture/Laboratory six hours per week. Prerequisite: High school biology or chemistry or equivalent. This course studies the biology of living microorganisms, with emphasis on bacteria and their role in

health and other human-related activities. Stresses disease-related microbes, with emphasis on laboratory skills in culturing, isolation and identification of selected, non-pathogenic bacteria. UC/IND/CSU area B2, B3; IGETC area 5

Science 155 -Genetics (3) ★★★★★ Principles of heredity with emphasis on humans. Includes the structure and function of genetic material, inherited diseases, the role of genes in cancer and current research in genetic engineering. This course is for the non-science major and has no college science prerequisite. UC/IND/CSU area B2; IGETC area 5

Science 160 -Marine Biology (4) ★★★★★ Lecture/Laboratory six hours per week. An introduction to the sea and its inhabitants. Includes study of the major marine ecosystems, with emphasis on the intertidal. Also considers the problems arising from man's intervention in the natural marine systems. Laboratory emphasizes field studies, dissections and studies of live organisms. UC/IND/CSU area B2, B3; IGETC area 5

Science 170 -Ecology of Humans (3) ★★★ This is a study of the relationship between humans and the physical and biotic environment. The emphasis is directed toward the basic principles of ecology and evolution, the historical impact of humans on ecosystems and current environmental problems. Students desiring a lab may also enroll in Science 170L. UC/IND/CSU area B2; IGETC area 5

Science 170L – Ecology of Humans Laboratory (1) Laboratory three hours per week. Co- or Prerequisite: Science 170. UC/IND/CSU area B3; IGETC area 5

Science 220 -General Chemistry I (5) ★★★★★ Lecture three hours per week. Laboratory three hours per week. Prerequisites: Math 60 or 90 and Science 110 with a grade of C or higher or passing grade on chemistry proficiency exam. General Chemistry for Science and Engineering majors with laboratory. This is the first semester of a two-semester sequence. It covers fundamental principles and laws of chemistry. Topics include states of matter, measurement, atomic structure, quantum theory, periodicity, chemical reactions, molecular structure and chemical bonding, stoichiometry, gas laws and theories and solutions. The laboratory work emphasizes physical-chemical measurements, quantitative analysis and synthesis. Three fifty-minute lectures and one laboratory period (3 hours) per week. UC/IND/CSU area B1, B3; IGETC area 5.

Science 221 -General Chemistry II (5) Lecture three hours per week. Laboratory three hours per week. Prerequisite: Science 220, with a grade of C or higher. This course is the second course in the two-semester sequence for General Chemistry for Science Majors with Laboratory, 1 year. Topics include thermodynamics, chemical kinetics, chemical equilibrium, acid-base theory, oxidation-reduction, electrochemistry, descriptive chemistry of representative metallic and non-metallic elements, and an introduction to nuclear and organic chemistry. The laboratory work emphasizes physical-chemical measurements, quantitative analysis and synthesis. Three fifty minute lectures and one laboratory period (3 hours) per week. UC/IND/CSU area B1, B3; IGETC area 5.

Science 224-I ntroductory Astronomy (3) ★★★ An introductory course designed to introduce students to the basic concepts of astronomy, including cosmology, cosmogony, elements of the solar system, stellar formation, galaxies and planetary observation. UC/IND/CSU area B1; IGETC area 5.

Science 230-P hysics I with Calculus (5) ★★★★★ Prerequisite: Completion of Math 130 or Math 120 with a grade of C or higher. This course is a calculus-based survey of kinematics, dynamics, statics, momentum, energy, rotation, gravitation and planetary motion. In addition, the course covers elasticity and vibration, wave motion, interference and standing waves, sound, the kinetic theory of gases, and thermodynamics. UC/IND/CSU area B1, B3; IGETC area 5

Science 231-P hysics II with Calculus (5) ★★★★★ Prerequisite: Completion of Science 230 with a grade of C or higher. Recommended preparation: Math 131 and Math 132. This course is a calculus-based survey of electricity, magnetism, light, geometric and physical optics, special relativity, atomic and nuclear physics. UC/IND/CSU area B1, B3; IGETC area 5

Science 240-G eneral Biology I (4) ★★★★★ Lecture three hours per week. Laboratory three hours per week. Prerequisites: Completion of Science 110 or Science 220 with a grade of C or higher; completion of Math 60 or 90 or 90I with a grade of C or higher; and high school biology or the equivalent. This is the first semester of a two-course sequence designed to give the biology major a strong foundation in the principles of structure and function, growth and development, energy transformations, molecular and classical genetics, ecology and evolution. The nature of scientific thought and current progress in biology are discussed. UC/IND/CSU area B2, B3; IGETC area 5.

Science 241-G eneral Biology II (4) Lecture three hours per week. Laboratory three hours per week. Prerequisite: Science 240, with a grade of C or higher. This course is the second in the two-course general biology sequence. It will reinforce the major concepts mastered in SCI 240 by focusing on both plant and animal structure and function, as well as the homeostatic balance required for all life to exist. UC/IND/SCU area B2, B3; IGETC area 5.

Science 250-O rganic Chemistry I (4) Lecture three hours per week. Lab three hours per week. Prerequisite: General Chemistry I (SCI 220) with a grade of C or higher. The first semester of the Organic Chemistry sequence. Topics include an introduction to Organic Chemistry to include structure, reactions, mechanism, and analysis of major functional groups of organic chemistry. Discussion will include ionic and radical reactions. UC/IND/CSU

Science 251-O rganic Chemistry II (4) Lecture three hours per week. Lab three hours per week. Prerequisite: Organic Chemistry I (SCI 250) with a grade of C or higher. The second semester of the Organic Chemistry sequence. Topics include structure and reactions of alcohols, carboxylic acids, aldehydes, ketones, amines, aromatic compounds, heterocycles, sugars and amino acids. Articulation pending.

Science 301 - Thirsty Planet-the Science and Politics of Water (3) ★★★★★ This class will examine the scientific facts and the political issues involved in decisions that directly affect our water management decisions. We will also explore the social and ecological impacts of the coming water crisis and our responsibility to future generations.

**** Science 290 - Selected Topics (1-3)**

**** Science 291 - Internship (1-4)**

**** Science 295 - Independent Study (1-3)**

**** Science 296 - Field Practicum (1-4)**

Sociology

★ Open to students of any ESL/English level

★★ Placement in English 104 or higher

★★★ Placement in English 108 or higher

★★★★ Placement in English 112 or equivalent

★★★★★ Completion of English 112 or equivalent

★★★★★★ Completion of English 114 or equivalent

Sociology 100 - Introduction to Sociology (3) ★★★★★ Introduction to basic concepts of sociology and sociological analysis. Emphasis upon the group, socialization, social processes, stratification, institutions, social organization and social change. UC/IND/CSU area D10; IGETC area 4

Sociology 100H - Introduction to Sociology: Honors (3) ★★★★★ Member of the PTK Honors Program or consent of instructor. Introduction to basic concepts of sociology and sociological analysis. This course will offer a global approach in studying group behavior, socialization, stratification, social institutions and organizations, and social modernization and change. An extensive research project will further allow the development of the sociological imagination. UC/IND/CSU area D10; IGETC area 4

Sociology 125 - Sociology of Marriage and the Family (3) ★★★★★ This course is an examination of the family as a social institution. Emphasis will be placed on relationships between the family and other social institutions from American and cross-cultural perspectives. Theories of family development in society as well as pertinent family research will be studied.
UC/IND/CSU area D10

Sociology 140 - The Home, the School, the Community (3) ★★★ Prerequisite: English 106. Examines contemporary issues in education and their effect on the child and family. A study of the variety and pattern changes in family life and of the influence of family, church, school and peers upon the development of a child. (Same as ED 140) UC/IND/CSU area D10

Sociology 175 - Modern Social Problems (3) ★★★ Analysis of current sociological problems and their backgrounds in terms of sociocultural, economic and

political change. Solutions, as well as causes, of social problems. UC/IND/CSU area D10; IGETC area 4

Sociology 220 -C rime and Delinquency (3) ★★★★★ Strongly recommended: an introductory course in Psychology or Sociology. The nature of criminal and delinquent behavior stressing theories of causation. Societal reactions to deviant behavior and methods of crime and delinquency control. UC/IND/CSU area D10

Sociology 235 -I ntroduction to Statistics for the Study of Behavior (4) ★★★★★ Prerequisite: Math 60 or 90/90I, credit (CR) or C or higher; completion of Psychology 150 or 150H. Application of descriptive and inferential statistical techniques for summarizing research data in the behavioral sciences, including levels of measurement, frequency distributions, central tendency, variability, normal distributions, Central Limit Theorem and applications of a variety of statistical tests. (Same as ANT/PSY 235) UC/IND/CSU area B4; IGETC area 2

Sociology 240 -R esearch Methods for the Study of Behavior (3) Prerequisite: Sociology 235 or Math 270. An introduction to scientific inquiry and research in the social sciences, including experimental and non-experimental designs. Includes data collection strategies, hypothesis testing, analyzing tests of measurement and use of computer aids. (Same as ANT/PSY 240.) UC/IND/CSU

For students planning to major in the behavioral/social sciences, Statistics is the first component of a recommended two-course sequence and should be followed by ANT/PSY/SOC 240.

Sociology 250 -R ace, Ethnicity, Gender and Class in the United States (3) ★★★★★ Strongly recommended: An introductory course in Psychology or Sociology. This course examines and analyzes stratification in the U.S. with consideration of the major ethnic and racial groups and gender inequality. Historical and contemporary views and research of assimilation, prejudice and discrimination of minority groups in society will be offered. UC/IND/CSU area D3, D10; IGETC area 4

Sociology 310 - Demography (3) ★★★★★★ Prerequisite: At least one course each in behavioral/social science, history, and statistics (with consent of the instructor, statistics may be a corequisite) An overview of the field of demography and its relevance in today's world. After introducing basic concepts and methods in demography, the course surveys applications of demographic tools and data at local, state, national, and international scales, with an emphasis on their value in addressing current needs and future planning. (Same as POL 310)

Sociology 320 -H uman Migration (3) ★★★★★★ Prerequisites: At least one prior course in behavioral/social science, and in history. An overview of past, present, and projected future patterns of human migration from local to national and global levels, and their social, cultural, economic, political, and environmental impacts. (Same as ANT/GEO 320) *Title modified Oct 2010*

- ** **Sociology 290 -S** elected Topics (1-3).
- ** **Sociology 291 -I** nternship (1-4).
- ** **Sociology 295 -I** ndependent Study (1-3).
- ** **Sociology 296 -F** ield Practicum (1-4).

Spanish

- ★ Open to students of any ESL/English level
- ★★ Placement in English 104 or higher
- ★★★ Placement in English 108 or higher
- ★★★★ Placement in English 112 or equivalent
- ★★★★★ Completion of English 112 or equivalent
- ★★★★★★ Completion of English 114 or equivalent

Note: Speakers of Spanish with native-like fluency will not receive credit for courses except with advance approval from the instructor and department.

Note: Each four-unit language course is comparable to one year of a high school language course in the same language.

Spanish 100 -E lementary Spanish I (4) ★★★ Course includes basic elements of Spanish grammar with work in the oral and written language, phonetics, vocabulary building, conversation and reading. Lab work required weekly. UC/IND/CSU area C2

Spanish 101 -E lementary Spanish II (4) ★★★ Prerequisite: Spanish 100 with a grade of C or better, or a satisfactory score on the placement test, or credit by examination. Course includes a review of Spanish 100 grammar, including the study of the subjunctive. Simple readings and composition in Spanish are part of the coursework. Lab required weekly. UC/IND/CSU area C2; IGETC area 6

Spanish 200 -I ntermediate Spanish I (4) ★★★ Prerequisite: Spanish 101 with a grade of C or better, or satisfactory score on the placement test, or credit by examination. Course includes intensive review of grammar with emphasis on the uses of the subjunctive, advanced conversation. Compositions and readings in Spanish culture and civilization designed to increase proficiency in written language and promote intercultural awareness. UC/IND/CSU area C2

Spanish 201 -I ntermediate Spanish II (4) ★★★ Prerequisite: Spanish 200 with a grade of C or better, or satisfactory score on the placement test, or credit by examination. Course emphasizes uses of the Spanish idiom, intensive vocabulary building, idiomatic conversation and composition with occasional grammar review. Readings from Spanish and Spanish-American authors are included. Cross-cultural awareness is emphasized throughout the course. UC/IND/CSU area C2

- ** **Spanish 290 -S** elected Topics (1-3).
- ** **Spanish 291 -I** nternship (1-4).
- ** **Spanish 295 -I** ndependent Study (1-3).
- ** **Spanish 296 -F** ield Practicum (1-4).

Speech

- ★ Open to students of any ESL/English level
- ★★ Placement in English 104 or higher
- ★★★ Placement in English 108 or higher
- ★★★★ Placement in English 112 or equivalent
- ★★★★★ Completion of English 112 or equivalent
- ★★★★★★ Completion of English 114 or equivalent

Speech 105 -F undamentals of Speech (3) ★★★ (Formerly Speech 110) An introductory course in public speaking that focuses on communication skills, including organization of ideas, research, critical thinking and audience adaptability. (Same as CAR 105) UC/IND/CSU area A1

Speech 125 -S mall Group Discussion (3) ★★★ Basic principles and techniques of discussion. Relationship of discussion to democratic processes and contemporary society, including a study and practice of critical thinking, and problem-solving techniques in various group discussion settings. (Same as Communication Arts 125) UC/IND/CSU area A1

Speech 130 -I nterpersonal Communications (3) ★★★★★ This course focuses on learning the theory and practicing skills needed to improve the quality of interpersonal communication, including social cognition, social rules, coding the message, conflict resolution and critical thinking skills. (Same as CAR 130) UC/IND/CSU area A1

Speech 145 -C ommunication Structures (3) ★★★ An examination of the structures underlying both verbal and visual modes of communication in modern society. Emphasis is placed on a study of comparable features in the various media used in the art of expression. Contemporary media will be investigated against a background of standard patterns of communication. (Same as CAR 145); UC/IND/CSU area A1

Speech 200 -O ral Interpretation (3) ★★★ Analysis, theory and practice of oral interpretation of prose, verse and grammatic dialogue with attention to effective delivery. (Same as CAR 200) UC/IND/CSU

Speech 250 – Argumentation and Debate (3) ★★★★★ Prerequisite: Car/Spe 105. An examination of the fundamentals of logical thinking, the analysis of propaganda, research techniques and the uses of evidence. Principles and techniques of effective group discussion, argumentation and debate. (Same as CAR 250) UC/IND/CSU area A1

Speech 260 -F orensics (1) ★★★ (Formerly Speech 291) Concentrated training and instruction for the enhancement of public speaking skills, critical and analytical

thinking, and literary analysis for the purpose of participating in either individual and/or team intercollegiate speaking activities. (Same as CAR 260); IND/CSU

- ** **Speech 290 –S elected Topics (1-3).**
- ** **Speech 291 –I nternship (1-4).**
- ** **Speech 295 –I ndependent Study (1-3).**
- ** **Speech 296 –F ield Practicum (1-4).**

Theatre Arts

- ★ Open to students of any ESL/English level
- ★★ Placement in English 104 or higher
- ★★★ Placement in English 108 or higher
- ★★★★ Placement in English 112 or equivalent
- ★★★★★ Completion of English 112 or equivalent
- ★★★★★★ Completion of English 114 or equivalent

Theatre Arts 100 –R eader s Theatre (3) ★★★ Selected readings from world drama, prose and poetry. Emphasis on characterization and interpretation under performance and class conditions. UC/IND/CSU area C1

Theatre Arts 110 –I ntroduction to Theatre (3) ★★★ Exploration of the creative elements of theatre art: playwriting, acting, directing, scenic, lighting, costume design. Analysis of major plays in production. (Same as CAR 110) UC/IND/CSU area C1; IGETC area 3

Theatre Arts 120 –I ntroduction to Acting I (3) ★★ An introduction to the interpretation of drama through the art of the actor. Movement and speech as the basis of role study. This course emphasizes movement and theatre. UC/IND/CSU area C1

Theatre Arts 121 –I ntroduction to Acting II (3) ★★ A continuation of the principles and techniques of Theatre 120. Emphasis is on voice, television and film. UC/IND/CSU area C1

Theatre Arts 170 –B eginning Play Production I (Technical) (1-3) ★ Students support the semester play by becoming a technical crew. It is an eclectic overview of the various aspects of the theatre, such as design and scenery construction, lighting, sound, costuming and makeup, theatre management and publicity. UC/IND/CSU

Theatre Arts 171 –B eginning Play Production II (Technical) (1-3) ★
Prerequisite: Theatre Arts 170. Students support the semester play by becoming a technical crew. It is an eclectic overview of the various aspects of the theatre, such as design and scenery construction, lighting, sound, costuming and makeup, theatre management, and publicity. UC/IND/CSU

Theatre Arts 172 – Advanced Play Production I (Technical) (1-3) ★★★

Students provide advanced technical support to the semester play by becoming a technical crew. It is an eclectic overview of the various aspects of the theatre, such as design and scenery construction, lighting, sound, costuming, make-up, theatre management, and publicity. UC/IND/CSU

Theatre Arts 173 – Advanced Play Production II (Technical) (1-3) ★★★

Prerequisite: Theatre Arts 172. Students provide advanced technical support to the semester play by becoming a technical crew. It is an eclectic overview of the various aspects of the theatre, such as design and scenery construction, lighting, sound, costuming, make-up, theatre management, and publicity. UC/IND/CSU

Theatre Arts 174 – Beginning Play Production I (Acting/Directing) (1-3) ★

Students who are cast in the semester play take this class. It is an eclectic overview of the various aspects of the theatre. Heavy emphasis on acting, directing and staging. Some theatre history. UC/IND/CSU

Theatre Arts 175 – Beginning Play Production II (Acting/Directing) (1-3) ★

Prerequisite: Theatre Arts 174. Students who are cast in the semester play take this class. It is an eclectic overview of the various aspects of the theatre. Heavy emphasis on acting, directing and staging. Some theatre history. UC/IND/CSU

Theatre Arts 176 – Advanced Play Production I (Acting/Directing) (1-3) ★★★

Students who are cast in the semester play take this class. It is an advanced overview of the various aspects of the theatre. Heavy emphasis is on acting, directing and staging. Some theatre history. UC/IND/CSU

Theatre Arts 177 – Advanced Play Production II (Acting/Directing) (1-3) ★★★

Prerequisite: Theatre Arts 176. Students who are cast in the semester play take this class. It is an advanced overview of the various aspects of the theatre. Heavy emphasis is on acting, directing and staging. Some theatre history. UC/IND/CSU

Theatre Arts 185 – Backstage with the Arts (2-3) ★★★ Theoretical and practical aspects of visual and performing arts through a combination of lecture, discussion, and media presentations, and the direct experience of exhibits and performances. (Same as ART/ID/MUS 185) IND/CSU

** **Theatre Arts 290 – Selected Topics (1-3).**

** **Theatre Arts 291 – Internship (1-4).**

** **Theatre Arts 295 – Independent Study (1-3).**

** **Theatre Arts 296 – Field Practicum (1-4).**

Campus Life

The development of the whole person is the premise on which the founders of Marymount College based the educational philosophy of the institution. Campus Life at Marymount strives to provide opportunities for growth and development of balance in the intellectual, spiritual, social, emotional and physical lives of our students.

Campus Ministry

Being a Catholic college, Marymount values individual and communal religious experiences as an integral element in its mission and educational philosophy. The College promotes a holistic approach to the process of learning in which spirituality and religion play important roles in the growth of the individual and community.

At Campus Ministry, we believe that spiritual experience is a vital dimension of personal growth. We strive to provide opportunities and resources for faith formation, prayer, worship, and religious support, founded on Catholic tradition, the heritage of the Religious of the Sacred Heart of Mary (RSHM), and enhanced by the religious diversity represented on campus. Throughout the school year, campus ministry offers weekly Catholic Mass on Wednesday, spiritual counseling, Bible study, sacramental preparation classes, social justice volunteering opportunities, celebrations of other religions holidays, and interfaith prayer services. We are dedicated to respond to the needs of students, faculty, and staff of all faith traditions.

Student Activities

Student activities at Marymount College are designed to provide a variety of campus events that contribute to social, intellectual and physical development. Students are urged to enjoy full participation in organized social and cultural activities, recreational sports programs, student clubs and organizations, community service opportunities, and leadership development programs.

Student Life maintains a comprehensive website: www.studentlifeonline.com

Intramurals

The College offers an intramural and recreational sports program. The program has featured intramural competition in flag football, basketball, volleyball, tennis, soccer, broomball, dodgeball, softball, pool and table tennis. There are also numerous outdoor recreational opportunities including sea kayaking, rock climbing, snow sports, and paintballing. All students are welcome to participate as fully as they are able. Please contact the Student Information Desk in the Student Center for information or check www.studentlifeonline.com.

Intercollegiate Athletics

As a member of the National Association of Intercollegiate Athletics (NAIA), Marymount College provides student-athletes with preparation for lifelong learning, service to others and fosters collaborative relationships in a nurturing environment

that will enhance intellectual, ethical, spiritual, athletic and social development.

Marymount Athletics is committed to ensuring that our programs are an enduring source of pride to our student-athletes, staff, alumni and College communities.

Athletes work in concert with other College departments to maximize: student life programs, student recruitment and alumni cultivation.

In the spirit of the College's commitment to service, the department fosters an environment which promotes community support from our employees, student-athletes, and alumni to uphold our moral duty of helping others.

For a complete listing of athletic policies and academic compliance refer to the Athletic Policy Manual. For details, contact the Director of Student Life and Athletics.

Volunteer Programs

Marymount provides opportunities for volunteerism through the Marymount Opportunities for Volunteer Experiences (M.O.V.E.) club. M.O.V.E. members and their advisor plan monthly service events for Marymount students in the local community.

Recent service projects have included planning a campus blood drive, packing food at the Los Angeles Regional Food Bank, supporting a book drive and refurbishing an elementary school library with Access Books, mentoring children at the Boys and Girls Club, and stuffing backpacks with supplies and gifts for the economically disadvantaged first graders in Los Angeles with the South Bay Volunteer Center.

Monthly service projects are often a gateway experience for students who choose to do individual volunteer work at a site where the group has previously volunteered.

In conjunction with the Office of Student Life, M.O.V.E. members play an active role in the annual Carnival of Caring with the Canyon Verde School for developmentally disabled adults. This spring campus event involves students, faculty and staff who partner with a Canyon Verde client for a day of fun.

Marymount is also a member of Campus Compact, a national service organization dedicated to supporting and promoting community service as an integral part of higher education.

Leadership Development

The Leadership Development Program exists to support emerging leaders and develop their skills. Leadership development activities include a fall leadership retreat, the Nuts and Bolts of Leadership Speaker Series, The National Society of Leadership and Success Program and many more workshops that focus on diverse topics. Students also have leadership opportunities through ASMC and Club management.

Student Government

The Associated Students of Marymount College (ASMC) is the College's student government organization. Through its elected executive board and senators,

it strives to advocate student interests and concerns to the college faculty and administration and to assist clubs with planning activities for students. All full-time students attending classes are recognized as members of ASMC and are invited to participate in ASMC's weekly meetings and activities. Additionally, ASMC is the body that oversees the student association fee and allocates the funds through requests made by recognized student organizations.

Student Clubs

Any group of students may charter a club focused on a common interest. The minimum requirement is five members and a faculty/staff advisor. Go to www.studentlifeonline.com to download the handout explaining the simple process for organizing and gaining recognition. Benefits of being reorganized include the ability to petition ASMC for funding, permission to request meeting space on campus, support in organizing activities on campus and resource support from the Office of Student Life.

Student Conduct System

Marymount College is committed to creating and maintaining an environment where individual and institutional rights and responsibilities merge to encourage the holistic development of each member of our community. To achieve this goal, the College has established a number of policies and procedures that present to our students, staff and faculty the values and expectations of this institution.

Each member of the College community is expected to adhere fully to the policies established by the College and to comply not only with the letter of the various regulations, but also to act positively within the spirit of these policies.

Consistent with these values, the Student Conduct System and the Student Code of Conduct have been created. They serve to establish and clarify standards of behavior essential to the College's educational mission and community life. Please consult *The Anchor*, Marymount's student handbook, for the complete description of the Student Conduct System.

Campus Publications

The Anchor, the student handbook, is published annually by the Dean of Students and governs the Marymount community. This handbook outlines campus resources and departments, explains Marymount's Student Code of Conduct, overviews the conduct process, and highlights major campus activities. *The Anchor* is published on the Marymount website.

Student Services

Office of Student Life

The Office of Student Life and Athletics plans programs to help students thrive in pursuits outside of the classroom. Using the Wellness Model, Student Life organizes activities designed to contribute to social, recreational, emotional, educational, spiritual, vocational and cultural development.

The Office of Student Life oversees operation of the Student Center, providing a big screen TV, game tables, equipment and game check-outs, and plenty of comfortable couches and chairs.

Additional services provided by the Office of Student Life include advising ASMC, registering student clubs, providing weekend and outdoor programming, publishing a monthly activities calendar generating co-curricular transcripts, and coordinating leadership development efforts.

Log on to www.studentlifeonline.com or stop by the Student Information Desk in the Student Center to inquire about scheduled activities. The student staff will be happy to answer your questions.

Office of First Year Experience

This campus office is dedicated to improving student learning and transition during the first year of college. The Office of First Year Experience (FYE) helps students understand and integrate into the intellectual, social and spiritual community at Marymount College. This is done through a blend of experiences offered in and out of the classroom, on and off campus.

FYE administers the two common experiences all new students have on campus in the first year: the freshman seminar course and New Student Orientation.

The freshman seminar course, ID 117: The Art of Being Human (ID 217 for transfers), is a holistic, student-centered course designed to launch the curricular and co-curricular experience at Marymount. In this course, students learn how to combine classroom and social experiences to create a successful and engaging first year on campus.

The FYE office is also responsible for New Student Orientation at the beginning of each semester. Orientation is designed to introduce and integrate new students to campus, resources, and people in an exciting and welcoming way. Select returning students serve as Student Orientation Staff (SOS), and provide valuable peer leadership and support to help new students connect to the College community.

Major/Career Planning Services

The Office of Advising and Career Services support students through academic advising, career information, internship coordination, and transfer assistance. Personal guidance helps the student to identify their interests and goals and to create plans to help in the successful attainment of those goals.

The Financial Aid Office offers students the opportunity to gain valuable work

experience by assisting them in finding on-campus work/study positions and off-campus part-time and summer employment.

Student Health Center

The Student Health Center provides skilled medical and nursing care to all students. The Student Health Center is open Monday through Friday during the fall, winter and spring semesters. All Marymount students are welcome to use the services provided by the Student Health Center. No appointment is necessary; students are seen on a first-come, first-served basis. All care and consultation are strictly confidential.

The Student Health Center provides:

1. Triage.
2. Ongoing and follow-up health care.
3. Preliminary first aid.
4. Nurse consultation.
5. Physician care two mornings per week.
6. Diagnostic testing.
7. Over-the-counter medication.
8. Health-related counseling.
9. Private physician and dental referral.
10. Library of information to assist students in health education and preventive medicine.
11. Student health insurance information, I.D. cards and claim forms.
12. Limited immunizations.
13. Health-related testing.

Most services of the Student Health Center are free to full-time students; however, there is a small fee for some services (any outside lab work or prescription medications, for example). All students are required to file with the Student Health Center an official physical examination signed by a physician, a documented immunization form, and a medical information, health history form and meningitis informational form. Failure to provide these records will prohibit students from registering for subsequent semesters. The Student Health Center strongly recommends that all students be vaccinated for meningitis and varicella.

Marymount College requires that all students have continuous sickness and accident insurance while enrolled at the college. Domestic students who have comparable insurance that is valid in the greater Los Angeles area may waive enrollment in this plan. Students must maintain insurance at all times. International students must have health insurance coverage consistent with the guidelines set forth by the U.S. Immigration and Naturalization Service. For this reason, all international students are required to purchase insurance as provided by an insurance company contracted by the College. Arrangements for the purchase of this insurance can be made with the College Business Office.

Counseling Services

Counseling Services provides short-term and long-term counseling, crisis intervention and consultation, outreach and referral for the campus community. Counseling Services staff members are licensed mental health professionals with training and experience in college student mental health and development.

The main purpose of Counseling Services is to assist students in attaining their academic goals through self-development. Some of these services include relationship counseling, conflict counseling, stress management and other issues of personal wellness. All students in need of objective insights or merely a listening ear are encouraged to avail themselves of Counseling Services. No student concern is too insignificant. Students often address their concerns with a counselor on an individual basis. However, there are opportunities for group interaction on certain topics and outreach programming for both student and faculty/staff work groups. Counseling Services staff also provides drug and alcohol assessment, education, prevention and early intervention resources for the campus community.

Counseling involves personal self-disclosure and is insight-oriented. The process may include problem identification and resolution, goal setting and/or psychosocial education. The information shared between counselors and students is considered strictly confidential. Confidentiality is protected by law, and the counselor will not break confidentiality without expressed consent by the student. Exceptions include instances when the client may be in imminent life-threatening danger to self or others and instances of abuse of a minor or elder.

All services are provided free to full-time students. The number of weekly sessions may be limited due to counselor availability and student need. Limited services are available to part-time students. Counseling sessions are by appointment or counselor availability. Referral to local agencies is sometimes necessitated.

Residential Life

The Office of Residential Life coordinates all student life services for approximately 400 Marymount students living in residence. The College-owned residential sites are located in San Pedro, just a short distance from the campus. A shuttle service is available from the residential sites to campus during class hours.

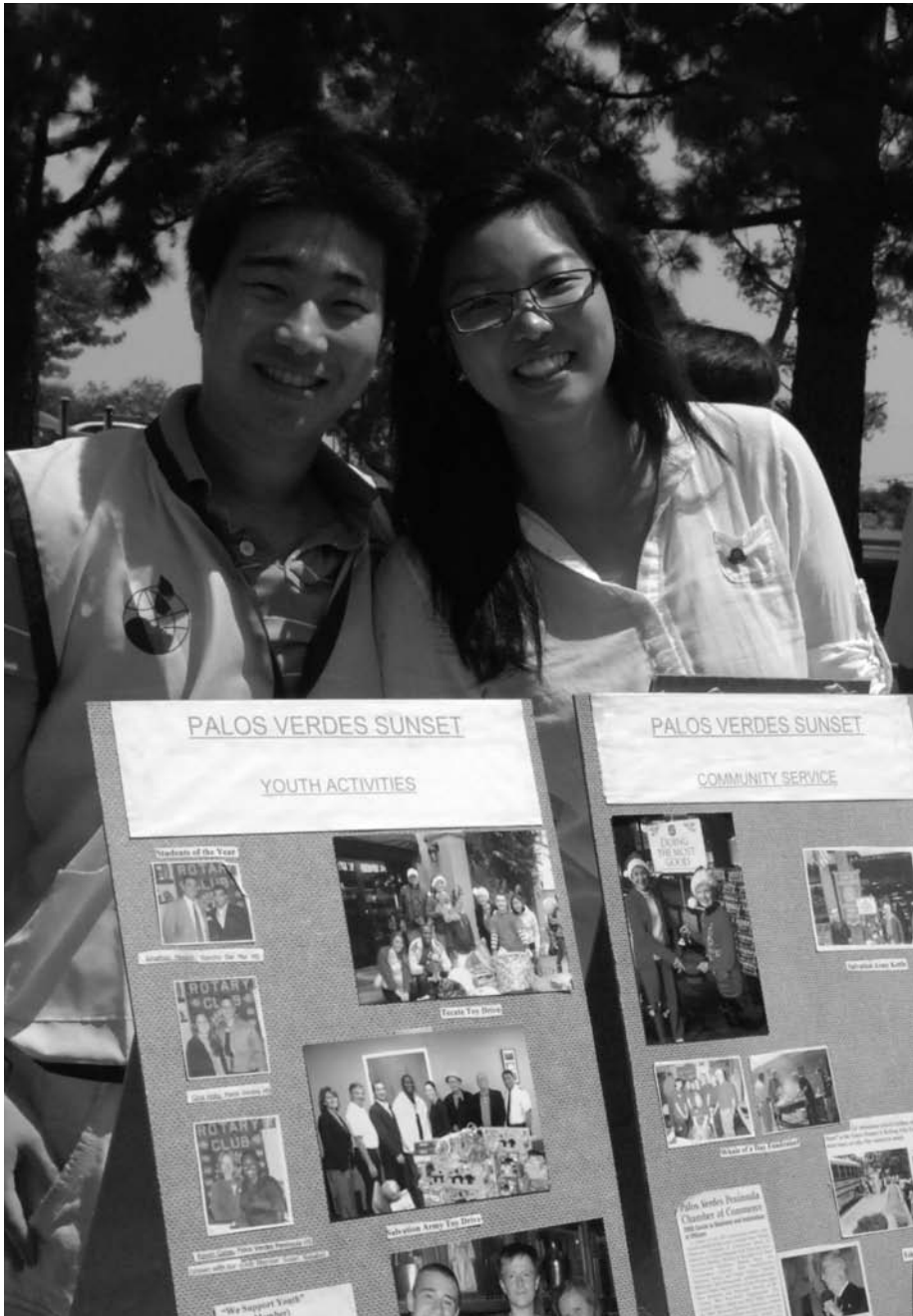
Marymount College supports a holistic educational experience for students, encompassing learning that takes place outside of the classroom. Our Residential Life Program creates an atmosphere conducive to studying, but which also affords room for growth and development outside the classroom.

Applications for College residence are available beginning March 15. Housing is not available for married persons or families. Assignments are made on a first-come, first-served basis with priority given to out-of-town applicants who apply prior to June 1. A limited number of spaces may be available for spring semester. Students in residence are required to participate in a meal plan. Additional information regarding the meal plan and the residential community is available in the Office of Residential Life or on our website: www.marymountpv.edu.

Residential Life also offers a prepared list of local off-campus housing options. For more information, please contact the Office of Residential Life.

International Programs

International students are supported by two campus departments: Admission, which recruits students and issues their initial immigration paper work; and Student Life, which provides day-to-day support.



Financial Aid, Scholarships and Student Employment

Marymount College is committed to a comprehensive program of financial assistance for those students and families who otherwise would be unable to take advantage of the educational opportunities Marymount offers.

Financing a college education is primarily the responsibility of the student and his or her family. When these resources are not sufficient to meet the costs of attending Marymount, the Financial Aid Office attempts to fill the gap from a variety of federal, state and institutional resources.

Application Process

Financial aid is available to students who are U.S. citizens or eligible non-citizens who demonstrate financial need according to the Federal Methodology of Needs Analysis. To be considered for aid, a student must:

1. Apply and be admitted to Marymount College.
2. Complete the Free Application for Federal Student Aid (FAFSA) and submit it to the Federal Processor. Marymount College's school code is 010474.
3. California residents will be expected to complete the Cal Grant Grade Point Average Verification Worksheet and submit it to the California Student Aid Commission by the state deadline: March 2.
4. Returning students must be in good academic standing and not on financial aid probation.

Verification

Some students may have their file selected for review in a process called verification. The Financial Aid Office may request that a student submit copies of certain financial documents including but not limited to federal tax returns, documentation of income and bank statements. The Financial Aid Office may also request documentation related to a student's citizenship, date of birth, social security number and selective service registration status.

Students will not receive an offer of financial aid until all requested verification documentation has been received by the Financial Aid Office.

Priority Deadline

March 1 is the priority deadline for financial aid at Marymount College. Marymount College has established a priority deadline for financial aid applications because there is not enough financial aid available to meet the full need of all students who qualify.

To receive full consideration for financial aid funding, students must submit their applications for financial aid and admission by March 1. Applications postmarked on March 1 will be considered to have met the priority deadline. Marymount College cannot guarantee that applications received after March 1 will receive full financial aid consideration. Late applications may be subject to penalties and will be awarded based on funds available.

Financial Aid Programs

Marymount College participates in several federal and state financial aid programs including:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work Study
- Federal Direct Stafford Student Loan
- Federal Direct Parent PLUS Loan
- Cal Grant A
- Cal Grant B

In addition to the above, Marymount College maintains a grant and scholarship fund drawn from the operating budget of the College. Grants and scholarships from this fund are need-based. In addition to need-based grants and scholarships, Marymount College also offers merit-based scholarships in the form of the President's Scholarships, Dean's Scholarships and Achievement Scholarships. These merit-based scholarships are available to first year, first time students only. Transfer Scholarships are available to incoming transfer students based on academic performance at the collegiate level. The Marymount College soccer program offers full-tuition or part-tuition athletic scholarships based on the recommendation of the coach. The Marymount College fine arts programs offer scholarships to outstanding students in theatre, studio arts, music and film and are based on a portfolio review and faculty recommendation. These scholarships are renewable provided certain academic and/or eligibility criteria are met. These scholarships are awarded based on criteria determined by the Office of Admission and the Financial Aid Office and are subject to change each year.

Gifts Supported Scholarships

Through the generosity of various individual, corporate and foundation contributors, Marymount offers scholarships based on academic achievement and on financial need.

The Ivan and Mary Brown Scholarship was established by Dr. Pam Brown Schachter, Professor Emeritus of Sociology, in 2005 as a memorial to her parents.

The Faculty/Staff Scholarship is made possible through the generosity of the faculty and staff at Marymount College and is awarded by the Financial Aid Office to a student based on need.

The Gailhac Scholarship was established by the Religious of the Sacred Heart of Mary (RSHM) to honor Father Gailhac, the founder of the RSHM.

The Evan Leonard Grau Memorial Scholarship was endowed in 2005 by Wayne and Maria Grau in memory of their son, Evan.

The Eugenie H. Hannon Scholarship was endowed in 1990 by her son, William B. Hannon.

The Barbara Ivins Scholarship was endowed in memory of Barbara Ivins.

The George H. Mayr Foundation Scholarship was endowed to support students based on financial need.

The Patricia McGinn Memorial Scholarship is awarded by the English faculty.

The David Meid Memorial Scholarship was endowed to provide support to Honors Program students.

The Kenneth T. and Eileen L. Norris Foundation Scholarship was endowed to support Marymount students who show academic merit.

The Ann Peppers Scholarship is provided by the foundation to support Marymount students at the discretion of the Financial Aid Office.

The Hubert S. and Kathleen R. Phelan Scholarship was established in 1979 by the Phelan children as a memorial to their parents. Family and friends continue to support the fund.

The Mary Pickford Foundation Scholarship was endowed to support students based on merit and financial need.

The Clarise Pierson Scholarship was endowed to support students who demonstrate academic merit and financial need.

The Stotsenberg Scholarship was endowed in 2002 by the Stotsenberg Foundation.

The Nick and Mary Vilicich Scholarship was endowed by Yvonne Bogdanovich in memory of her parents.

The Wanda Walter Scholarship was endowed as a memorial to Wanda Walter by her daughter, Arline, and son-in-law, Richard Grotz, and is supported by family and friends who wish to remember her and continue her support of education.

The Thomas D. and Russell E. Wood Memorial Scholarship, funded by the faculty of the College in conjunction with the Board of Trustees and other donors, is awarded to an outstanding returning sophomore.

How Need is Determined

Most financial aid programs available at Marymount College are based on financial need. Stated simply, need is the difference between the cost of the educational program and the student's and family's ability to pay, known as the Expected Family Contribution (EFC). The cost of attendance/budget used to compute a student's need includes the direct cost associated with attending the College and other average expenses. The direct costs include tuition, fees and on-campus housing. These costs are paid directly to the College. Other average costs, such as off-campus housing, books and supplies, transportation and miscellaneous/personal expenses, are only used to create the student budget and determine eligibility for financial aid. Marymount uses several standardized student budgets based on the California Student Aid Commission guidelines. Student budgets are based on enrollment for 12 to 17 units per semester. Changes in enrollment unit levels or living arrangements may affect your budget and financial aid award.

The Financial Aid Package

Once a student has demonstrated financial need, the Financial Aid Office at Marymount brings together funds from various sources to create a financial aid package. The foundation of this package is the student's Pell Grant and/or Cal Grant award. If further need is demonstrated, the student will be authorized for on-campus employment under the Federal Work Study program. (Note: The Federal Work Study Program is targeted toward students with high need.) Remaining need is then met with additional grants and/or scholarships from College sources to the extent funds are available. Federal Direct PLUS and Federal Stafford Loans may be used to replace the expected family contribution, up to the maximum loan limits.

The financial aid offered to a student by Marymount College is only finalized once all required documentation is received, the student is enrolled in an Associate or Bachelor's degree program, and the student has signed and returned the Financial Aid Award Report within the specified time frame. Any appeals, requests for re-evaluation, or the processing of information received after the initial offer has been made will be evaluated as they are received, and will be considered if there are funds available after the initial offers have been received.

Failure to respond to an offer of financial assistance within the indicated time frame will result in the withdrawal of the offer of financial assistance. If the student wishes the offer be reinstated, it he or she must submit it as a late application.

Note: Students who appeal for additional assistance must officially accept the initial Financial Aid Award Report in order to retain it during the appeal process.

Disbursement of Financial Aid Funds

Financial aid award reports are normally sent to students in advance of registration. For those students meeting the March 1 deadline, award reports are sent in April to provide the students with ample time to plan for their college expenses. Late applicants are notified of their eligibility on a rolling basis as applications are received. After a student has received and accepted the financial aid award and completed all necessary paperwork, Business Services is notified of the funds that will be available. That office determines each student's tuition, fee, and room and board charges, and sends the student a statement of these charges, which also shows projected financial aid funds. Estimated awards do not appear on statements, as they may change before being credited. Any balance due that is not covered by financial assistance is due at that time, either in a lump sum payment, through monthly payments through Tuition Management Systems, or through the Federal Direct PLUS parent loan program.

If there are financial aid funds (including student loans) that have been awarded but are not yet available at the time of registration, a student will be permitted to register for classes after signing a promissory note for the amount that will be covered by the pending financial aid. This promissory note is the acknowledgment on the part of the student that College charges are the student's responsibility and that, if for any reason the projected aid funds do not become available, or if the student withdraws before they are processed, the student becomes responsible for payment.

Financial aid funds are credited to the student's account in Business Services as they are received and after the student's enrollment level and residence have been confirmed. Most funds are credited directly to the student's account. If there are funds in the student's financial aid package that are to be used for other educational costs, such as books and supplies or living expenses, they will be disbursed to the student upon request.

Under the Federal Direct Stafford Loan Program, first-time borrowers must complete a pre-loan counseling session before the loan can be processed. Loan disbursements for first-time borrowers are available after the 30th day of the semester. Loan funds received electronically will post within three days of receipt. If a student's enrollment cannot be verified, the EFT funds will be returned and the student billed for any charges the loan was intended to cover.

Students may use Federal Work Study (FWS) earnings for living expenses. If the student is awarded FWS, the student must apply and interview for all jobs available. Guarantees are not made for job availability. Once hired, students may work a maximum of 15 hours per week. The funds are disbursed biweekly as earned. Time sheets are due in the Financial Aid Office on alternate Fridays, with checks available the following Friday.

Since financial aid funds cannot be released until a student has registered and is in attendance, it is essential that each student arrive on campus with sufficient funds to cover miscellaneous living expenses and start-up costs for the semester.

Ability to Benefit

In accordance with federal regulations, students who have not graduated from high school at the time they matriculate at Marymount College must show the

ability to benefit from Marymount's academic program. Generally, students may demonstrate an ability to benefit with certain scores on the College's placement test. Students will be notified of the required scores prior to completing placement testing.

Winter Session and Summer Session

Generally, financial assistance is not available for Winter or Summer sessions. Students may request a review of their financial aid file to determine if they have remaining loan eligibility to cover the cost of the Summer or Winter sessions.

Study Abroad

Students may use their financial aid to participate in Marymount's London Semester or Webster University Study Abroad Programs. Usually, the financial aid package (without employment through the Federal Work Study Program) can be used for one semester abroad. A student who wishes to participate in a Study Abroad Program needs to plan well in advance by gaining acceptance into the program and informing the Financial Aid Office of their plans. Financial aid is available to cover basic program expenses. (Travel is not included.) Students need to be sure to provide the Financial Aid Office with their overseas addresses. Although it is not required, a student may designate a power-of-attorney to endorse checks and authorize fund transfers. The power-of-attorney cannot be a College employee.

Withdrawal and Leaves of Absence

If you decide to withdraw or take a leave of absence from Marymount, you must contact the Registrar's Office regarding the official withdrawal procedure. Failure to do so can result in serious academic consequences and/or an unresolved financial obligation. Cal Grant A or B recipients must complete a Leave of Absence or Deferment of Enrollment form and obtain approval from the California Student Aid Commission. Without this approval, your Cal Grant may be canceled. Recipients of state awards from outside California should contact their own state's scholarship agency to see what procedures are necessary.

Satisfactory Academic Progress Standard

Every institution participating in federal aid programs must monitor its students to ensure they are meeting satisfactory academic progress (SAP) standards. This standard applies to all students. In order to receive or continue to receive financial aid of any kind (including Title 38 Veterans Benefits) at Marymount College, these standards must be met. The standards listed below apply to all Marymount College students and comply with federal regulations and guidelines.

Marymount College's SAP policy is comprised of three components: units completed, cumulative grade point average and length of enrollment.

Per Semester Unit Requirement

Students will be expected to complete successfully a certain number of units per

semester in order to be eligible and to continue to be eligible for financial aid.

- Full-Time Students: Completion of 12 units per semester.
- Three-Quarter-Time Students: Completion of 9 units per semester.
- Half-Time Students: Completion of 6 units per semester.

Grade Point Average (GPA) Requirement

All students will be expected to maintain a 2.00 cumulative grade point average.

Length of Enrollment

Students may not receive more than twelve semesters of financial aid. The total number of semesters a student is eligible for represents a total of 150% of the published time frame for completion of Marymount College requirements.

Enrollment Status Changes and Grades

- Withdrawals and Failed Courses: Courses in which a student receives a W, F or NC grade cannot be counted as units completed when determining SAP. Courses that are retaken or repeated may impact a student's overall unit count when determining SAP.
- Incomplete Grades: Courses in which a student receives a grade of "IN" or Incomplete cannot be counted as units completed when determining SAP. A student may request that his or her SAP status be re-evaluated once the incomplete work has been completed and a final grade has been assigned.
- Audits: Audited courses that are granted a grade of "AU" and courses that are used for high school credit are not considered units completed when determining SAP.
- Credit by Examination (CBE): Credit by examination may be counted as units completed when determining SAP.
- Winter Term and Summer Term Courses - Units acquired during the winter term and/or summer term may be counted as units completed when determining SAP. Grades for these units must be posted to the student's official Marymount College transcript before they will be considered.

Satisfactory Academic Progress Evaluation

All students will be evaluated each semester of the academic year. Students who fail to meet the SAP requirements will be placed on probation for the next semester. If you are awarded financial aid for the next semester before grades are posted and you do not meet the SAP standard, your financial aid award will be re-evaluated and may be cancelled.

Probation

Students who do not meet the SAP standard will be placed on a one-semester probation. During this probation, the student must complete 12 or more units

and bring the cumulative GPA to a minimum 2.00. The total number of units to be completed may vary depending on previous units earned. The Financial Aid Office will notify each student on probation of the units that must be completed for the student to meet SAP standards. All SAP requirements must be cumulative and include all periods of enrollment, but can be reviewed at the discretion of the Financial Aid Office. If the SAP standard is not met, all financial aid will be cancelled for the semester following probation.

Students on Financial Aid Probation will not be considered eligible for financial aid for the next academic year until all conditions of their probation status have been met.

Illustrated below is the minimum SAP standard full-time students will be expected to meet in any given semester:

1st Semester	2nd Semester	3rd Semester	4th Semester
12 cumulative units 2.00 cumulative GPA	24 cumulative units 2.00 cumulative GPA	36 cumulative units 2.00 cumulative GPA	48 cumulative units 2.00 cumulative GPA
5th Semester	6th Semester	7th Semester	8th Semester
60 cumulative units 2.00 cumulative GPA	72 cumulative units 2.00 cumulative GPA	84 cumulative units 2.00 cumulative GPA	96 cumulative units 2.00 cumulative GPA

Termination and Reinstatement of Financial Aid

A student who fails to meet the SAP standards after the one semester probationary period will have all forms of financial aid (including veteran's benefits) terminated. Reinstatement of financial aid is possible by completing the required number of units and/or raising the cumulative GPA in accordance with SAP standards. With the Academic Dean's permission, a student may complete the required additional units and/or raise his or her GPA by attending Marymount College. However, financial aid will not be available to such a student. He or she may also attend another approved institution and forward the final grade(s) to Marymount College. Once the student is again maintaining satisfactory academic progress, the student's eligibility will be re-evaluated.

Appealing Termination of Financial Aid

A student who wishes to present extenuating circumstances as a reason for not maintaining satisfactory academic progress may appeal the termination decision in writing to the Financial Aid Office. The appeal must document specifically extenuating circumstances that the student feels should be taken into consideration. A decision on the appeal will be made by the Financial Aid committee. Extenuating circumstances will not necessarily lead to a reinstatement of financial aid. All appeal responses will be in writing. All communication about termination, appeal and reinstatement of financial aid must be in writing.

Questions about the Satisfactory Academic Progress standards, the appeal process, aid termination and reinstatement should be forwarded to the Financial Aid Office.

Tuition and Fees

Academic Year 2010- 11

All monies are to be paid in U.S. dollars drawn on a U.S. bank. See Tuition and Fee Information for more details. Tuition and fees are subject to change.

Fall 2010 & Spring 2011

Full-time Student (12-17 semester units) Full Academic Year Expenses Domestic and International Students

Application Fee	\$ 40.00	all students, non-refundable
Commitment Deposit	200.00	applied to tuition
Tuition: (12-17 units semester load).....	25,134.00	per year
	12,567.00	per semester
Unit charge above 17/semester	350.00	per unit
Orientation Fee.....	275.00	required of all new full-time students non-refundable
Student Association Fee	300.00	per year non-refundable
Technology Fee	120.00	per year non-refundable
Student Sickness/Accident Insurance	360.00	per year
Credit by Examination	350.00	per course
Graduation Fee	150.00	non-refundable

Lab fees are required for some classes. Please reference lab fees as noted under the course listings.

Residential Life Room and Board:

Application/Processing Fee	\$ 50.00	non-refundable, due with application
Damage Deposit	600.00	per year – due with application
Two Bedroom Suite (four occupants)	11,078.00	per <u>academic</u> year – utilities included
Private Bedroom Option.....	12,678.00	per <u>academic</u> year – PV West only utilities included
Fee per night	\$ 50.00	per night outside of contract period

Part-time Student (under 12 units)

Application Fee	\$ 40.00	all students, non-refundable
Tuition: Unit charge under 12 units.....	950.00	per unit
Audit Fee	400.00	per unit
Orientation Fee.....	275.00	required of all new full-time students non-refundable
Student Association Fee	150.00	per year non-refundable
Technology Fee	60.00	per year non-refundable
Student Sickness/Accident Insurance	360.00	per year
Room and Board		not available to part-time students

Lab fees are required for some classes. Please reference lab fees as noted under the course listings.

Marymount College London 2010

Semester Fee.....	\$ 18,106.00	includes tuition, room and board for Fall semester (excludes air fare)
Student Sickness/Accident Insurance.....	360.00	required of all London students

Winter and Summer Terms

Summer 2010 London Session.....	5,500.00	includes tuition, room and board for four weeks (excludes air fare)
Winter 2011 Tuition.....	575.00	per unit
Winter 2011 Room and Board	475.00	includes modified meal plan 3 week session
Summer 2011 3-Week Tuition.....	575.00	per unit
Summer 2011 3-Week Room/Board.....	975.00	includes modified meal plan 3 week session
Summer 2011 6-Week Tuition.....	575.00	per unit
Summer 2011 6-Week Room/Board.....	1,950.00	includes modified meal plan 6 week session

Other study travel programs are offered from time to time. Tuition and fees for these programs are based on costs associated with the program. Contact Academic Affairs for further information.

Other Costs:

Food Service, 14-Meals/Week Plan	\$ 2,045.00	per semester
Commuter Meal Cards	\$ 25.00	
Or	100.00	
Transcripts		
Official Copy	5.00	each
Unofficial Copy	1.00	each
Special Handling, 24-hour service	10.00	per copy
		(subject to change)

Health insurance is required of all enrolled students. Those students who do not have health insurance coverage may purchase a policy through the College. Those students with health insurance can file a waiver form with the Business Services Office. Students who do not have a health insurance waiver on file by the first day of class will be assessed the health insurance premium. All international students are required to purchase the student health insurance from the College. Please contact the Business Services Office or the Student Health Center for additional information.

Tuition and Fee Information

Students are responsible for payment of all fees associated with enrollment including tuition, room and board fees, lab fees, and related costs. All monies due are to be paid in U.S. dollars and checks must be drawn through a U. S. bank and made out to Marymount College. Credit cards are accepted and payment can also be processed through our website at www.marymountpv.edu/admin-services. Marymount College offers the following options for paying your tuition and fees.

Option 1: Payment in full by due dates as noted below.

Option 2: Fall or Spring Only Payment Plan (domestic students only) -\$40.00 enrollment fee, first payment due July 15 for Fall term or December 15 for Spring term

Option 3: Fall and Spring Combined Payment Plan (domestic students only) – \$55.00 enrollment fee, first payment due July 15

Statement information is available to students through the student portal. Please contact the Institutional Technology department for more information about portal access.

Due Dates

- Payment for the Fall semester is due by July 15 each year or the day you register for classes, whichever is later.

- Payment for the Winter and Spring semesters are due by December 15 each year, or the day you register, whichever is later.
- Payments for the Summer sessions are due 10 days prior to class start date, or the day you register, whichever is later.

Required Documentation

The following completed documentation is required to be on file with the Business Services Office prior to clearance for enrollment:

- Tuition and Fee Agreement
- Payment for tuition and fees (utilizing one of the options listed above)
- Health Insurance Waiver Form – to be completed every school year
- Health Clearance Forms (filed with the Student Health Center)

All required documentation and payment must be received in the Office of Business Services by the due dates noted above. Lack of payment and/or failure to return the required documentation may result in the student being withdrawn from pre-registered classes.

Past Due Accounts

Past due accounts will be placed on tuition hold and can be subject to one or more of the following:

- Late fees
- Inability to view grades or receive transcripts
- Inability to register for future classes
- Prohibited College computer login and access to the student portal
- Suspension of meal plan and/or residential privileges

A reduction of services, due to holds, does not entitle the student to a refund for lost services. Delinquent accounts are subject to referral to a collection agency. Students are responsible for all collection service fees, including legal fees resulting from collection proceedings. The College's collection agencies report to credit bureaus.

Financial Hold Information

Accounts with outstanding balances one month after the term start date are subject to being placed on Financial Hold. Students whose accounts are on Financial Hold are not eligible for registration for future terms and are also prevented from obtaining records such as transcripts and grades. In addition, students whose accounts are not paid in full at the time of graduation will not receive a diploma or any other certification of program completion.

Textbooks and Supplies

Textbooks and supplies are available at the Campus Bookstore. Marymount tuition does not cover the cost of books and other instructional materials (see the College's student handbook, *The Anchor* for Bookstore policies).

Commitment Deposit

All new students are asked to submit a commitment deposit of \$200.00 by the date specified. The deposit will be credited toward tuition. A refund of the deposit will be made only upon receipt of a written request postmarked on or before the commitment deposit due date. All commitment deposit written refund requests should be directed to the Office of Admission.

- For new incoming Fall term students, the deposit is due May 1.
- For new incoming Spring term students, the deposit is due December 1.

Any deposits made after these dates will not be refunded.

Institutional Schedule of Refunds

The refund schedule applies to students who withdraw from enrollment at the College. Withdrawal dates for refunds are defined as the date a completed Withdrawal Form is received by the Registrar's Office. The refund schedule assumes that all tuition and fees have been paid in full prior to withdrawal. Any balance due at the time of withdrawal will be deducted from the refund amount. If there is a balance owed after the refund has been applied, that amount is immediately due and payable.

If a student withdraws from one or more courses, but does not withdraw completely from the College, no adjustment will be made to the student account. Students considering withdrawal from coursework should consult with their academic advisor.

All requests for refunds must be in writing and addressed to the Office of Business Services after the completed Withdrawal Form is submitted to the Registrar's Office.

Withdrawal Date	Refund %
On or before 1st Day of Classes	100%
During the 1st Week	80%
During the 2nd Week	60%
During the 3rd Week	40%
During the 4th Week	20%
During the 5th Week	20%
During the 6th Week	20%
During the 7th Week	20%
After the 7th Week	No Refund

For the purposes of calculating the refund percentage, a week is defined as Monday through Friday. The first week of the semester will begin with Monday of the week that classes begin – irrespective of whether the first day of classes falls on a Monday – and the weeks will run continuously with no break or delay due to instructional vacation days. Withdrawals submitted after Friday of any week will be

considered as being made during the following week. Students who withdraw after the 7th week of class are not eligible for a refund.

Residential Fee Refunds

Students who withdraw completely from the College will be eligible for a refund of Residential Life fees based on the above Institutional Schedule of Refunds assuming that all tuition and fees have been paid prior to withdrawal. If there is a balance owed after the refund has been applied, that amount is immediately due and payable.

Students, who are released from their Residential License Agreement while continuing enrollment at the College, must retain their full meal plan for the remainder of the semester and will lose the refundable portion of their residential deposit. Residential fees (room charges) will be subject to the Institutional Schedule of Refunds.

At the completion of the academic year, the balance not owed or forfeited to the College (for damages, judicial fines and charges, and other outstanding fees) will be returned to the payer of the residential deposit within 60 business days of the date the student vacates housing.

If, at any time during the academic year, a student is removed from residence due to disciplinary violations or voluntarily vacates the residence without written financial release from the Director of Residential Life, all fees and deposits are forfeited.

Return of Title IV Aid

All institutions that award federal aid to students must calculate the return of federal aid before calculating the institution's refund. This refund will be calculated using the number of days completed divided by the number of days in the period of enrollment (POE). Any unearned federal aid will be returned to the Department of Education based on this calculation. The Institutional Schedule of Refunds will be used to determine aid adjustments of internal aid after all federal aid is calculated and returned. This federal regulation applies to all programs.

Calculation based on the percentage of the term completed:

$$\frac{\text{Number of days completed}}{\text{Number of days in the term}} = \text{Percentage completed}$$

The refund percentage is the complement of the percentage completed. For example, 30% completed in the term would prompt a 70% refund. Refunds are valid through the 60% point of the term only (no refund at 60.1%). Refunds will not exceed 40%. A copy of the refund calculation worksheet may be obtained from the Office of Financial Aid.

Students should be warned that the return of Title IV aid could result in the student owing a repayment on a portion of the federal aid. If you are placed in a repayment status, NO FEDERAL AID may be awarded to you at any institution until the repayment issue is resolved. Contact the Business Services Office at Marymount College or the Department of Education to arrange a payment agreement.

Appeals to the above policies should be made in writing to the Vice-President of Finance and Administration.



Directories

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Administrative Offices

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Director of Institutional Research, Planning & Assessment ..	Michael Semenoff, M.S.
Director of Communications.....	Kelly Curtis, B.S., M.H.A.
Alumni Relations/Communications Coordinator	Megan McCormick, M.A.
Graphic Communications Specialist.....	Gina Zorotovich, A.S.
Webmaster.....	Terika Kons

Academic Affairs

Vice-President of Academic Affairs and Dean of Faculty	Ariane Schauer, Ph.D.
Associate Dean of Academic Affairs for Educational Planning and Records.....	Virginia Wade, M.A.
Academic Coordinator	Claudete Marques, B.A.
Assistant to the Vice President.....	Leslie Stewart
Director of Educational Technology	Jennifer Lau, M.L.S., M.B.A.
Director of Community Educational Programs	Lisa Francis, B.A.
Internship Coordinator and Transfer Counselor	Lauren Muse-Fisher, M.S.
Director of Library Services	Mary McMillan, M.L.I.S.
Technical Services Librarian.....	Darren Hall, MSc
Instruction Librarian.....	Melanie Sellar, M.L.I.S.
Director of Learning Center.....	Sharon Johnson, B.A.
Coordinator of Disability Resources.....	Ruth Proctor, B.S.
Coordinator of Learning Enhancement Programs	Elizabeth Nicoello, M.F.A.
Learning Specialist.....	
Administrative Assistant, Learning Center	Cheryl DeVincenzi, B.A.
Articulation Officer	Susie Martin, M.S.
Director of First Year Experience & Student Engagement	Kelly Krusee, M.A.
Registrar	Lynn Elliott, M.Div.
Associate Registrar	Lisa Kastelan, A.A.

Student Development Services

Dean of Students	Shane Armstrong, M.A.
Administrative Assistant	Nancy Onorato
Director of Student Life and Athletics	Gregory Narleski, M.Ed.

Assistant Director of Student Life	Alyse Intagliata, M.A.
Director of Student Health Center	Judith Hotchkiss, R.N.,C.
Administrative Assistant, Student Health Center.....	Dianne Bettis
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Retention Counselor.....	Bradley Hess, M.A., L.M.F.T.
Wellness Counselor	Colleen Ecker, B.S., CADCA
Director of Residential Life	Susie Mitton Shannon, M.Ed.
Assistant Director, Residential Life	Jennifer Novotny, M.S.
Office Operations Coordinator	Heidi Knight
Resident Director	Michael Fileta, M.Ed.
Resident Director	Erin Martinez, M.S.
Resident Director	David Trujillo, B.A.
Coordinator of Service Learning/ Director, Honors Program	Susan Garman, M.A., M.Ed.

Finance and Administration

Vice-President of Finance & Administration	James Reeves, M.A.
Director of Business Services	
Student Accounts Coordinator	Joanne Carbone
Accounts Payable Clerk	Susana Lastra
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Director of Campus Safety & Security	Michael MacMenamie, A.S.
Director of Computing Services	Monte Schmeiser
Sr. Network Analyst	Kenny Phu, B.S.
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Arts and Media Technology Coordinator.....	Stephen Belovarich, M.F.A.
Director of General Services.....	Denise Fessenbecker, B.S.
Receptionist.....	Doris Antunez
Mail Room/Van Driver.....	Marco Torres
Van Driver	Steve Eaton
Van Driver	Greg Perow

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Admission Technology Support CounselorJennifer Gaston
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Assistant Director of Financial Aid..... Jenifer Aguirre, B.A.
Enrollment Services Coordinator..... Sherie Cowan

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Human Resources Coordinator/Payroll CoordinatorTracey Johanson

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Director of Annual Giving Jessica Ure-a, B.A.
Major Gifts Officer Geoff Coster, M.B.A.
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MADELYN CREIGHTON

Business and Speech

JOSEPH B. CUSEO

Behavioral Science

CAROLANN DESELMS

Modern Languages

RUTH MARIE GIBBONS, IHM

Theatre Arts

THOMAS T. GUFREY

Chemistry

DONALD H. JOHNSON

Accounting

BELLE LEVINSON-BRUBAKER

English

AL LEWIS

Modern Languages

NANCY DALTON SANDERS

English

PAM BROWN SCHACHTER

Sociology

CORITA JEAN SMITH

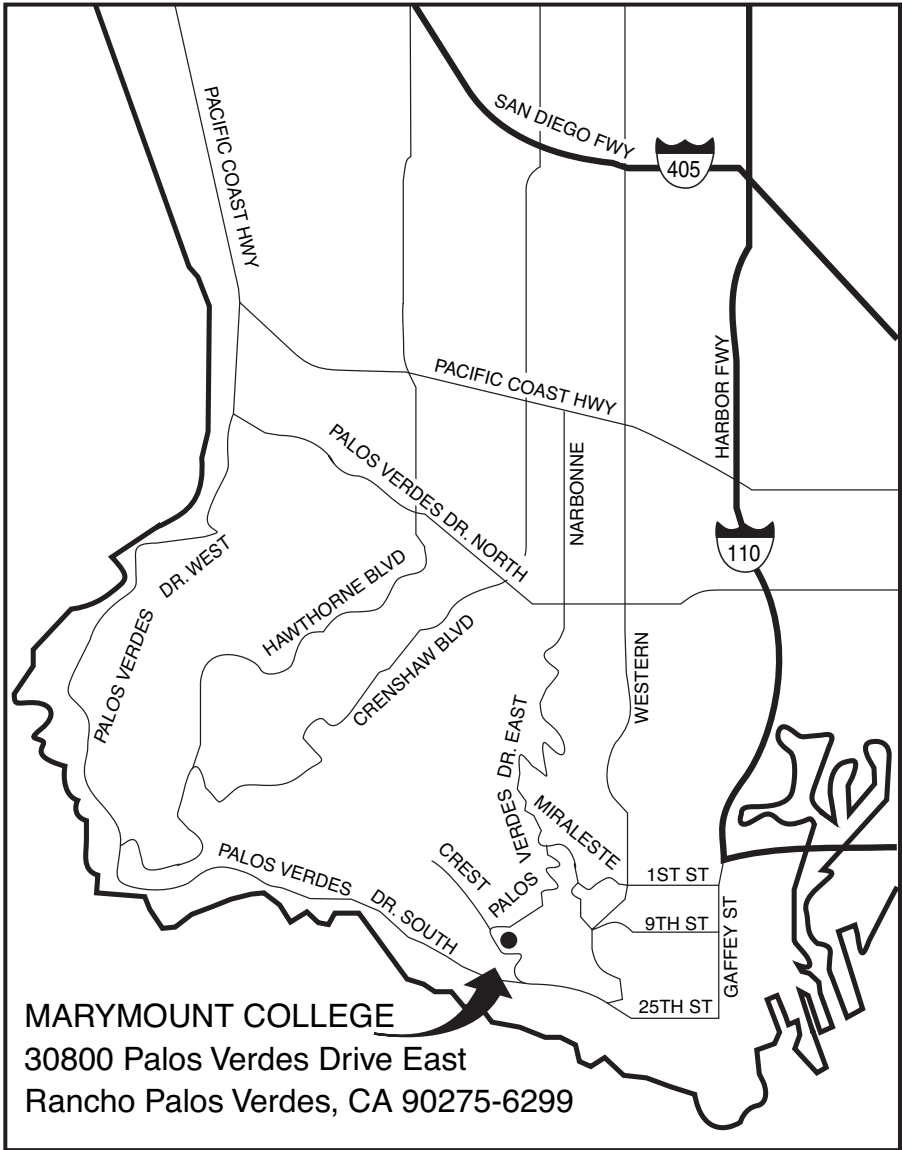
English

EILEEN SMITH

English

CHARLES SPURGEON

English



Directions

- From Harbor 110 Freeway South: Exit at Gaffey.
- Go left on Gaffey for two blocks.
- Turn right on 1st Street.
- Stay on 1st Street until it ends at Miraleste Drive.
- Turn left onto Palos Verdes Drive East, and continue on to the intersection of Palos Verdes Drive East and Crest Road.
- Turn left at the traffic light and enter the Marymount College campus. Visitor parking is located immediately to your left.

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